

**Westminster Theological Seminary
Format Guidelines and Submission Requirements
for Theses, Dissertations, and Projects**

Instructions and Sample: Curriculum Vitae

According to the seminary's Format Guidelines, the last element in a thesis should be your *curriculum vitae* (CV), also known as the Vita page. Your CV is essentially a biographical summary of your academic or pastoral career, a statement of your accomplishments and background in an easy-to-read format. A well-written CV should also highlight your individual achievements, group achievements, and your future aspirations.

The CV page should not be numbered. It should be named on your Contents Page, but without a page number listed for it. If you have questions about this element of your thesis, please email ctw@wts.edu.

Please see the next page for a sample of this element.

CURRICULUM VITAE

Leave a 1½" left margin.

Your name and contact information should appear at the top of the page.

FIRST MIDDLE LAST
Mailing Address
Email address
Phone number
Website

List educational information first.

EDUCATION

List your education in reverse chronological order, so that the most recent item will appear first.

List information as of the time of graduation.

Ph.D. Historical Theology, 2020
Westminster Theological Seminary
Dissertation title: "....."
Advisor: Dr.

Include your degree, major/specialization, date of graduation, thesis title, and advisor's name.

Th.M. Old Testament, 2007
Westminster Theological Seminary
Thesis title: "....."
Advisor: Dr.

M. A. R. Theology, 2005
Westminster Theological Seminary

"Magna cum laude," "cum laude," or "with honors," may be listed here. Other awards and honors should appear in a separate section.

B.A. English (*cum laude*), 2001
State University of ---

AWARDS

Name of Scholarship
Westminster Theological Seminary, Year-Year

Name of Scholarship
State University of ---, Years

Dean's List
State University of ---, Years

MEMBERSHIPS

Church, P.C.A.
Evangelical Theological Society
Society of Biblical Literature

TEACHING / MINISTRY EXPERIENCE

Weekly Bible Teaching, Year–Year
Church Name, Denomination, City, State

Youth Leader, Year–Year
Church Name, Denomination, City, State

Lecturer in New Testament, Year–Year
Theological Seminary, City, State

No page number
should be used.

PUBLICATIONS

Review of *Book Title*, *Westminster Theological Journal*

“Article Title,” *Modern Reformation* . . .

“Article Title,” www.website.org

Weekly News Letter, Church, Denomination, Location

List publications and
papers in reverse
chronological order.

CONFERENCE PAPERS

“Paper Title,” Conference Name, Place, Date

“Paper Title,” Conference Name, Place, Date

LANGUAGES

Greek – level of reading proficiency

Hebrew – level of reading proficiency

German – level of reading proficiency

PERSONAL INFORMATION (optional)

Married to [just the right person], [date]

Children: Names and dates of birth

The version of the CV in your thesis
should not include references.