*Your Name*

**Academic Address All correspondence**

Your department Street address

Institution Town, State, zip code

Street address area code – phone number

Town, State, Zip code email address

**EDUCATION**

**Ph.D.**, discipline [identified on your degree], university • year of completion (if not completed, show year started to present)

Dissertation title

Advisor/Director: Name

**Major Areas:** list with ;

**Additional Areas:** list with ;

**M.A.**, discipline [identified on your degree], university • year of completion

**Graduate Certificate,** discipline [identified on your degree], university • year of completion

**B.A.**, discipline [identified on your degree], university • year of completion

**Additional undergraduate certificates**

**PUBLICATIONS [list in MLA format, excluding author's name, yours, unless you need to specify authored and co-authored pieces; list entries in reverse chronological order; if you have scholarly and creative writing publications, create separate sections for each category]**

“Article Title.” Book or Journal title. Ed. [name]. Place of publication: publisher, year. page numbers

**WORKS IN PROGRESS**

“Article” or book title

Annotation of content and expected publication information

**REVIEWS [list in MLA format]**

Rev. of book title by [author's name]. Journal title volume number:issue number (year). pages.

**ARTICLES SUBMITTED TO, OR IN PROGRESS FOR, PEER-REVIEWED JOURNALS**

• “Article Title” and other details including journal and number of pages or word count

**CONFERENCE PRESENTATIONS**

“Title of presentation.” Conference Name: “Conference Theme.” Conference Institution, City, State, Dates of Conference including year.

**TEACHING**

**Rank/title, Area or Discipline, Department, Institution, City, State, month/year of start of employment – to present**

**[Then list courses taught]**

**Courses**

* Name of Course (Course Prefix and number); if you've taught one course multiple times, just show dates of teaching; don't re-list course multiple times

per entry: provide briefly additional information regarding course if more explanation needed beyond title

**Supervision of Honors theses** or membership on an Honors committee; provide student's name, title of thesis, name of director, dates of service.

examples:

Member of committee of Student Name, “Title of Thesis,” directed by Name of Director, April 2010-April 2011.

Director of committee of Student Name, “Title of Thesis,” April 2010-April 2011.

**RESEARCH FUNDING, SCHOLARSHIPS & AWARDS**

* Name of Award, Institution, month/year of award
* Be sure to list graduate awards previously received in the Department of English

**PROFESSIONAL DEVELOPMENT**

- list name of session, institution, date

- may include workshops on teaching, research, using technology in and outside of the classroom

**PROFESSIONAL SERVICE**

- list occupation or activity, department/institution/association, dates of service (may include activities outside department and university, such as service as a member or committee chair in a scholarly organization)

- indicate any non-teaching service to the Department of English or elsewhere at USF, including description of role, dates of service (may include committee work, assistance to a professor, work on a journal, website, conference, colloquium, workshop, training or orientation session, classroom visitation, student recruitment session/contacts, or other project or event related to the department or university)

- list instructionally-related service aside from courses taught under “Teaching”; e.g., Supervision of Honors Theses

**COMMUNITY SERVICE**

- list occupation or activity, dates of service

**MEMBERSHIPS**

• Modern Language Association of America

• etc.