

CV TEMPLATE

Delete these guidance notes before submitting your CV.

Document Structure:

The structure of this template is mandatory when preparing your CV.

The CV should contain the following information (detailed description below):

1. APPLICANT DATA / RESEARCH EXPERIENCE
2. SCIENTIFIC PRODUCTION
3. FELLOWSHIPS, GRANTS, AWARDS AND HONOURS
4. TEACHING AND SUPERVISION ACTIVITIES
5. DISSEMINATION AND SCIENTIFIC COMMUNICATION ACTIVITIES

Document length and page limits:

The maximum length of the CV is 5 pages. Any excess pages will not be taken into account.

Formatting conditions:

- The reference font for the body text is Times New Roman or Calibri.
- The minimum font size allowed is 11 points. Standard character spacing and a minimum of single line spacing is to be used.
- The page size is A4, and all margins (top, bottom, left, right) should be at least 15 mm.

It is the responsibility of the applicant to verify that the submitted PDF documents are readable and are within the page limit. PDF documents can contain colours.

NAME:

SURNAME:

1. APPLICANT DATA / RESEARCH EXPERIENCE

a) Education:

List your official education in chronological order (most recent first).

Use date format DD/MM/YYYY.

FROM – TO	DEGREE	ORGANISATION

b) Experience:

List your research and other work experience in chronological order (most recent first).

Use date format DD/MM/YYYY.

FROM – TO	POSITION HELD	ORGANISATION

c) Career breaks (optional):

Explain if you have had any career breaks or unusual career path. If you don't have any, write "none".

d) Language skills:

Include your **relevant** language skills, and information about official certificates (if any).

LANGUAGE	WRITING (Native / Excellent / Good / Elemental)	SPEAKING (Native / Excellent / Good / Elemental)	READING (Native / Excellent / Good / Elemental)	CERTIFICATE AND YEAR

2. SCIENTIFIC PRODUCTION

a) Researcher ID / ORCID / Google Scholar / etc.

Include any researcher identification number. If you don't have any, write "none".

b) Summary

Fill in the summary information about your overall scientific production in the following table. If you don't have any, include "0". Do not modify the table.

PRODUCTION	NR
Total number of peer reviewed publications (JCR):	
Number of peer reviewed publications as first, corresponding or last author:	
Nr of book chapters:	
Nr of clinical guidelines:	
Nr of patents:	
Nr of hard/software developed:	

H-index:	
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c) Publications

List **up to 10** most important publications (in chronological order, most recent first). Use Vancouver format. Include DOI, Impact Factor in the year of publication (JCR), and Area and Position (Decile/Quartile).

Highlight your **surname in bold**.

You may also include submitted or approved publications.

You may also include book chapters, clinical guidelines, patents, policy documents or reports.

If you don't have any publications, write "none".

Example:

1. Mathur A, **Chow CS**, Feig AL, Kenaga H, Moldenhauer JA, Muthunayake NS, Ouellett ML, Pence LE, Straub V. Exposure to multiple career pathways by biomedical doctoral students at a public research university. *PLoS One*. 2018 Jun 22;13(6):e0199720. doi: 10.1371/journal.pone.0199720. eCollection 2018. Impact Factor: 1.95; Area and position: Medicine (miscellaneous) Q1

- 1.
- 2.
- 3.
- 4.
- Etc.

d) Participation in research conferences

List your participation in national and international research conferences (oral or poster presentations, etc.) in chronological order, most recent first. Underline the name of the presenting author.

If you don't have any, delete the table and write "none".

DATE (DD/MM/YYYY)	NAME AND PLACE OF CONFERENCE	TITLE AND AUTHORS (presenting author underlined)	TYPE (oral/poster etc.)

e) Participation in research projects

List your participation in research projects in chronological order, most recent first.

If you don't have any, delete the table and write "none".

FROM – TO (YYYY-YYYY)	NAME OF THE PROJECT	FUNDING ENTITY	YOUR ROLE IN THE PROJECT

f) Research stays and visits

List any national, international or inter-sectoral research stays and visits in chronological order, most recent first.

If you don't have any, delete the table and write "none".

FROM – TO (MM/YYYY – MM/YYYY)	HOST INSTITUTION	HOST GROUP AND PI/SUPERVISOR	TOPIC, AND RESULTING PUBLICATIONS (If any)

g) Innovation activities

List any activities related to research innovation or technology transfer, including patents, creation of companies, hard/software development, etc.
If you don't have any, write "none".

3. FELLOWSHIPS, GRANTS, AWARDS AND HONOURS

a) Fellowships, Grants, Awards, Honours

List any fellowships, project grants, awards or honours you have obtained **via competitive calls**.
List also any fellowship or grant applications that are pending.
Use chronological order, most recent first.
If you don't have any, delete the table and write "none".

FROM – TO (MM/YYYY – MM/YYYY)	NAME OF THE FELLOWSHIP/GRANT/AWARD/HONOUR	SHORT DESCRIPTION	STATUS (ongoing/ finalised/pending)

b) Other professional activities

List any other relevant activities, such as chairing or organising events or meetings, professional memberships, reviewing for journals, evaluation activities, institutional responsibilities etc.
If you don't have any, write "none".

4. TEACHING AND SUPERVISION ACTIVITIES

Describe your experience in teaching and supervision.
If you don't have any, write "none".

5. SCIENTIFIC COMMUNICATION ACTIVITIES

Describe your experience in scientific communication and/or public engagement activities.