

CV GUIDE

What is a CV?

The curriculum vita (CV) is a comprehensive portrait of you as a scholar and teacher. In academic circles, the CV is the cornerstone of any application for employment, awards, or fellowships. In fact, many search committees report that the first thing they look at to determine a candidate's suitability is the CV. Therefore, it is extremely important that your CV reflects the range and scope of your interests, as well as highlight your particular teach and research strengths.

General Elements of the CV

- Use formatting techniques such as indenting, uppercase, bold, italics, consistently and simplicity.

Identification

- Include your name, address, complete telephone number, and email address. Some people include both personal and department addresses to emphasize their current academic affiliation.
- Make sure you put your last name and page numbers on all but the first page You should also create a professional voice mail message for the telephone number that you have listed.
- Do not include any explicit reference to your age, marital status, race, sex, gender identity, ethnicity, or sexual orientation anywhere on your CV. Although such information may, in some cases, be essential to your professional career (for instance, in gender and sexuality studies or religious studies), it is most professional to list your academic and professional experiences clearly and fully, while avoiding direct mention of your personal life. If you have concerns regarding these issues, consult your academic advisor or a Career advisor.

Education

- List all institutions, degrees, and graduation dates in reverse chronological order. Omit secondary school. If you have not yet completed your Ph.D. list your degree as - expected in the month and year that you and your committee agree is most likely.
- If you attended an institution, but did not earn a degree, you do not need to list it on your CV, unless the training you received was vital to your career - language courses taken abroad, for instance - or the institution is similar to the one that you're applying to (for example, if the institution is a small liberal arts college and you are applying to a small liberal arts college).
- If your master's thesis is relevant, then you may include the title. Some postdoctoral researchers include their postdoctoral training here, others include it in under their research section; follow the norm in your field.

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Dissertation/Dissertation Abstract

- You can list the title of your dissertation beneath the information on your doctoral degree, as well as the name of your chair/advisor and/or committee members.
- Some fields require a longer description (about a paragraph) of the dissertation on your CV, generally under a separate section entitled -Dissertation Abstract, while other fields expect dissertation research to be listed under-Research Experience. Follow the norm in your field.

Exams/Areas of Specialization

- In some disciplines, the CV should include a description of your field as well as the dates of your qualifying examinations.
- For other students, adding a section specifying your-areas of specialization can strengthen their application by indicating mastery of areas outside of one's dissertation. Seek advice on this matter from your department.

Awards, Fellowships, Honors, Grants

- List all relevant academic distinctions, teaching awards, fellowships, honors, or grants you have received since you entered graduate school in reverse chronological order. Include the name of the department and institution bestowing the honor. Include undergraduate honors and fellowships if they are relevant to your field or indicate exceptional academic achievement. (e.g.,summa cum laude, Phi Beta Kappa, etc.)
- Finally, include information that gives your reader a clear understanding of the importance of each honor, especially if a particular honor's noteworthiness is not clearly evident from the official title.

Publications, Creative Work

- Include bibliographic citations of articles, research reports and book reviews that you have published. If applicable, poems, musical recitals or art exhibits may be included in this section. Depending upon your field, as you gain experience, you will further separate these items into different categories, such as "book reviews," "articles in refereed journals," "books," etc.
- Use the form of citation appropriate to your field. In order to list something as "forthcoming" in this section, you should have a reasonably firm sense of when the publication will appear in print. If you include work published on the Internet or another new form of publication, then you may want to explain its significance briefly.

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Presentations, Meeting Abstracts

- List all papers/talks you have given, or will deliver, along with the names, dates, and locations of the conferences or meetings where you presented that work. If you are a postdoctoral researcher with numerous publications, you may choose to list only invited talks or selected abstracts.
- If you presented your work in a Loyola University Chicago colloquium or workshop, you may also list the talk here if it was a substantial piece of work or something directly relevant to your dissertation work or research agenda.
- You may want to create a broader-Publications and Presentations section, if you do not have many examples of either.

Work Submitted, Work In Progress

- In some fields, it is fairly standard practice for scholars to add sections entitled "Work Submitted" and "Work in Progress" to their CVs. Often these can be listed under a subheading in the publications section. If you have an article or book under review at a refereed journal or academic press, you should list it under the category "Work Submitted for Publication."
- In this way, you can inform employers that you have enough confidence in your work to submit it for publication. If you are an experienced candidate, or want to change jobs, you will want to indicate the potential of publication on new projects by reporting your progress in a section entitled "Work in Progress."

Research Experience

- Most often used in some of the sciences and social sciences, this category can include postdoctoral, dissertation, and possibly undergraduate and internship research and field work. Typically, you describe your project(s) (including any techniques you mastered) and list the affiliated lab and/or professor.

Teaching Experience

- Include all full-time, part-time, and adjunct teaching experience. For each position, list your title, the dates of employment (or quarter and year), and the name (not just the number) of each course you taught. Do not include course numbers, but do add a brief description of the course if the title does not convey all the relevant information.
- You should also include a brief description of your responsibilities. Since job titles vary from university to university, you need to tell the employer something about your level of involvement in the course design, preparation of materials, weekly instruction, and grading.

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Research Interests, Teaching Interests/Competencies

- In some fields, you list your current research interests and teaching interests or competencies. This is especially true if you are already a faculty member.
- When listing your teaching competencies, be sure to list general categories, as well as specialized ones, so that employers know you are capable and willing to teach the undergraduate and general education requirements offered in their departments. If you are prepared to teach a long list of courses, you may want to include them in a separate documents rather than list them all in your CV.

Professional Training/Related Work Experience

- List any special professional training you received in your department or through a professional organization in this section. Such training may include special courses on pedagogy or teaching techniques, professional seminars offered by a professional organization, or technical or computer training completed in addition to your regular coursework. If you have work experience that is relevant to your application, list and describe such experience here.

Languages

- When relevant, list the languages you have studied, as well as some indication of your level of expertise (e.g., Reading knowledge of German or Fluent in Spanish; working knowledge of Italian).

Professional Affiliations and Service

- List the major professional organizations to which you belong. If you have served actively in one or more of these organizations, you may wish to indicate the level of your involvement here as well.

Academic Service, Community Outreach

- If you have served on any committees (such as graduate advisory or search committees in your department or any appointed or elected position in the university), list the experience here. You may also note this in this category any talks you gave or meetings you arranged in your department about professional issues in your field.
- Demonstrating service will tell employers that you are a good citizen in your current department and institution. If you have volunteered your time in other ways related to your discipline within the community at large (e.g., judging a science fair, school and museum outreach, etc.) you can list such activities here as well.

References

- At the end of your CV, list the names, titles, and academic affiliations of your references. List your references in order of importance (for instance, your dissertation director/advisor first, followed by other members of your committee or other advisors who know your work well). In some fields, it is customary to list the mailing and/or email addresses and telephone numbers of your references.

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Points to Consider

- In compiling your CV, you should present a trajectory of your life as a scholar and teacher from the time you began your academic career as an undergraduate. All information on your vita should be arranged in reverse chronological order, listing the most recent position or award first.
- There is however, no single, standard CV format. Each discipline has its own conventions, and unlike a resume, the CV will continue to increase in length as you gain experience and establish a publication record. Because of this, it is essential that you have a faculty member in your department review your CV and other application materials before you send them.
- Again, please keep in mind that departmental expectations about the CV differ. It is often a good idea to start your CV by asking your mentor or advisor for a copy of theirs, and modeling yours off of theirs. Some departments also keep sample CVs on file for students to view.
- Academic institutions vary in their mission and objectives and each job opening will have specific requirements. You will want to organize the information of your CV with these different audiences in mind. For instance, list your research, publications, presentations, and awards first when applying to research institutions; list your teaching experience first when applying to smaller liberal arts colleges or community colleges and add a section on community or academic service.
- Think about what you want each search committee to know about you. This means that you might have a few different versions of your CV on file by the time you are ready to send out your applications.