

CURRICULUM VITA FORMAT EXAMPLE

LINDA J. ORTEGA

123 Falling River Road | Anywhere, Maine xxxxx | (555) 121-2121 | lortega@troy.edu

Education

Ph.D. in English University of Nebraska-Lincoln 20xx

Dissertation: "Short and Sweet: Scenes of Mexico in Wallace Stegner's Angle of Repose"

Director: Luisa Franza

M.A. in English University of Missouri 19xx

Thesis: "Where Women Are Not: The Novels of Joshua Barnum"

B.A. in History University of Northern Iowa 19xx

Minors: English, Ethnic Studies

Honors and Fellowships

- University Fellowship, University of Nebraska-Lincoln
- John T. Doe Writing Award, University of Nebraska-Lincoln
- Outstanding Graduate Student Teaching Award, University of Nebraska-Lincoln
- Fellowship, University of Missouri
- AAUW Scholarship, University of Northern Iowa
- Undergraduate Latina Scholarship, University of Northern Iowa

Academic Experience

Teaching Assistant 19xx-20xx University of Nebraska-Lincoln

- Taught sections in beginning and intermediate composition emphasizing writing process.
- Developed lessons, chose texts, and graded all papers
- Conducted individual student conferences.

Research Assistant 19xx-19xx University of Missouri

- Conducted research for Professor Jane Smith regarding short stories written by Cedric Harcourt
- Transcribed letters from archives and handled correspondence with other archive facilities

Publications

- "Through the Glass Darkly: Chicana Self-Reflection." Intrascope, (forthcoming, Spring, 20xx).
- "Migrant Workers and Itinerant Scholars: When Two Worlds Collide." Unmarked Borders (May 19xx): 29-31.

Presentations

- "Which Voice Do We Hear?: Interpreting Bilingual Texts." Presented at Midwest Conference of Bilingual Education, Minneapolis, November, 20xx.

- “Crossing the Border: Fluidity in Tex-Mex Writing.” Presented at session for the Hispanic National Literacy Council Conference, El Paso, April, 19xx.

Research Interests

- Hispanic Children’s Literature
- Literature of Immigration
- 19th Century Mexican Literature
- Bilingual Texts

Service

- Member, Conciliation Committee, Department of English, University of Nebraska-Lincoln, 19xx-20xx
- Member, Grade Appeals Committee, Department of English, University of Missouri, 19xx-19xx

Related Experience and Skills

- Volunteer Tutor, Lincoln Hispanic Center, Lincoln, Nebraska, 19xx-present
- Volunteer Reader, Services for Students with Disabilities, University of Nebraska-Lincoln, 19xx-19xx
- Native fluency in Spanish
- Basic reading and speaking skills in Italian
- Basic reading skills in French