

PHD STUDENT CV REQUEST & GUIDE

Instead of collecting data in a separate student survey, the Geology Department is requesting a copy of all PhD student Curriculum Vita's at the end of each academic year. The department will pull information on student scholarship activities from the CV's for our annual report to the College of Arts and Sciences. Below is information that should be included in a CV. The format of your CV is completely up to you, but a general template is provided on the second page should you want some guidance. There is also some information posted for CV's at the campus career services website <http://www.student-affairs.buffalo.edu/career/howtores.php>.

Please send a digital copy of your CV to glyadmin@buffalo.edu AND please answer the following two questions in your email if you are graduating

- **Have you secured employment? If yes, please list job title, and company/institution.**
- **Will you pursue further education? If yes, please list what degree, the area you are pursuing and the institution you will attend.**

Graduates! Did you know.....

The UB Alumni Association would like all graduating students to know that they can keep their current UB email address, but they must fill out the OPT-IN form which can be found here: <http://alumni.buffalo.edu/google-apps-education-email-opt>. Please consider to OPT-IN and keep your UB email address. As always, you would be able to forward your UB email address to an account that is checked regularly.

AWARDS/HONORS/FELLOWSHIPS (include date given, title etc.)

- Teaching Awards
- Honors/Prizes/Other Awards (Research/Creative Activity, Teaching & Service)
- Fellowships (Woodburn, University, Presidential, CAS, Schomburg, Pegrum, Owens etc.)
- Assistantships (RA/TA/GA Specify semesters & advisor)
- Internships

PUBLICATIONS (Please include author, title, journal, publisher, date and page length)

- Books or Monographs Authored
- Books Edited & Edited Journal Issues
- Chapters in Books
- Book Reviews
- Articles in Scholarly Journals (**give full citation**)
 - Published (refereed/reviewed)
 - Submitted (to be refereed/reviewed)
- Other Publications (**give full citation**)
 - Conference Abstracts / Presentations (Specify if a poster or talk)
 - Reports
 - Guides, Manuals or Texts

JOURNALS EDITED (indicate editorial position, journal name, dates & professional organization)

NON-CONFERENCE INVITED LECTURES (include date, title of presentation, and school/place given)

PROFESSIONAL SERVICE ACTIVITY & ELECTED OFFICES IN PROFESSIONAL ORGANIZATIONS OR SOCIETIES

GRANT PROPOSALS (Give title, dates, agency name, amount, etc.)

- Grant Proposals Submitted
 - Grants Received
-

Firstname I. Lastname

Department Name, University Name
Department address, University Name, City, State Zipcode
Phone: (xxx) xxx-xxxx, Fax: (xxx)xxx-xxxx
Email: name@institution.xxx
Website: http://www.

Education

20xx Ph.D. University Name, City, State, Degree Area (Advisor: Name) Dissertation: Title
20xx M.S. University Name, City, State, Degree Area (Advisor: Name) Thesis: Thesis Title
20xx B.S. University Name, City, State, Degree Area (Advisor: Name)

Professional Positions (or Employment History)

20xx -Present Title, Department, Institution name.
200x-20xx Title, Department, Institution name
Make sure there are no gaps or be ready to address the gaps if asked.

Scholarships and Awards

 Name of Award (Year), Granting Institution, Granting Department

Grant Support PI, Name of Co-PI's, dates, "Grant Title", Granting Agency, amount of award

Pending

Received

Publications (Use the discipline standard for citing references. Seek guidance from your advisor.)

In review; Peer-reviewed Journal Articles; Books, or Book Chapters; Conference Proceedings; Reports; Abstracts

Invited Talks Title, Department, Institution, Date of talk.

Interviews/Press Title, Reporter, News Agency, Date

Teaching

Courses Department, Course Number, Course Name, Dates taught.

Short Courses Title, Program/Institution, Dates

Service

Professional/Public Service Title, institution, dates served, description of service.

University committees and other activities Title, institution, dates served.

Community Service/Outreach Title, institution, dates served.

Other Professional Activities

Conference participation and organization (Convener of Topical Sessions etc.)

Manuscript review for journals (list journal titles, dates of reviews)

Professional Memberships

Offices Held