Writing Your CV

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What is a CV?

* **Curriculum Vitae: [the] course of [my] life**

* A detailed overview of your life's accomplishments, experience, and other qualifications, especially those most relevant to the realm of academia

* A living document, reflecting the developments in your career (update frequently)

* The most significant document in your application packet (!)

* Different from a resume?

    1. Length: resumes are short, while there's no limit for CVs

    2. Goal: resume encapsulates your professional identity, while CVs exhibit your scholarly identity

Basic Advice

* There is no "one right way" to write a CV.

* Be mindful of the purpose: to convey your scholarly identity.

* Order the sections to make the best impression.

* Taylor for the opportunity (ex. teaching/research) and for the local custom (US/Canada/Europe/Asia - check what should be included).

* ALWAYS have someone proofread before you submit application/ proposal materials.

Formatting

* Make it pretty (but not too pretty) - pleasing to the eye and easy to read. Use tex.

* 11 or 12 pt. font and 1 inch margins

* Use whitespace effectively and efficiently.

* Bold, underline, and italics are all appropriate to highlight information or enhance readability (make sure you're consistent).

* Include a header/footer with your name and page number on each page.

* Don't use abbreviations or acronyms that won't be understood by someone from another university or subfield.

* More important info. should go on the left, with less important info. on the right (example: title, organization, city, date)

* Always use reverse chronological order for degrees, publications, presentations, etc.

* No big blocks/paragraphs of text - break things up into short bullets

Strategies for Conveying Information

* **Gapping**: using incomplete sentences to present information clearly and concisely

    * "Lab Instructor (2014-2017). Planned course activities. Graded all assignments. Held regular office hours."

* **Parallelism**: keeping the structure of phrases and sentences (as well as formatting) consistent throughout the document

    * From above, "planned," "graded," "held."

    * Order of information for presentations, publications, etc.

    * Formatting

What to include?❖

- Contact information: Name, mailing address, phone number, email address. (If you have been known professionally by another name, specify here: "Previously/Also Known As")

- Education: degrees, in reverse chronological order. If ABD, indicate expected graduation date. Optional: topic/title of thesis, advisor

- Honors/Awards/Fellowships/Grants: name of award, granting organization, date awarded

- Professional Service: outreach/organization/refereeing related to your academic career

- Teaching Experience: job title, course title, name of university, dates/semesters taught

- Refereed Publications, Conference Proceedings, Selected Publications: list works in preparation, but note the stage (in preparation, submitted to Journal X, etc.). List arXiv/preprint number prior to publication. Bold your name. If authors are in a non-standard order for your field, specify in a footnote.

- Presentations (could break up into Seminars, Colloquia, Conference Presentations, Public Lectures)

- Professional Affiliations/Memberships: APS, AAPT, WomPA, GSAC etc. Include dates of membership.

- Languages, level of proficiency (if relevant)

- Funding History

- Advising

- References (if requested)

Additional Resources

* Purdue Online Writing Lab (OWL), *Writing the Curriculum Vitae*, https://owl.english.purdue.edu/owl/resource/641/01/

* UNC College of Arts and Sciences, *Curricula Vitae (CVs) versus Resumes*, http://writingcenter.unc.edu/handouts/curricula-vitae-cvs-versus-resumes/

* University of Washington Career Center, *Curriculum Vitae*, http://careers.washington.edu/ifiles/all/files/docs/gradstudents/pdfs/AcademicCareers-Curriculum_Vitae_07-08.pdf