

## HUMANITIES CANDIDATE

ADDRESS  
CITY, STATE, ZIP CODE

TELEPHONE  
EMAIL  
WEBSITE (if applicable)

### EDUCATION

*(Include all higher education degrees that were conferred (or expected to be conferred).)*

- Ph.D.      **Degree Title, Florida Atlantic University, Expected May 2010**  
Boca Raton, FL  
*Dissertation:*  
*Advisor/Committee Members: (can choose to list committee members if they are all well-known in your field – if listing committee members lead with your supervisor)*  
*Areas of Specialty: (can include if desired)*  
*Honors/Awards: (departmental awards, scholarships, etc.)*
- M.A.      **Degree Title, Florida Atlantic University, December 2007**  
Boca Raton, FL  
*Master's Thesis:*  
*Advisor:*  
*Minor: (if applicable)*  
*Honors/Awards: (departmental awards, scholarships, etc.)*  
*If you have a comprehensive exam, list the date passed and the focus of the exam.*
- B.A.      **Degree Title, Institution, December 2004**  
City, State  
*Honors Thesis: (if applicable)*  
*Minor: (if applicable)*  
*Honors/Awards: (such as Summa Cum Laude, departmental awards, scholarships, etc.)*

### AREAS OF SPECIALIZATION

*(This section is optional. You can highlight your skills here using bullet points if you feel it presents you in a stronger light and highlights qualifications that may not be directly apparent.)*

### HONORS AND AWARDS

*(This section is optional. You can include those awards (such as fellowships and travel grants) that do not fit in the education section. Typically these awards are substantial awards. If the awards are from another country or not easily understood provide an explanation so that they become meaningful. For example: One of "X" awarded nationally from over "Y" submissions for excellence in "Z." If you received any teaching or research awards be sure to highlight those.)*

**Title of Award, Awarding Agency**

Date(s)

Description

### RESEARCH EXPERIENCE (or TEACHING EXPERIENCE see below)

*(If creating a general CV, lead with the one that corresponds with your strengths. If creating a CV for a particular position, lead with the one that corresponds with the institution and highlights your related strengths. List all positions in reverse chronological order.)*

**Research Position Title, Institution**

Date(s)

City, State

*(Include a brief summary of your research focus – including the purpose and the results. Results can include publication in a journal and/or being presented on campus or at regional, national, or international event. At the end of the summary you can also indicate the supervisor (Dr. "X," Department of "Y" or*

*Institution/Organization) of the project, especially if the individual is one of your references. This helps the committee know whom to speak to about which experiences. Underneath the brief summary, using bullet points, highlight specific responsibilities you have had, techniques you have used, and other aspects that showcase your contributions.)*

- Utilized ....
- Managed ....
- Instituted ....

*If you have **multiple research positions at the same institution/organization** follow the following format (use reverse chronology):*

**Institution/Organization, City, State**

*Position Title*

Date(s)

*(Description of focus and supervisor if applicable)*

- Bullet 1
- Bullet 2

*Position Title*

Date(s)

*(Description of focus and supervisor if applicable)*

- Bullet 1
- Bullet 2

**TEACHING EXPERIENCE (or RESEARCH EXPERIENCE)**

**Teaching Position Title, Institution**

Date(s)

City, State

*(First you can provide a general description of the course(s) taught. If you have a teaching assistantship, you can also indicate the advisor to the project (such as: Dr. "X," Department of "Y"), especially if the individual is one of your references. This helps the committee know whom to speak to about which experiences. Then underneath that, using bullet points, you can elaborate on your specific role and responsibilities, such as: syllabi designed/modified, number of students supervised in class or in breakout sessions, mentorship components, student thesis committees, etc. Some individuals choose to describe accomplishments and responsibilities first in paragraph form and then below that list courses taught using bullet points. Note: Teaching experience should be limited to those experiences that occurred in academic settings – do not include swim instructor, etc.)*

- Designed ...
- Advised ...

*If you have **multiple teaching positions at the same institution/organization** follow the following format (use reverse chronology):*

**Institution/Organization, City, State**

*Position Title*

Date(s)

*(General description of courses taught and advisor if applicable)*

- Bullet 1
- Bullet 2

*Position Title*

Date(s)

*(General description of course taught and advisor if applicable)*

- Bullet 1
- Bullet 2

**RESEARCH INTERESTS**

*(Typically only provided when applying for faculty positions and includes the specific areas you intend to research*

*Humanities Sample CV: Prepared by FAU's Career Development Center*

*in the future. These research interests should be related in some way to the position that you are applying for and the departmental and institutional mission. This section can be in paragraph form or in bullet points.)*

## **TEACHING INTERESTS**

*(Typically only provided when applying for faculty positions and includes the specific areas you enjoy teaching and the areas that you would like to teach. It may also include particular courses that you would like to design and offer. Any new areas of coursework should relate in some way to the position that you are applying for and the departmental and institutional mission. This section can be in paragraph form or in bullet points.)*

## **PRESENTATIONS AND PUBLICATIONS**

*(If you have many presentations and publications you can separate these into separate areas: Presentations and then Publications – or vice versa. If you have multiple publications you can divide those by: Journal Articles, Reviews, Books/Book Chapters, etc. Typically you should lead with those publications and presentations that are in refereed and notable journals and notable and widely attended presentations. List all publications and presentations according to a standard citation format – use the standard for your discipline. If you were invited to speak at an institution you can use the format below. Be sure to distinguish between publications that are “in press,” have “been submitted,” have “limited distribution,” are “in review,” and are “in preparation.” Additionally, if this section is lengthy, 5+ you may want to include it at the end of the CV so that it does not break up the CV's flow.)*

**Invited Speaker, Title of Talk(s)**  
Name of Institution, Location

Date(s)

## **SKILLS**

*(You may want to include research techniques, computer skills, language skills (indicate fluency) etc. You can subdivide this section by topic if it is too long. This section is not always used for faculty positions but is helpful if you applying for a postdoc or a professional position. You can list these skills out using bullet points.)*

## **PROFESSIONAL AFFILIATIONS**

*(List out the associations of which you are member and the dates of membership. If you have held any leadership positions in the organizations or organized any events as a member you can highlight that here or create a separate section for your leadership activities – it could be labeled “Professional Activities” and could precede Professional Affiliations.)*

**Association**

Date(s)

## **ADDITIONAL INFORMATION**

*(This section is optional and more commonly used for non-academic positions. You may want to include information that you feel does not fit in another category but relates well to the position such as volunteer experiences, etc. Also, if there is anything on your CV that may lead employees to think that you do not have U.S. work authorization and you have permanent residency or U.S. Citizenship you may want to indicate that here.)*

## **REFERENCES**

*(References can be included here or on a separate sheet of paper. You may want to include them on the CV if your references are recognizable in your field.)*

**Name, Title, Contact Information**

*(If listed on the CV usually contact information includes: institution name, phone number, and email address.)*

### **Other Categories You May Want To Include:**

Administrative Experience or Academic Service *(Do not include teaching & research experience in this category.)*

Grant Experience *(Include the amount funded and the name of the principal investigator.)*

Clinical Experience

Licensure

Languages and International Travel

Public/Community Service