***INSTRUCTIONS***

*This template provides an example of how to structure your CV. Please keep the order but feel free to change headings as needed. If some fields are not relevant for you, you can delete them.**Please delete the explanatory text highlighted in yellow after reading.*

**font type and size should not be changed – i.e. please use font: arial narrow, size 12**

**CV file when complete should be saved as a pdf and named as follows - last name-CV-dd.mm.yy
e.g. smith-cv.16.10.2024**

**Personal Information**

|  |  |
| --- | --- |
| Full Name:Title:Phone Number: Email: |  |

**academic appointments (list current position first)**

[Month YYYY to Current – Associate Professor, Institute Name, City, Country]

[Month YYYY to Month YYYY: Research Fellow in Medical Oncology, Institute Name, City, Country]

**Education and training (list newest qualification first)**

**Medical Oncology Training – start and end date**

**PhD** University Name, City, Country [Month, year]

 Dissertation: “Title”

 Committee: Name (chair), Name, Name

**MsC** University Name, City, Country [Month, year]

 Thesis: “Title”

 Advisor: Name

**Medical degree** University Name, City, Country [Month, year]

 Graduated Summa Cum Laude

**Membership of professional organisations**

**….**

**Publications – please list the 10 most important publications you contributed to (in your opinion)**

List your publications in reverse chronological order. Use an acceptable reference format commonly used in your field. Group your publications into different categories if you have a sufficient number to do so.

H-index (with date)

**grants and Awards received (if applicable)**

If applicable, list relevant awards, fellowships, honors, grants, and academic distinctions in reverse chronological order. Include a short description if necessary.

**Title of Award** 200X

Brief description

**Title of Fellowship** 200X

Brief description

**Title and Value of Grant** 200X

Brief description

**Languages**

*List the languages that you know, along with your level of proficiency. Use an appropriate proficiency scale such as the ACTFL which provides guidelines for Novice, Intermediate, Advanced, Superior, and Distinguished levels in Listening, Speaking, Reading, and Writing.*

**English**: Native Language

**Spanish**: Intermediate Listener, Novice Speaker, Advanced Reading and Writing