***University of Central Florida Screening Resume/CV Template***

**Instructions (delete this page before submitting the Resume/CV):**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**—Please provide **ALL** higher education institutions you attended, no matter how long you attended the institution and regardless of whether you received a degree. Please be sure to include the name, date, contact information and degree earned for each.

**Employment**—Please provide **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.**

**Uncompensated Positions—**Please provide any **uncompensated** or volunteer positions, such as unpaid internship positions.

**Publications**—Please provide **ALL** publicationsincluding thesis or other pre-graduate publications. Please additionally provide links to your Google Scholar, Research Gate, or other webpages that list your publications, if applicable.

**Funding**—Please provide **ALL** current and pending research funding and include a brief description of the research.

**Non-University Professional Activities**—Please provide **ALL** non-university professional activities (such as board memberships, consulting, etc.), including any current affiliation with an institution or program in China, Cuba, Iran, North Korea, Russia, Syria, or Venezuela.

Any section for which you do not have anything to disclose please insert “N/A”.

*\* If you have any questions regarding this template, please contact the Office of International Collaboration and Export Control at* [*OICEC@ucf.edu*](mailto:OICEC@ucf.edu) *.*

*[INSERT NAME]*

*[Insert your current address]*

**EDUCATION**

Example:

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

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

Phone: 407-823-2000

**EMPLOYMENT**

Example:

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

University of Centra Florida

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

Phone: 407-823-2000

**UNCOMPENSATED POSITIONS**

Example:

* Intern (UNPAID) July-December 20XX

University of Centra Florida

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

Phone: 407-823-2000

**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**

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**

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.