

**Candidate's Name**

Name of Department

UT Southwestern Graduate School of Biomedical Sciences, Department of X

Address, City, State 12345

(214) 123-4567 name@utsouthwestern.edu

Typically, you list an institutional address (i.e. your department and university); you have the option of also including a home address. Include your mobile phone number if that is the easiest way for a search committee to reach you. You may also want to add a second email address (such as a personal Gmail account)

**EDUCATION**

**UT Southwestern Graduate School of Biomedical Sciences, Dallas, TX**

PhD in Name of Program, expected May 20xx

Dissertation title, brief summary, mentor's name, and/or committee members may optionally follow here. Could also appear in additional section below entitled "Dissertation," or could be included elsewhere, depending on your preference, the conventions of the field, and the job for which you are applying. There are times when you may also wish to list a particular fellowship or honor here as well.

**Previous University, City, State or Country**

MS, MA, etc. in Name of Program, June xxxx

Optional: Thesis title, advisor's name

**Previous University, City, State or Country**

BS, BA, etc. in Name of Program, June xxxx

Optional: Senior thesis title, advisor's name

**NEXT HEADING HERE**

Choose your first heading with great care, considering the primary focus of the position.

If the focus will be research, consider a heading such as "Research Experience." If the focus is teaching, consider "Teaching Experience." The level of detail with which you address either topic should reflect the level of interest that the hiring committee is expected to have in that area. For the purpose of this sample, examples of each follow.

In some cases, the first heading after Education will actually be "Honors and Awards"; in other cases, this category will follow later in the CV.

**RESEARCH EXPERIENCE**

**Organization, Lab, or Project, City, State**

*Research Assistant, September xxxx to present*

Concise but descriptive highlights of your work on this project follow. As you edit and revise these descriptions, keep your hiring committee in mind. Describe your work in a way that is engaging and interesting. Don't just list lab techniques you can perform, but the context in which you undertake them, what research questions are being addressed, and why.

**Organization, Lab, or Project, City, State**

*Research Assistant, September xxxx to present*

When describing research experience, the emphasis should be on your contributions and accomplishments, not solely on the project itself. Make a special effort to be mindful of verbs: Coordinated, analyzed, investigated, presented, and so on.

**HONORS AND AWARDS**

When you list awards, consider including a bit of explanatory text if that would help the reader better understand an award's significance (i.e. 'one of four graduate students awarded'). If there is a particular award that might significantly elevate your application, consider finding a way to include it on the first page where it will be noticed immediately. Sometimes specific awards can be included right in the Education section; sometimes this entire category may be moved to the first page.

**PROFESSIONAL AFFILIATIONS**

Memberships in professional organizations are commonly listed at or toward the end of your CV.

**REFERENCES**

List your references, along with their titles and contact information, here.