

CV's 101

Or, how to catch the attention of people who may not be paying attention

Asso. Dean Heather Hathaway, A & S
Special Topic Mentoring Circle
28 February 2007

What is a CV?

- Literally, curriculum vitae means “running life” or “course of life.”
- Difference between a CV and a resume: scope.
- Practically, it’s your *main marketing tool*.
- Most importantly, it is the **gatekeeper**: it is what will or will not get you in the door for an interview.

Why do the details of a CV matter?

- Primary means by which people are evaluated in our profession is on paper.
 - Through our publications.
 - Through our letters of recommendation.
 - Through our CV's
- So, what do we need to have in our CV's?

The Tangibles and Intangibles

- Tangibles: education, work history, publications, etc.
- Intangibles: commitments, interests, profile in the profession, etc.
 - Emphasis on teaching or research
 - Community involvement
 - For some, religious affiliation
- All of the above suggest what type of institution might be best fit and readers will interpret accordingly.

So, what are the qualities of a good CV?

Three Key Factors

- **Format:** Clear, organized, scannable
- **Content:** Accurate and direct
- **Function:** Individualized—tailored to job

1. Format

- #1 Priority: Easy to Read
 - Quickly scannable
 - Font choice
 - Bold
 - Bullets
 - Indentation
 - Margins
 - White space
 - Length

2. Content: Traditional Categories of an Academic CV

All items should be listed in **REVERSE CHRONOLOGICAL ORDER** (most recent first)

Personal Info — birth date?, religious affiliation?, marital status?

Education — dates, degrees, and honors; when appropriate, include dissertation title, committee, and brief abstract

Career History — positions, institutions, dates

Work Experience (w/ descriptions when necessary)

- Teaching – courses taught
- Research Supervision – labs and students supervised

Content: Categories, cont.

Publications (list in hierarchy of importance based on field)

- Books
- Articles
- Chapters in books
- Encyclopedia entries
- Book reviews

(categories become more specialized as career develops)

- **In print, in press, in progress: definitions and purpose**
 - **Err on the side of caution**

Content: Categories, cont.

- **Awards and Grants**
 - External
 - Internal
- **Scholarly Papers and Presentations**
 - Papers delivered
 - Panels commented on
 - Panels chaired

Content: Categories, cont.

- **Selected Related Professional Activities**
 - Grant, tenure, manuscript reviewer
 - Editorships
 - Journal referee

- **Service**
 - Professional
 - University
 - *University*
 - *College*
 - *Department*
 - *Mission Related*
 - Community

- **Membership in Professional Organizations (no acronyms)**

Content, cont.:

Annotations/Descriptions

- Descriptions of duties:
 - Why?
 - When?
 - How?
 - Consistent form; active verbs (created, developed, supervised, etc.)
 - Do not state the obvious.

Content, cont.

- Final Rule : **NO PADDING!**
 - Each entry should be listed once and only once; pick the category in which it is best suited (this may differ depending on the purpose of a particular version of the c.v.) and leave it at that.

3. Purpose

- #1 Rule: Tailor to individual job or career stage
 - **Annual Review**
 - Bullets to highlight that year's production (see sample)
 - **Promotion and Tenure Review**
 - Include all categories under evaluation: teaching, research, and service
 - Shape according to values of specific institution (e.g., Mission-Related Service)
 - **External Grants**
 - No service
- Purpose will affect length.

Final point: Maintenance

- Update regularly
 - Should be a living document
 - Use Faculty Activity Report deadline as marker for annual update
 - In Master C.V., include any and all possible listings, to be cut as needed in tailored versions