**Brutus B. Buckeye**

*Curriculum Vitae*

|  |  |
| --- | --- |
| The Ohio State University  Department of Chemistry & Biochemistry  Xxx Group  Room Building  Street Address  Columbus, Ohio 43210  Phone xxx xxx-xxxx  E-mail xxxx.x@osu.edu | Home Address  Street Address  Columbus, Ohio 43xxx  Cell phone xxx xxx-xxxx  Permanent E-mail xxx@gmail.com |

**EDUCATION**

20xx Ph.D., The Ohio State University, Columbus, Chemistry Graduate Program

(expected) Advisor: xxx

Dissertation: xxx

20xx M.S., School, Location, Program

Advisor: xxx

Thesis: xxx

20xx B.S., School, Location, Major

Advisor: xxx

Honors Thesis: xxx

**RESEARCH EXPERIENCE**

**The Ohio State University**

20xx-20xx Graduate Research, Department, Supervisor

Brief Description

**TEACHING EXPERIENCE**

**The Ohio State University**

20xx Graduate Teaching Assistant, Class Name, Department

**PROFESSIONAL EXPERIENCE**

20xx Activity, Organization, (Location)

**AWARDS AND HONORS**

20xx Award, Organization

**GRANTS AND FELLOWSHIPS**

20xx-20xx Fellowship, Organization, Amount

**PUBLICATIONS**

Buckeye, B. A.; Buckeye, B. B.; Buckeye, B. C. Title in Title Case. *Journal.* **Year**, *Vol.*, page-page, doi:xxx.xxxx/xxxxx.

**PRESENTATIONS**

2014 Buckeye, B.B.; Buckeye, B.B. Title in Title Case (type of presentation). Venue, Location.

**PROFESSIONAL MEMBERSHIPS AND ACTIVITIES**

20xx- Member, Society

**LANGUAGES**

* English (fluent)
* Language (ability, e.g., reading knowledge)

**CITIZENSHIP**

* Country
* U.S. visa status (if applicable)

**REFERENCES**

* Name, The Ohio State University, Department, Phone, E-mail (dissertation advisor)
* Name, The Ohio State University, Department, Phone, E-mail (advisory committee member)
* Name, The Ohio State University, Department, Phone, E-mail (advisory committee member)

**Brutus B. Buckeye**

*Annual Activity Report Supplement*

**ENTRANCE DATE**

AUxx

**DIVISION**

Analytical, Biochemistry, Inorganic, Organic, Physical, Multidisciplinary Track (Specify)

**CONFERENCES, MEETINGS, AND WORKSHOPS ATTENDED**

20xx Conference, Location

**FELLOWSHIP AND GRANTS APPLIED FOR BUT NOT AWARDED**

20xx Fellowship, Organization, Amount, Status

**CORE CLASSES (6000-LEVEL IN DIVISION)**

AU14 Course Number, Course Name, XX credit hours, Grade

**CORE ELECTIVES (6000-LEVEL OUT OF DIVISION)**

AU14 Course Number, Course Name, xx credit hours, Grade

**OTHER LETTER GRADED CLASSES (REQUIRED AND ELECTIVE) EXCEPT SEMINAR**

AU14 Course Number, Course Name, xx credit hours, Grade

**M.S. STATUS**

Not required, In progress (expected xx/xx/xx), Defended, Date

**CANDIDACY**

Status (e.g., Advanced to candidacy, Date, or Aims approved, Date)

**RESEARCH-IN-PROGRESS PRESENTATION (USUALLY FOURTH YEAR)**

Date (complete or scheduled)

**DEMOGRAPHIC INFORMATION**

Sex/Gender: Female, Male

Race: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White

Ethnicity: Hispanic or Latino, Not Hispanic or Latino

Economics: Economically Disadvantaged, First-Generation College Student

Disability: None, Specify

Veteran: Veteran (specify), Not a Veteran

**OTHER INFORMATION**

Year Information

**Chemistry Program Annual Activity Report**

*Instructions*

**Section I: Curriculum Vitae**

Please complete your full *curriculum vitae*. In general:

* Be sure to personalize any items in green and remove highlighting
* Use reverse chronological order throughout
* List the year or years at the left except as noted
* ***Highlight any items from the last academic year (Aug.-Aug.) in yellow***
* Do not include explanatory text unless it is absolutely necessary
* Make sure the pages are numbered (bottom center)
* Use Arial 11 pt, 1 inch margins, and do not change the formatting. We need to be able to copy items into summary reports without extensive reformatting.
* You can delete any unused/blank sections in the C.V., but put them back in the same place if you need them later
* ***Check for spelling, grammar and accuracy***

Specific instructions:

Home Address.

* If you don’t have a suitable permanent email address, now is a good time to get one (from Gmail, etc.). It should be something professionally presentable (partydude2014@gmail.com is probably not a good choice).
* *While you’re at it, get a LinkedIn account, fill out your profile, and join the OSU Chemistry Graduate Students and MS/PhD Alumni group.*

EDUCATION

* List year conferred only, “(expected)” if not yet conferred
* If applicable, list your research advisor for each degree, and either a thesis title or a short description of your research topic (once sentence max.).

EXPERIENCE

* Create a **Lowercase Bold** subhead for each institution as needed
* Use a range of dates if appropriate
* A very brief (one sentence max.) explanation is appropriate for research experience. Only include such a description for teaching or professional experience if it is absolutely needed for clarity.
* Professional experience means a job relevant to your field, such as if you were employed doing scientific research. Do not list unrelated jobs, such as in retail.

PUBLICATIONS

* In this section, left justify each reference and put a blank line between them
* Use *The ACS Style Guide, 3rd Ed.*, format listing all authors and full title, but include a DOI for all entries. See:
* http://pubs.acs.org/doi/pdf/10.1021/bk-2006-STYG.ch014
* http://www.doi.org/
* Use CASSI journal abbreviations with periods
* http://cassi.cas.org/
* If there are co-first authors, put a \* next to their names

PRESENTATIONS

* Underline the name of the person who gave the presentation. Typically, you would only list the presentation if you (or you and a co-presenter) gave the presentation.
* Specify if it is a poster, oral presentation, keynote address, panel discussion, etc.

PROFESSIONAL MEMBERSHIPS AND ACTIVITIES

* This is the place to list memberships in national scientific organizations, activities you’ve done for scientific organizations or the university, and clubs that are professionally relevant (like ChemTALKS)
* Don’t list unrelated clubs for hobbies, sports, etc.
* Entries for membership and offices held or projects are customary
* For ongoing activities, list a range of dates

LANGUAGES

* If you are a U.S. citizen and only have ability in English, this section may be deleted.

REFERENCES

* For the purposes of this document, list the contact information for your dissertation advisor and advisory committee members.

**Section II: Report Supplement**

Like the C.V., all items should be cumulative with new items from the last calendar year highlighted in yellow.

CONFERENCES, MEETINGS, AND WORKSHOPS ATTENDED

* List conferences and meetings attended whether or not you gave a presentation.

FELLOWSHIP AND GRANTS APPLIED FOR BUT NOT AWARDED

* List any fellowship proposals that were not funded or are pending, and give the status (not funded, pending, etc.)

CORE CLASSES

* List the course information for your core classes by term (6000-level classes in your division)

AU14 Biochem 6761, Macromolecular Structure and Function, 3 c.h., A

CORE ELECTIVES

* List course information for 6000-level classes outside your division. You must take two (3 c.h. total) 6000-level classes outside your division. Use the same format as above.

OTHER GRADED CLASSES

* List other letter graded (A-E) lecture classes (mostly 7000- and 8000- level). Do not include seminar (889x) or research (8999). Use the same format as above.

CANDIDACY

* Give your candidacy status. Either list the date you advanced to candidacy, or the date of the last status update (such as Aims approved).

RESEARCH IN PROGRESS PRESENTATION

* Give the date of your research-in-progress presentation, if scheduled or if it has already occurred.
* If you are beyond your fourth year and this has not yet occurred, make a note of how you will remedy the situation.

DEMOGRAPHIC INFORMATION

* You are not required to provide this information, but it helps us identify announcements and opportunities specific to your situation, so we request that you provide as much information as possible.

OTHER INFORMATION

* You can include a note for each year with any additional important information (such as expected graduation date, petitions granted to change dates of required events, dates of approved personal, family or medical leave, etc.).

**Turning in the Document**

Send

* a .doc(x) file of the entire report,
* a .pdf of your current advising report (from BuckeyeLink)
* a .pdf of any first author publications from the last year

to burke.247@osu.edu (**and Cc your advisor**).

*Save this file as* ***lastname-firstname-20xx-activity-report.docx***