

# Writing Your Academic CV

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# What's a CV?

A CV or curriculum vitae is a comprehensive, academically-focused document that presents a summary of your academic credentials and accomplishments.

# When is a CV used?

A CV is used when applying to teaching and/or research positions, to administrative positions in academia, and to fellowships and grants.

## Emphases

- ▶ **Teaching emphasis** is designed to impress institutions that are oriented toward experiential or applied education.
- ▶ **Research emphasis** shows research accomplishments and demonstrates success in obtaining grants.

## Sample Headings

- ▶ Education
- ▶ Professional Appointments
- ▶ Publications
- ▶ Awards and Honors
- ▶ Grants and Fellowships
- ▶ Invited Talks
- ▶ Conference Activity
- ▶ Campus and Departmental Talks
- ▶ Teaching Experience
- ▶ Research Experience
- ▶ Professional Service
- ▶ Departmental/ University Service
- ▶ Extra Training\*
- ▶ Community Outreach\*
- ▶ Media Coverage\*
- ▶ Related Professional Skills\*
- ▶ Nonacademic Work\*
- ▶ Teaching Areas\*
- ▶ Exhibitions/Gallery Shows
- ▶ Performances
- ▶ Residencies
- ▶ Repertoire
- ▶ Teachers /Master Classes
- ▶ Languages
- ▶ Professional Memberships
- ▶ References

# Building a Strong CV--Strategy

- ▶ **Know your institution.** The CV for a posting at a predominantly teaching institution and one for a posting at an R1 will not look alike.
- ▶ **Focus on research topics.** Even if you are applying for a teaching-focused position, do not omit research content.
- ▶ **If you are an artist:** your body of work should be represented on your academic CV.

# Building a Strong CV--Formatting

- ▶ One-inch margins throughout. (You have as much space as you need!)
- ▶ Reasonable font type and size, consistent throughout. (12pt can usually be considered reasonable. Make your name a little bigger.)
- ▶ Single spaced, with one or two blank lines between headings and between heading and first entry.
- ▶ Left justified (including dates) is preferable but not required: just be consistent!
- ▶ Avoid lengthy descriptions of projects, roles, teaching positions etc just for the sake of length—be concise.
- ▶ You may include a thesis or dissertation abstract, which should be removed about year after completion.
- ▶ Do not use bullet points.

# Building a Strong CV—The Header Material

Your Name

Curriculum Vitae\*

Date\*

Institutional address

Institutional phone

Email

Website

# Building a Strong CV—Content

## Education

- ▶ Always first!
- ▶ In order: PhD, MA/MS, BA/BS
- ▶ Include name of degree, institution, and year of completion.
- ▶ Do not use a date range! Just the year you completed.
  - ▶ EXCEPTION: Study abroad experience can indicate the date range.
- ▶ You may include Dissertation/Thesis Title (and maybe advisor) until a year or so after completion.



# Building a Strong CV—Content

## Professional Appointments

- ▶ These are contract appointments of a year or more, not ad hoc appointments.
- ▶ If you have none, skip this heading.
- ▶ Adjunct and other ad hoc teaching appointments go under “Teaching Experience”, just like assistantships.

# Building a Strong CV—Content

## Research Experience

- ▶ RA experience
- ▶ Lab experience
- ▶ Elaborate as needed especially for lengthy or team projects
- ▶ But elaborate briefly!

# Building a Strong CV—Content

## ▶ Possible Subheadings

- ▶ Books
- ▶ Edited Volumes
- ▶ Refereed Journal Articles
- ▶ Book Chapters
- ▶ Conference Proceedings
- ▶ Encyclopedia Entries
- ▶ Book Reviews
- ▶ Manuscripts in submission
- ▶ Manuscripts in preparation
- ▶ Web-based publications
- ▶ Other publications

## Publications

- ▶ Forthcoming works are listed **with** published pieces if they've been accepted.
- ▶ Works **under review** are listed separately and identified as such.
- ▶ **Bold** your name in multiply-authored entries.
- ▶ Your publications should be listed in citation form. Style is up to you, but each entry should include all relevant citation elements.

# Building a Strong CV—Content

## Awards and Honors

- ▶ Name of award
- ▶ Institutional location
- ▶ Year

## Grants and Fellowships

- ▶ Funder
- ▶ Institutional location
- ▶ Year
- ▶ Dollar amounts? Check field norms

# Building a Strong CV—Content

## Invited Talks

- ▶ Talks to which you have been invited at other campuses
- ▶ Title
- ▶ Institutional location
- ▶ Year at left
- ▶ Month and day in the entry itself.

## Conference Activity/Participation

- ▶ Paper title
- ▶ Conference name
- ▶ Year (month and day in entry)
- ▶ Subheadings
  - ▶ Conferences/Symposia Organized
  - ▶ Panels Organized
  - ▶ Papers Presented
  - ▶ Discussant

# Building a Strong CV—Content

## Campus/Departmental Talks

- ▶ Talks in your own department/on your campus
- ▶ Title
- ▶ Institutional location
- ▶ Year at left
- ▶ Month and day in the entry itself
- ▶ Do not list guest lectures in courses unless you have no other talks

## Teaching Experience

- ▶ Divide by institution OR area OR grad/undergrad or a combination of these
- ▶ Descriptive titles, not numbers!!
- ▶ Condense as needed when the list becomes unwieldy
- ▶ TA experience goes here—note when you were instructor of record (GPTI at CU)

# Building a Strong CV—Content

## Professional Service

- ▶ Manuscript review work
- ▶ Leadership in professional organizations
- ▶ Conference panel organization\*

## Departmental/University Service

- ▶ Search committees
- ▶ Other committee work
- ▶ Appointments to faculty senate

# Building a Strong CV—Content

## Teaching Areas/Prepared to Teach

- ▶ Course titles only
- ▶ No more than 6-8



# Building a Strong CV—Content

## Languages

- ▶ List vertically
- ▶ Indicate proficiency
  - ▶ Native
  - ▶ Fluent
  - ▶ Conversational
  - ▶ Research proficiency
  - ▶ Etc.

## Professional Memberships

- ▶ List vertically
- ▶ Indicate beginning years as you become more senior

# Building a Strong CV—Content

## References

- ▶ List vertically
- ▶ Name and full title
- ▶ No narrative or explanation\*
- ▶ \* Except teaching reference

# Always Be CVing

- ▶ Your CV is a mindset, not a document
- ▶ Your goal: add one line per month (not including summers)
- ▶ Think of your work in terms of bulking up your CV
- ▶ Where could it be stronger?
- ▶ How is your CV living up to your research and career plans?
- ▶ What opportunities do you need to seek for your CV to show you as a well-rounded citizen of academe?

**Questions?**

The slide features a white background with abstract, overlapping geometric shapes in various shades of purple and blue on the right side. The shapes include triangles and polygons, some with thin white outlines, creating a modern, layered effect.