How to use this document:

Below is a sample Curriculum Vitae (CV) with place-holder information provided by a current MBBO PhD student that also has instructions to help highlighted in yellow throughout. Feel free to repurpose this template as you need but remember to replace the template info with your own details (like your name!) and delete the instructional text before submission.

There are many ways to write a CV and you can include different sections. Our example is just one example of some of the key things you should highlight as you build your own CV.

Good luck!

**STUDENT NAME**

Contact information (mailing address, email, etc)

**Education**

*Instructions: List in reverse chronological order. You should include all your institutions such as if you are in a Master’s program and for undergraduates, you can also list a study abroad program.*

2017 - Ph.D.in Biological Sciences (Marine Biology and Biological Oceanography)

University of Southern California, Los Angeles, CA

2011 - 2015 B.A. in Environmental Biology

Barnard College, Columbia University, New York, NY

2013 Semester Abroad, Marine Resource Management Studies

The School for Field Studies, *Turks & Caicos Islands*

**Research Positions (if any)**

*Instructions: If you have any research experience or related projects, you should list them in reverse chronological order. A few lines about your projects and responsibilities will be helpful. Try to use action words (see this* [*LIST*](https://4b8psy2uo4yodnurz3750edr-wpengine.netdna-ssl.com/wp-content/uploads/2016/12/Action-Verb-List.pdf) *for examples! Lab Technician positions and other similar roles can also be listed here)*

2013 - 2015 **Undergraduate Research Assistant,** Barnard College, Columbia University

Thesis Advisor: [Insert Advisor Name]

Thesis: *[Insert Thesis Title]*

* Fieldwork with a 5-person research team on peninsular and Borneo Malaysia to collect forest soil samples for laboratory analysis in the context of deforestation, conservation, and global change effects
* Measured microbial function via extracellular enzyme assays of rainforest and oil palm plantation soils to assess the effects of deforestation and monoculture plantations on carbon, nitrogen, and phosphorous cycling
* Assisted in the restructuring of the Microbiology lab curriculum and compiling an updated lab manual for upcoming classes

2012 **Geochemistry NSF REU,** Lamont-Doherty Earth Observatory, New York, NY

* Advisor
* Responsibilities
* Projects

2011 - 2012 **Earth Institute Intern,** American Museum of Natural History, New York, NY

* Advisor
* Responsibilities
* Projects

**Fellowships & Awards (if any)**

*Instructions: If any, list in reverse chronological order*

2020 Outstanding Teaching Assistant Award

2020 USC WiSE Travel Award (Ocean Sciences Meeting)

2020 Honorable Mention, NSF Graduate Research Fellowships Program 2014 - 2015 HHMI Hughes Science Pipeline Project Grant (senior thesis)

2014 Shannon B. Maura Grant (travel grant, field work in Malaysia)

**Publications (if any)**

*Instructions: While publications prior to graduate school are not necessary, if you have them, you should definitely list them (in reverse chronological order). It helps to highlight (using bold or underlined text) where you are in the author list (see examples below).*

1. Wood, S.A., Gilbert, J.A., Leff, J.W., Fierer, N., D’Angelo, H., Bateman, C., Gedallovich, S. M., Gillikin,

C.M., Gradoville, M.R., Mansor, P., Massmann, A., **Yang,** **N.**, Turner, B.L., Brearley, F.Q., McGuire, K.L. (2017). Consequences of tropical forest conversion to oil palm on soil bacterial community and network structure. *Soil Biology & Biochemistry*. <https://doi.org/10.1016/j.soilbio.2017.05.019>

2. McGuire, K.L., D’Angelo, H., Brearley, F.Q., Gedallovich, S.M., Barbar, N., **Yang, N.,** Gillikin, C.M.,

Gradoville, M.R., Bateman, C., Turner, B.L., Mansor, P., Leff, J.W., Fierer, N. (2015). Responses of Soil Fungi to Logging and Oil Palm Agriculture in Southeast Asian Tropical Forests. *Microbial Ecology*. <https://doi.org/10.1007/s00248-014-0468-4>

**Presentations (if any)** *(P) Poster, (T) Talk*

*Instructions: If you have given any presentations (like at a departmental symposium), you should also list these! If you have presented in various forms (talk, poster), you can use an abbreviation to help specify the format. You can also include the titles of your presentations, although our example does not include it.*

2019:

* Marine & Environmental Biology Section Annual Retreat, USC Wrigley Institute for Environmental Studies, Santa Catalina, CA, November 2019 (*P*)

2018:

* Gordon Research Seminar and Conference in Ocean Global Change Biology, Waterville Valley, NH, July 2018 *(P)*

2015:

* Howard Hughes Medical Institute-Hughes Science Pipeline Project Annual Student Research Symposium, Barnard College, New York, NY, April 2015 *(T)*
* Environmental Science Annual Senior Thesis Poster Session, Barnard College, New York, NY, May 2015 *(P)*
* NSF Ocean and Earth Sciences REU Poster Session, Lamont Doherty Earth Observatory, Palisades, NY, August 2015 *(P)*

**Contributed Presentations (if any)** *(P) Poster, (T) Talk*

*If you are a listed coauthor (not a first author) on a presentation, you can also list these as “Contributed”*

* 99th Ecological Society of America Annual Meeting, Sacramento, CA, August 2014. *(P)*
* 97th Ecological Society of America Annual Meeting, Portland, OR, August 2012. *(T)*

**Extracurricular Activities (if any)**

*If you have extracurricular activities, you should definitely include these in your CV. This can include involvement in clubs and other organizations, volunteer work, mentorship, etc. It can be helpful to briefly describe your role and responsibilities with each position*

**Other Work Experiences**

*If you have held non-research jobs, you should include these in your CV to highlight work experience.*