***EXAMPLE CANDIDATE CV ADDENDUM MEMO (created 2/5/2025)***

***\*\*delete all lines highlighted in yellow***

*[Date]*

**MEMORANDUM**

**TO:** [Department Head Name]

Department Head, [Department Name]

**FROM:** [Faculty Member Name]

[Title], [Department Name]

**SUBJECT:** Addendum to CV

I am requesting that this addendum to my CV be included in my tenure and promotion package.

* Paper “XYZ” has been accepted into the *Journal of ABC* on November 1, 2024 and will be published in the March 2025 edition.
* One PhD student, Judy Smith, graduated in August 2024