

## **Academic CV Tips and Template**

**Overview:** *The curriculum vitae, also known as a CV or vita, is a comprehensive statement of your education, research, and other relevant experiences. It is the standard representation of credentials within academia, and can help outline your collective experiences for the graduate admission committee. The tips given below are suggestions on how to present a well-organized and comprehensive CV. A template is provided below as a resource, but its use is NOT required in application submissions to the graduate school.*

### **How should I format my CV?**

- Your CV should be well organized and easy to read.
  - Simpler is better. Avoid complex templates that will be challenging to format or update.
  - Choose an effective format and be consistent.
  - Use bolds, italics, underlines, and capitalization to draw attention.
  - Consider white/negative space. Too little white space can create a feeling of clutter and disorganization, whereas too much can leave your CV feeling bare.
- Strategically place the most important information near the top and/or left side of the page.
  - In general, place the name of the position, title, award, or institution on the left side of the page and associated dates on the right.
  - Use a footer with page numbers and your last name, in case pages are separated.
- List all relevant items in reverse chronological order in each section so that your more recent experiences are first presented.
- There are no length restrictions for academic CVs, but you should be thoughtful to include relevant experiences.
- There are no hard rules about sections you must include and how to title them. You should decide how to best organize and highlight your relevant experiences.

### **How should I describe my experiences in greater detail?**

- Articulate what you have done and take advantage of the opportunity to describe your research—do more than simply list them, use bullet points effectively to describe accomplishments.
- Avoid the vague or overused phrasing, such as “responsibilities included.” Instead, use bullets with strong action verbs to describe your activities and accomplishments (i.e. identified, characterized, measured, analyzed, etc.). [See more strong action verbs here.](#)

### **What sections should I have? Which are optional?**

#### *Recommended Sections for Research-Intensive CVs*

- Heading: Name, email address, and phone number
  - You may also choose to include your mailing address
- Education: List academic degrees, with in-progress or most recently earned first.
  - Name of institution, city and state, degree type and major, and year degree was (will be) awarded
- Research Experience: List research positions and experiences that show off your skills and expertise. For each position, include:

- Title, organization name, city and state, dates position was held.
- Bullet points that summarize your activities/duties, accomplishments, and successes. Use action verbs.
- Professional/Work Experience: List relevant professional positions (including internships) that show off your skills and expertise. For each position, include:
  - Title, organization name, city and state, dates position was held.
  - Bullet points that summarize your activities/duties, accomplishments, and successes. Use action verbs.
- Publications: If you have been an author on a publication, then list these in their own section. Give bibliographic citations for articles, books, chapters, or any other publications that you have authored or co-authored. Ensure consistent formatting of publications throughout.
- Presentations (Oral and Poster): Give titles of professional presentations, name of conference or event, dates, and location. Be consistent in format.
- Teaching/Mentoring Experience: List relevant teaching and tutoring positions. For each position, include:
  - Title, organization name, city and state, and dates position was held.
  - Bullet points that summarize your activities/duties.
- Grants/Fellowships/Scholarships Received: Include name of grant, name of granting agency, date received, and title or purpose of research project. Usually this section is for significant monetary awards.
- Honors and Awards: Receipt of competitive awards or honors (i.e. outstanding student); names of scholastic honors (i.e. Dean's list); teaching or research awards (i.e. Best poster, talk). Usually this section is for non-monetary awards.

#### *Optional Sections*

- University/College Involvement: List student groups you have participated in, or special academic projects where you have been involved.
- Leadership Experience: If you held leadership positions in student or other types of organizations and committees, you may elect to highlight them in their own section.
- Certifications: List all relevant certifications and the year received.
- Professional Associations: Memberships in national, regional, state, and local professional organizations. Student memberships in professional associations are appropriate.
- Community Service or Outreach: Appropriate and relevant volunteer work, church work, community service organizations, etc.
- Skills: A summary of particular or relevant strengths or skills that you want to highlight. Typically, this is not included as a separate section, but addressed in other sections. Occasionally, it may be appropriate to list special computing or language skills.

#### **CV Template**

*Below is a template that you can use to create your own CV. You may modify it to capture your experiences and accomplishments.*

# Fran Futuregrad

6767 Biology Dr.  
Houston, TX 77030

franfuturegrad@mdacc.edu  
333-555-4444

## EDUCATION

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|      |                                                  |      |
|------|--------------------------------------------------|------|
| M.S. | Biochemistry<br>University of State, Houston, TX | 2025 |
| B.S. | Biology<br>State University, Houston, TX         | 2019 |

## RESEARCH EXPERIENCE

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**Graduate Research Assistant**, MD Anderson Cancer Center, Houston, TX 2019-2025

Advisor: Michelle Professor, Ph.D.

Project: The role of CDK1 in colon cancer progression

- Include 2-4 bullets describing your work
- Include 2-4 bullets describing your work
- Include 2-4 bullets describing your work

**Undergraduate Researcher**, University of Texas, Austin, TX 2018-2019

Advisor: Jorge Mentor, Ph.D.

Project: MicroRNAs effects on cancer metastasis.

- Include 2-4 bullets describing your work
- Include 2-4 bullets describing your work
- Include 2-4 bullets describing your work

## PROFESSIONAL & WORK EXPERIENCE

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**Intern**, Axium Biotech, San Antonio, TX 2018

- Include 2-3 bullets describing your work
- Include 2-3 bullets describing your work
- Include 2-3 bullets describing your work

**Pharmacy Technician**, Walgreens, Austin, TX 2017-2018

- Include 2-3 bullets describing your work
- Include 2-3 bullets describing your work

## PUBLICATIONS

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Spencer JJ, Martinez B, **Futuregrad F**, Professor MJ. Cdk1 Controls Global Epigenetic Landscape in Embryonic Stem Cells. Proc Natl Acad Sci. 2016 Sep 13; 55(36):5028-37. 2024

**Futuregrad J**, Professor MJ. CDK1 dependent phosphorylation of hTERT contributes to colon cancer progression. Nat Commun. 2018 Nov 9; 211(3):495-502. 2023

## PRESENTATIONS

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|                                                                                                                                                                                                                                        |      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| <b>Futuregrad E</b> , Joseph ER and Shen YX. Synaptic maturation is input-specific and occurs in two phases in nucleus RA of the zebra finch. Poster presentation delivered at Neuroscience Research Day, Houston, TX, November, 2019. | 2021 |
| <b>Futuregrad E</b> , and Mentor JL. Cdk1 Controls Migration in Embryonic Breast Cancer. Society for Cancer. Oral presentation delivered at the Society for Cancer meeting, Denver, CO, November, 2018.                                | 2021 |

## TEACHING & MENTORING EXPERIENCE

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|                                                                                                                                                                              |           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>Undergraduate Instructional Assistant, State University, Houston, TX</b> <ul style="list-style-type: none"><li>• Include 1-2 bullets describing your experience</li></ul> | 2018-2019 |
| <b>Tutor, Summer Undergraduate Research Program, San Antonio, TX</b> <ul style="list-style-type: none"><li>• Include 1-2 bullets describing your experience</li></ul>        | 2017      |
| <b>Camp Counselor, STEM Camp, Austin, TX</b> <ul style="list-style-type: none"><li>• Include 1-2 bullets describing your experience</li></ul>                                | 2016-2017 |

## FELLOWSHIPS & SCHOLARSHIPS

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|                                           |      |
|-------------------------------------------|------|
| Conference on Genetics Travel Scholarship | 2024 |
| Summer Research Fellowship                | 2023 |
| Experimental Biology College Scholarship  | 2018 |

## HONORS & AWARDS

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|                                                                                 |      |
|---------------------------------------------------------------------------------|------|
| Best Research Presentation at University of State Graduate Student Research Day | 2025 |
| Best Poster at Gordon Conference on Epigenetics                                 | 2023 |
| J.J Best Student Academic Achievement Award                                     | 2021 |

## LEADERSHIP ACTIVITIES

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|                                                            |           |
|------------------------------------------------------------|-----------|
| Houston Science Club Chapter President                     | 2023-2025 |
| South Texas Feed the Homeless Council Chair                | 2020-2021 |
| State University Chemistry Club Secretary                  | 2016-2017 |
| STEM Expo Science Demonstration Organizing Committee Chair | 2016      |

## COMMUNITY SERVICE

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|                                                                  |           |
|------------------------------------------------------------------|-----------|
| Houston Science Demonstration Volunteer                          | 2023-2025 |
| State School of Medicine Diversity and Inclusion Panel Moderator | 2024      |
| Chemistry Club Science Lesson Volunteer Coordinator              | 2021      |