***International Resume/CV Template***

*[INSERT NAME]*

*University of Central Florida | 4000 Central Florida Blvd*

**Instructions:** *Prior to an offer of employment in a research or research related support position, Florida Statute 1010.35 requires that certain information be provided to UCF for review. This resume template is designed to assist you in making sure all information that is required to be included in the resume is included. Please feel free to use this template or alternatively, please use this template as a checklist to make sure your resume has all the relevant information from all six categories:* **Education, Employment, Publications, Funding, Non-University Professional Activities, and Uncompensated Positions.** Organizing your resume in this format will help expedite the review process!

**EDUCATION**- (Be sure to include **All** education institutions you attended, no matter how long you attended the institution and regardless of whether you received a degree. Be sure to include the name, date, and contact information for each!)

Example:

* **University of Central Florida**  February-June 20XX

Email: [UCF@ucf.edu](mailto:UCF@ucf.edu)

Phone: 407-823-2000

**EMPLOYMENT**- (Be sure to include **All** past and current employment, regardless of the duration or relevance to the position for which you are applying. Only list compensated positions in this section.)

Example:

* **Job Title** Jan-April 20XX

University of Centra Florida

Email: [UCF@ucf.edu](mailto:UCF@ucf.edu)

Phone: 407-823-2000

**PUBLICATIONS**- (Be sure to include **All publications** including thesis or other pre-graduate publications. We highly encourage you to provide links to your Google Scholar, Research Gate, or other webpages that list your publications.**)**

Examples:

* *Go Knights!*, University of Central Florida, July-October 20XX

<https://scholar.google.com>

Credited as author.

* *Why You Should Choose UCF,* University of Central Florida, Jan-May 20XX

https://www.researchgate.net/

Credited as a researcher.

* *Top UCF Research Activities* Mar-September 20XX

Contributed research, writing, or editorial support.

**FUNDING**- (Be sure to include **ALL** current and pending research funding.)

Examples:

* **UCF Knight Generic Scholarship** April-August 20XX

Funded by UCF - 10$ total funding received

*Role on the project*: Researcher

*Brief description of the research*: Performed innovative research in the engaging UCF community of

researchers from all over the world.

**NON-UNIVERSITY PROFESSIONAL ACTIVITIES-** (Be sure to include **ALL** non-university professional activities (i.e., board memberships, consulting, etc.), including any current affiliation with an institution or program in China, Cuba, Iran, North Korea, Russia, Syria, or Venezuela.

Examples:

* Board member for a company in Iran Jan-July 20XX

Nature, extent, and financial relationship with the entity.

* Field work with a charity in Australia April-October 20XX

Nature, extent, and financial relationship with the entity.

* Worked with a government entity in Cuba June-October 20XX

Nature, extent, and financial relationship with the entity.

**UNCOMPENSATED POSITIONS-** (If you would like to include uncompensated or volunteer positions, such as unpaid internship positions, on your resume, we highly encourage you to identify these positions in a separate section. Alternatively, please note on your resume which positions were uncompensated.)

Example:

* Intern (UNPAID) July-December 20XX

University of Centra Florida

Email: [UCF@ucf.edu](mailto:UCF@ucf.edu)

Phone: 407-823-2000

*\*This template was designed to help ensure you provide UCF with all information required under Florida law. If you have any questions, please contact the Office of International Collaboration and Export Control at* [*OICEC@ucf.edu*](mailto:OICEC@ucf.edu) *.\**