

(Sample Vita)
Jon Doe

(Personal Data)

Address

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Office: 7965 Easy Street
Denver University
Denver, Co 78921
(303) 555-5555

Education

Listing of earned academic degrees beginning with the most recent. You should include, institution, dates of completion, GPA, area of study. You can also include certifications and completion dates for those as well. (Ex: If you are a certified Wilderness first responder, a water safety instructor, a certified aerobics instructor, etc, you could put that information in this section.)

Employment Experience

Listing of positions (part time, full time, volunteer) which relate to the job you are doing for the Sport Science & Physical Education Department.

Professional Memberships

Names of local, state, regional, and national professional associations in which you have a current memberships

Conference Presentations

Description or title of presentations with dates and location. Also list workshops in this category

Publications

Anything you may have published. Give Dates

Professional Service

Leadership positions you've held in associations at any level: committee work, boards; offices you've held, etc. Give dates.

Special Awards and Honors

Any awards you may have received; scholarships, assistantships, teaching awards, etc. Give dates