**Template for ENSURE *Curriculum Vitae***

*Notes:*

* *If you already have a CV you do NOT need to reformat to fit this template*
* *Please see the associated “Resume vs CV” document for additional details on CVs vs Resumes*
* *If any of the sub-sections below don’t apply to you just delete them.*
* *Please delete these instructions before submitting your final CV for the ENSURE program.*

**First Name Last Name**

e-mail address

phone number

permanent address, city, state, country

* **Education** (where, how long, what did you study (major classes), GPA, class rank, major awards (valedictorian), thesis title, funding, include all education (including HS and all colleges attended))
* **Work History (paid)**
	+ Early in your career we want to see your total experience including work in non-science jobs.
* **Research Experience (paid (if not included in work history) and volunteer)**
	+ For each position list institution, dates worked, position title, boss (PI – Primary investigator), major area of expertise (use sentence fragments to describe your research and major methods), awards, etc
	+ Include research, undergrad research, industry research, etc
* **Teaching Experience**
	+ List each individual section that you have taught or TAed including supervisor, responsibilities, number of students (and age/year of students)
	+ Include guest lectures for courses including who was the person that invited you.
	+ Include a sub-section for teaching workshops that you have attended
	+ If you have tutored students, list that here too including how many hours, etc
* **Mentorship**
	+ List each HS, UG, Grad or other person that you have mentored including who they are/were, how long you mentored them, in what capacity you mentored them, and what they are doing now.
* **Peer-reviewed publications (it is unlikely that you will use this section)**
	+ For each publication list entire author names and all details of publication including your contribution to (1) doing the experiments (2) analyzing data (3) writing the manuscript (4) mentoring other authors. At this point in my career I put a “UG” next to the names of undergrads that I mentored on the paper and “G” for graduate students that I have mentored.
	+ If you know the impact factor of the journal, add that too.
	+ Add publications that are in press or in preparation (again, this is for you only so it’s fine to put them there)
* **Non Peer-reviewed publications (it is unlikely that you will use this section)**
	+ These would include if you write a letter to the editor of your local newspaper or publish something in a society semi-annual newsletter
	+ This might also include invited commentaries that are published in peer-reviewed journals (although some list these under “peer-reviewed publications”
	+ This might include textbook chapters although those are usually edited/reviewed.
	+ BLOGS that you have written
* **Poster presentations (it is unlikely that you will use this section)**
	+ For each poster list entire author names, title, date of presentation, abstract number, where it was presented and/or published, was the abstract peer-reviewed/refereed (or were all abstracts accepted).
	+ Include if you got a travel award or poster award.
	+ Indicate if you were the presenter or just an author. If you mentored a student, indicate as such.
* **Oral presentations**
	+ List what the presentation was for along with title, number in the audience etc. I always include how I was able to give the presentation. In other words, did I apply to give it? Was it required? Was it an invited presentation (who was I invited by)?
		- This can be anything from a presentation in a course to a presentation you gave at a local library.
* **Research Funding (it is unlikely that you will use this section)**
	+ For each grant list as much info as might be useful in the future (amount, agency, title, others on grant, etc) (see example below)
	+ For each grant, describe your contribution to (1) preparing the grant and (2) actually completing the activities on the grant.
	+ SAMPLE

2014-2015 **Title:** Theranostic Pain Nanomedicines: imaging inflammation, reducing pain and need for opioids.

**Years of funding:** 2015 – 2017

**Funding agency:** National Institutes of Health (NIDA)

**Grant number:** R21DA039621 CEBRA

**Role:** co-Investigator (Jelena Janjic PI; John Pollock co-I)

**Budget:** $330,000 (total costs); $50,000 (direct costs to Kolber (not including over-head)

**Date Received:** 9/2014

* **Techniques**
	+ List of all of the techniques that you have experience with. These can be sub-divided based on your experience with various techniques.
	+ Divide techniques into “science” and “other”. Science can include techniques you used in your laboratory courses. Other can include software (e.g. Microsoft Office), etc
* **Leadership experience**
	+ Here is where you keep a list of all of the volunteering you have done, committees that you have served on, the organizations that you are a member of including service and other organizations; feel free to list any sports teams that you are part of too etc
	+ Include your position and responsibilities
* **Manuscript, Textbook, and Grant Reviewing (it is unlikely that you will use this section)**
	+ Add a section for “Ad-hoc” reviewing with each journal/grant agency and the number of times you have reviewed.
	+ Add a section if you actually serve as a standing reviewer or editor of a journal
* **Affiliations or Professional Memberships (it is unlikely that you will use this section)**
	+ List professional affiliations including date start affiliation
* **Media (it is unlikely that you will use this section)**
	+ Write down when you were in the local paper, national news, gave a radio interview, were featured in the UTD student newspaper, etc
* **Awards (it is unlikely that you will use this section)**
	+ List everything (for real-world CVs: Since you are early in college it is okay to list high school accomplishments; If you are old it is okay to list a couple of major high school accomplishments (e.g. valedictorian, Eagle Scout or Arrow of Light (depends on app), National Spelling Bee champion, etc).