

CV Template

Personal Information

Name, Year in Program, Supervisor's Last Name, Your E-mail address

Education

Degrees and Diplomas. For each entry, including the date of enrolment and the date of conferment, institution, title, and faculty advisor(s).

Recognitions

Prizes, awards and honours including fellowships. Indicate awards that you chose not to take with "(declined)".

Employment

Academic Work Experience. Enter your current and past academic work experience (e.g., research assistantships, thesis projects or independent-study projects that had a research component). For each entry, provide a start and end dates, name of institution and research unit (department or centre or institute), and briefly describe your responsibilities and role.

Non-Academic Work Experience. Enter your current and past non-academic work experience. For each entry, provide a job title, start and end dates, name of company and location, and briefly describe your responsibilities and role.

Leaves of Absence and Impact on Research. Provide information on any leave of absence that affected research activities and/or dissemination of research results (e.g., parental leave, bereavement, illness, extraordinary administrative duties). For each, provide the start and end dates, and clearly explain the impact of the delay, especially if a formal leave was not taken.

Research contributions

Here, use any recognized citation format that includes authors, year of publication, title, journal, issue, page numbers, etc, for journal articles, and similar information for other forms of work. See <https://library.concordia.ca/help/citing/apa.php> for examples. Note that there are many different categories of publication – use the category that is most appropriate for each contribution. There are also many categories of conference presentations, with some being rigorously peer reviewed (e.g., IEEE abstracts) while others are not (e.g., abstracts submitted to SFN or CAN). Simply delete categories that do not apply.

Papers Published in a Refereed Journal. A list of your papers published or in press at a refereed (peer reviewed) journal with a broad readership (i.e., one indexed in Scopus (<http://bit.ly/2tDajSX>)). *Do not include manuscripts in preparation.* Where a manuscript is multi-authored, your contribution to the work should be described. For in press papers, if the paper is not yet electronically available on the journal site, include the acceptance e-mail as an appendix to your CV.

Manuscripts Submitted to a Refereed Journal. A list of your manuscripts that are either submitted or in revision (not yet accepted) at a refereed (peer reviewed) journal with a broad readership (i.e., one indexed in Scopus (<http://bit.ly/2tDajSX>)). *Do not include manuscripts in preparation.* Where a manuscript is multi-authored, your contribution to the work should be described.

Other Publications. A list of your work *published* in other venues – undergraduate journals, working papers, reports, manuals, books and book chapters. Do not include submitted papers. Where a publication is multi-authored, your contribution to the work should be described.

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Other Submitted Manuscripts. A list of your work *submitted* to other venues – undergraduate journals, working papers, reports, books and book chapters. Do not include manuscripts in preparation. Where a manuscript is multi-authored, your contribution to the work should be described.

Refereed Conference Proceedings. A list of your published or in-press contributions to a conference that uses rigorous peer review and publishes proceedings in a journal. Do not include submitted papers. Where a publication is multi-authored, your contribution to the work should be described. (Note: inclusion of the contribution in the conference program or abstract book does not count as ‘published’).

Manuscripts Submitted to Refereed Conference Proceedings. A list of the applicant’s manuscripts that are either submitted or in revision (not yet accepted) to peer-reviewed, published, conference proceedings. Do not include manuscripts in preparation. Where a manuscript is multi-authored, your contribution to the work should be described.

Conference Abstracts Accepted as Talks. Presentations you have given as talks at conferences and events (including those where the abstract appears in the conference book, but is not published in a journal).

Conference Abstracts Accepted as Posters. Presentations you have given as posters at conferences and events (including those where the abstract appears in the conference book, but is not published in a journal).

Submitted Conference Abstracts. Presentations you have submitted for conferences and events but have not yet given either as a poster or a talk.

Invited Lectures and Presentations. Talks you have been invited to give, other than abstracts listed above.

Other Research Contributions. Any other research contribution not listed above.

Activities

Scientific Outreach and Public Communication Activities. E.g., organization of or participation in outreach activities; broadcast or text interviews, or media appearances.

Leadership and Organization. E.g., organization of scientific conferences or events; leadership or other administrative role in student societies or scientific organizations.

Supervisory Activities. Describe experience with student supervision, including undergraduate theses and summer projects.

Other Activities. Any other research-related activity not indicated above (e.g., service as a Expert Witness; technology translation activities).

Memberships

Committee and Other Memberships. List organizations to which you belong. Describe any organizational roles.

Intellectual Property.

Patents, Licenses, Disclosures, Registered Copyrights, Trademarks.