**Template Instructions**

These instructions are designed to help you utilize this template. Below please find common sections included on a Curriculum Vitae (CV), along with relevant information for each section. You are strongly encouraged to review the Michigan Engineering Career Guide to learn more about CV writing.

Michigan Engineering Career Guide: https://career.engin.umich.edu/careerguide

***Don’t forget to delete this page when you are finished creating your CV.***

**Header**

* Typically includes Name, Email, Phone (Optional: Address, LinkedIn or Portfolio links)
* The font size should be the same for the text on your document, except for your name (which is larger)

**Objective / Summary (Optional):**

* If you choose to use one of these, then it should be placed above your education.

**Education**

* Required Information: University, Location, Degree, and graduation date.
  + Recommended Information: GPA
  + Optional Information: Coursework, Awards/Honors
* Educational Institution 2 would be listed if you obtained a bachelor’s and/or master’s degree from a previous institution.
* All degrees (acquired and currently pursuing) must be listed in the Education section.

**Section Headers**

* The most common types of experiences for Michigan Engineering graduate students are provided below. Please note that it is unlikely that you will have all types of these common experiences.

1. Research Experience: Research in academia or a research institution.
2. Teaching Experience: Teaching positions at institution
3. Project Experience: Student course projects, student projects teams
4. Work Experience: Internships, Part-Time or Full-Time Jobs
5. Publications: List any publications you were a contributor to. Authors must be listed by relative contribution. Bold your name so that it is stands out to the person reviewing your CV.
6. Fellowships and Scholarships: Academic, Research or Industry fellowships or scholarships received.
7. Honors and Awards: Academic, Research or Industry honors or awards received.
8. Abstracts and Presentations: List any abstracts or presentations you were a contributor to. Authors must be listed by relative contribution. Bold your name so that it is stands out to the recruiter. Include the presentation modality and location.

* It is generally considered best practice to have 2 – 5 bullet points per experience.
* It is acceptable to have bullet points that are one or two lines.

**Skills**

* It is best practice to group your skills into themes.
  + Examples of themes: Fabrication or Machining; Computer; Programming Languages; Certifications; Research Methodologies; Equipment

**NAME**

Phone Number • email@umich.edu • Address

**SUMMARY**

3-4 sentence paragraph summarizing your relevant experience, expertise and skills ending with intent.

**EDUCATION**

**University of Michigan Ann Arbor, MI**

*Degree Graduation Date*

*GPA: X.XX/4.00*

*Thesis:* Title of Thesis

*Relevant Coursework:* 3 – 5 most relevant, unique, or advanced courses

**Educational Institution 2** *(Previous Institution)* **City, ST**

*Degree Graduation Date*

*GPA: X.XX/4.00*

**SKILLS**

*Theme 1:* Group each skill by theme (i.e. Computer Skills)

*Theme 2:* List the items that are associated with that skill (i.e. programming languages or applications)

*Theme 3:* Sample themes include: Computer, Fabrication, Research Techniques, Coursera Courses, etc…

**RESEARCH EXPERIENCE**

**Organization/ Research Lab City, ST**

*Role Date- Date*

*Advisor: Name of Professor*

* Action, Context, Result
* Action, Context, Result
* Action, Context, Result

**Organization/ Research Lab City, ST**

*Role Date- Date*

*Advisor: Name of Professor*

* Action, Context, Result
* Action, Context, Result
* Action, Context, Result

**TEACHING EXPERIENCE**

**Educational Institution City, ST**

*Role Date – Date*

* Action, Context, Result
* Action, Context, Result
* Action, Context, Result

**PROJECT EXPERIENCE**

**Project Team / Organization / University Course City, ST**

*Role Date-Date*

* Action, Context, Result
* Action, Context, Result
* Action, Context, Result

**Project Team / Organization / University Course City, ST**

*Role Date-Date*

* Action, Context, Result
* Action, Context, Result
* Action, Context, Result

**WORK EXPERIENCE**

**Organization Name City, ST**

*Role Date-Date*

* Action, Context, Result
* Action, Context, Result
* Action, Context, Result

**Organization Name City, ST**

*Role Date-Date*

* Action, Context, Result
* Action, Context, Result
* Action, Context, Result

**PUBLICATIONS**

1. Last Name, First Name Initials of all Authors by relative contribution, Title of Publication, *Title of Journal*, Year
2. Last Name, First Name Initials of all Authors by relative contribution, Title of Publication, *Title of Journal*, Year
3. Last Name, First Name Initials of all Authors by relative contribution, Title of Publication, *Title of Journal*, Year
4. Last Name, First Name Initials of all Authors by relative contribution, Title of Publication, *Title of Journal*, Year
5. **Igan MJ**, Rossi LF, Li MR, Ivanov MI, Garcia JG, Arbor AA. Mechanical intercellular communication via matrix-borne cell force transmission during vascular network formation. *BioRxiv* 2024*.*

**FELLOWSHIPS AND SCHOLARSHIPS**

Name of Fellowship/Scholarship (i.e. National Science Foundation Graduate Research Fellowship)         Date - Date

Name of Fellowship/Scholarship (i.e. National Science Foundation Graduate Research Fellowship)         Date - Date

Name of Fellowship/Scholarship (i.e. National Science Foundation Graduate Research Fellowship)         Date - Date

**HONORS AND AWARDS**

Name of Award/Honor, *Name of Organization Granting Award /Honor* Date

Name of Award/Honor, *Name of Organization Granting Award /Honor* Date

Name of Award/Honor, *Name of Organization Granting Award /Honor* Date

Name of Award/Honor, *Name of Organization Granting Award /Honor* Date

**ABSTRACTS AND PRESENTATIONS**

1. Last Name, First Name Initials of all Presenters by relative contribution, Title of Presentation, *Name of Conference*, City, ST. Month Day and Year, type of presentation (i.e virtual presentation, poster)
2. Last Name, First Name Initials of all Presenters by relative contribution, Title of Presentation, *Name of Conference*, City, ST. Month Day and Year, type of presentation (i.e virtual presentation, poster)
3. Last Name, First Name Initials of all Presenters by relative contribution, Title of Presentation, *Name of Conference*, City, ST. Month Day and Year, type of presentation (i.e virtual presentation, poster)
4. Last Name, First Name Initials of all Presenters by relative contribution, Title of Presentation, *Name of Conference*, City, ST. Month Day and Year, type of presentation (i.e virtual presentation, poster)
5. Last Name, First Name Initials of all Presenters by relative contribution, Title of Presentation, *Name of Conference*, City, ST. Month Day and Year, type of presentation (i.e virtual presentation, poster)
6. **Igan MJ**, Ivanov MI, Bianchi SA, Wilson DN, Tremblay SA, Thomson NA. Synthetic matrix fibers supports 3D endothelial cell network assembly in fibrin hydrogels. *BMES 2024 Annual Meeting*, Orlando, FL. October 6-9, 2024, poster