# **Curriculum Vitae / Academic Portfolio Template**

Although the format of a business Curriculum Vitae (CV) will vary considerably depending on the type of position and industry/sector, Academic Portfolios/CVs are typically consistent in their content, layout and orientation. While the sequence and length may vary according to the type and level of academic position applicants are seeking, this example contains most of the primary points of emphasis. It is advisable the applicants have their supervisor or another mentor from their field review their CV/Academic Portfolio prior to submission.

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| Curriculum Vitae/Academic Portfolio Item | Description/Guidance |
| Personal Details | Name, Email, Telephone, Address |
| ORCID ID Number | ORCID is an Open Researcher and Contributor ID and is a practical, digital means of reliably connecting research activity and distinguishing researchers within the global research community. Adopting ORCID as a unique identifier benefits all involved in scholarly communication. The UQ Library has some helpful guides to assist with creating an ORCID ID and building a profile [Click here](http://guides.library.uq.edu.au/for-researchers/researcher-identifier/orcid). |
| Education | List any qualification attained, where it was attained and when. |
| Career Overview | List all current and non-current positions held, please include the organisation the position was with and the dates in the position, ordered with the most recent position first. A brief summary of achievements in each of the major roles would be included.  |
| Awards/Distinctions/ Research Fellowships/ Certificates | List awards, certificates and research fellowships in this section, ordered by most recent and with annualised award amounts listed in brackets. Some candidates will also choose to list major fellowships that they were offered but declined. |
| Publications | Please list in temporal order. Shorter lists of publications and more extensive and varied publication histories should be organised by appropriate subsections (e.g. ‘Peer reviewed publications’, ‘Book reviews’). Conference presentations and posters etc. can be listed separately under the heading ‘Presentations and Abstracts’ as noted below. The sequence for peer-reviewed publications might depend on what an applicant has available (e.g. single or lead authored could be listed first, or ordered from most-to-least recent). Typically this list is limited to those items accepted for publication.If an applicant’s list is limited, or if the nature of their projects produced a crush of submissions toward the end of their program, list items for which there is a ‘revise and re-submit’ or which are ‘under review’. Manuscripts in progress should generally not be listed here, but can be mentioned in cover letters, research statements, and where relevant at interview. If a list is quite extensive, consider offering it near the end of the CV/Academic Portfolio. |
| Grants | Please list in temporal order. List any grants awarded including information such as the year awarded, the name of the funding organisation, the project name, the amount awarded and the applicant role (e.g. Chief Investigator). |

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| Research Interests/Research Profile/Research Experience | Applicants should provide an ‘abstract’, no more than a paragraph, which outlines their current and prospective lines of research. This section is meant to quickly convey how the applicant’s area of research fits the position at hand, is significance to the discipline and that they have plans in place for continued research contributions that either extend from or move beyond their dissertation topic. Researchers in more technically oriented fields might also wish to specify the primary techniques, approaches, languages or instrumentation they use in the conduct of their research. Also list all research ‘positions’ held, including doctoral thesis/postdoctoral research, and any industrial or other experience that had a relevant research component. |
| Teaching Experience and Expertise | This list should include all ‘Courses Taught’ and/or ‘Teaching Assistantships’, and for some types of institutions might best precede ‘research experience’. For academic positions, list the course name, when and where it was taught, a course number, and preferably some quick content information about the course. Amplify teaching experiences that speak to the Disciplines’ needs. Highlight general teaching aptitudes by noting awards or evaluations that help to establish the applicants’ pedagogical skills. Teaching includes undergraduate, postgraduate, supervision of research higher degrees. |
| Presentations and Abstracts | Presentations and Abstracts can be listed here as a simple bulleted list. |
| Community Engagement/ Administrative Activity | Using a bulleted list, applicants should try to represent how they have been active in the administrative life of their community, university, and department. This can include present and past activities.  |
| Memberships | List any memberships. |