

Suggested layout for CV

for staff and students at the Department of Molecular Biology and Genetics, AU – Oct. 2012

Personal information

- Name
- Birth data
- Contact information (Address/phone/email)

Positions

- Year. Title/position (Most recent first)

Education & training

- Education (Year/Degree/Institution; most recent first)
- Sabbaticals (Time period/institution)

Scientific summary

- Area of research (Short summary)
- Bibliometric summary (list the 5-10 most cited papers and/or summarize the total number of published original works and state the total number of citations)
- International scientific congresses (as invited speaker or chair)
- International collaborations
- Membership of societies, selected academic distinctions & other merits

Research funding

- All national and international research funding (grant provider/principal applicant/project title/amount/your own share/time period)

Teaching and supervision

- Formal pedagogical training
- Teaching experience (undergraduate courses/graduate courses)
- Supervision of students (past, present and current students listed with name/year/degree)
- Post doctoral training (Name and year/time period)

Evaluation of others work

- Thesis evaluation/opponent
- Reviewer of major research grants/reviewer of candidates proposed for academic positions/reviewer for international evaluations
- Editor of scientific journals, member of an editorial board, referee for scientific journals

Leadership, development and collaboration

- Managerial positions and committee work
- Innovation (patents and other intellectual property rights, product development, enterprise start-up, board assignments)
- Knowledge exchange (communication of research results to schools, government agencies, the media and the larger community)