**CV template**

You can use the CV template on the next page to help you structure your CV if you are applying to foundations that do not have specific formal requirements for the CV.

Obviously, if you are at the beginning of your research career, you cannot be expected to possess all of the competencies and qualifications included in the CV template. Consider the template as a skeleton that you can keep building on.

**CV for [name, title]**

**Contact information**

[Name]

[Work address]

[Phone number]

[E-mail]

[Homepage where relevant]

Date of birth: [..]

ORCID: [number]

**Education** *(Focus on your scholarly/scientific educational background.)*

[Year] [Title/degree, name of educational institution]

[Year] [Title/degree, name of educational institution]

[…]

Professional experience (*Focus on academic appointments. Remember to include any leaves of absence.)*

[Year] [Title/job, name of place of employment]

[Year] [Title/job, name of place of employment]

[…]

**Research interests and qualifications**

* [Research area]
* [Relevant professional courses]

**Academic awards and honours**

[Year] [Name of award/honour, name of presenter]

[Year] [Name of award/honour, name of presenter]

[…]

**Research breakthroughs and professional results**

[Year] […]

[Year] […]

[…]

**Leadership competences and administrative experience**

* [Project management]
* [Board memberships/panels/councils]
* [Reviewer]
* […]

**Academic publications – summary**

* Total number of publications [’Published in high-impact journals such as xx and yy’]
* First and last author of [x]x publications (peer reviewed)
* Co-author of [x] publications (peer reviewed)
* Total number of citations: [x], H index: [x]
* [Monographs, book chapters, collections of texts, etc. ]
* [Textbooks, teaching and popular research communication materials]

**Patents**

* Registration number: [number]
* [Brief description of the patent]

**Presentations at conferences and meetings**

* Total number of presentations: [x] *(You may wish to highlight 5-10 selected presentations)*
* International/national conferences (oral presentations or posters)
* International/national academic societies and meetings (oral presentations or posters): [...]
* Invited to [x] international presentations in the period [xxxx]-[yyyy] (plus [x] presentations by students and postdocs)

**Current research grants**

[Year] [Project title, foundation, allocated funding, your role in the project

[Year] [Project title, foundation, allocated funding, your role in the project

[...]

**Supervision of students, postdocs etc.**

* Completed: [x] Master’s thesis students, [x] PhD students, [x] postdocs
* In progress: [x] Master’s thesis students, [x] PhD students, [x] postdocs
* Other staff: Other staff: [x] teaching assistants, [x] research assistants, [x] laboratory technicians/technical staff, [x] administrators
* [You may wish to name any former students who now have permanent positions at prominent institutions]

**Teaching activities**

[Year] [Teaching assignment, place of employment]

[Year] [Teaching assignment, place of employment]

[...]