

THE CURRICULUM VITAE: AN INTRODUCTION TO PRESENTING AND
PROMOTING YOUR ACADEMIC CAREER
Dr. Angela M. Nelson, anelson@bgsu.edu

SEMINAR OVERVIEW

- Gain practical and useful information on what to include and on how to prepare a CV.
- Develop a strategy for creating a new CV or updating and revising a current CV.
 - Acquire tips for preparing a CV that can be read easily and quickly.

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RÉSUMÉS VS. VITAS: AN INTRODUCTION

Seminar Outcomes

1. Gain practical and useful information on what to include and on how to prepare a CV.
2. Develop a strategy for creating a new CV or updating and revising a current CV.
3. Acquire tips for preparing a CV that can be read easily and quickly.

CVs and Folk Tradition

1. Folk tradition--common people, anonymous authorship & many versions; small, local group/community, disseminated by oral and non-oral methods; no formal training or skills
2. CV training is usually passed by word of mouth within a small local, academic community. Normally, no formal training or skills are learned, although more doctoral programs are offering courses where students learn about CV, the job search, and etc.
3. My Mother's CV.
4. Templates commonly found on software such as Microsoft Word and at various job search-related websites.

CV KEY TERMS

Résumé

- Origin of term is French: "summary"
- A *Résumé* is a document that summarizes qualifications, education, experience, skills, and other items related to the writer's objective.
- *Résumés* are used by persons in almost every type of job or work other than higher education, especially for business employment.

Curriculum Vitae

- Origin of term is Latin: "the course of one's life or career."
- Usage: "Vita," "CV"; "Curricula Vitae," plural form
- A special type of résumé traditionally used in the academic community; an academic version of a résumé that features earned degrees, service, teaching, and research experience, publications, presentations, and related activities and experiences. It represents your past.
- Vitas are used by anyone working in a Ph.D.-driven environment, such as higher education, think tanks, medical professions, science, and elite research & development groups.
- See *The Curriculum Vitae Handbook* by Rebecca Anthony and Gerald Roe for additional information.

Autobiographical Sketch

Teaching Portfolios

- Teaching portfolios are factual descriptions of a professor's major strengths and teaching achievements.
- The teaching portfolio describes documents and materials, which collectively suggest the scope and quality of a professor's teaching performance.

- It is to teaching what lists of publications, grants, and honors are to research and scholarship.
- See publications by Peter Seldin for additional information.

Cover Letter/Letter of Application

- A letter sent along with other documents to provide additional information about your interest in a job announcement. It represents your future.
- A cover letter introduces you to the recruitment committee, represents you at your best according to your terms, and stimulates interest in your background and qualifications.

Letter of Recommendation

Reference letters, or letters of recommendation, serve as testimonials of your academic and job performance, skills, and character.

Academic Trinity: Teaching, Research, and Service

Teaching

- work by faculty based on their scholarly expertise and disseminated to others, students in particular

Research/Scholarship/Creative Activity

- work by faculty discovering, integrating, applying, and teaching knowledge

Service and Citizenship/Engagement Activity

- work by faculty members based on their scholarly expertise and contributing to the mission of the institution, profession, department/division/school, college; collaborative endeavor of faculty members working with public and private communities to identify relevant problems related to economic development, educational reform, and quality of life issues (definition based on BGSU's definition of "engagement")

TYPES AND PURPOSES OF CVS

Institutional

- A full, detailed version of CV for use *at* your institution

Marketing

- A shorter version of CV for use *outside* of your institution and that focuses on research and professional expertise

Administrative

- A full, detailed version of CV which includes administrative experience such as chair, director, etc.

Working/Lifelong

- A cumulative record of professional achievements from graduate student to professor emeritus (or the present) for personal-professional use

"Résumé" CVs

- Condensed: A brief overview of your professional career with basic information without much detail; a single page with capsulated overview of professional accomplishments, activities, and recognition
- Conference: A brief overview of your professional career to meet "conference/convention" requirements; two pages with categories including major ideas or responsibilities of positions

Europass CV

- Europass is a relatively new way of helping people to: (1) make their skills and qualifications clearly and easily understood in Europe (European Union, EFTA/EEA and candidate countries); and (2) move anywhere in Europe.

- Europass consists of five documents: Europass curriculum vitae (CV) and Europass Language Passport, Europass Certificate Supplement, Europass Diploma Supplement, and Europass Mobility.
- Europass is supported by a network of National Europass Centres. Europass has been established by the Decision No 2241/2004/EC of the European Parliament and the Council of 15 December 2004 on a single transparency framework for qualifications and competences. The Europass CV replaces the European CV, launched in 2002.

USES OF CVS AT BGSU

Faculty Position Applications: Job Inquiries, Advertised Jobs, Interviews, Application Forms, References)

(College of Arts and Sciences: <http://www.bgsu.edu/colleges/as/page23505.html>;
http://www.bgsu.edu/colleges/as/chair_handbook/section_6/section6_2.htm)

Merit Reviews

(Office of Provost and Vice-President for Academic Affairs:
<http://www.bgsu.edu/offices/provost/noindex/FacultyMerit/merit.htm>)

Annual Reviews

(College of Arts and Sciences: http://www.bgsu.edu/colleges/as/chair_handbook/section_6/section6_12.htm)

Reappointment Reviews

(College of Arts and Sciences: <http://www.bgsu.edu/downloads/provost/file37745.PDF>)

Tenure and/or Promotion

(College of Arts and Sciences: <http://www.bgsu.edu/downloads/provost/file37740.PDF>)

Faculty Improvement Leaves

(Office of Provost and Vice-President for Academic Affairs:
<http://www.bgsu.edu/offices/provost/academicprograms/FILGuidelineLetter07.pdf>)

Chair/Director Evaluations

(College of Arts and Sciences: http://www.bgsu.edu/colleges/as/chair_handbook/section_8/section8_2.htm)

Internal Fellowships and Residencies

(Institute for Culture and Society: <http://www.bgsu.edu/offices/ics/files/0809/fellowsapp0809.pdf>)

SPAR Grant Applications

(Sponsored Programs and Research: <http://www.bgsu.edu/offices/spar/FRC/>)

Faculty Recognition Awards

(Office of Provost and Vice-President for Academic Affairs:
<http://www.bgsu.edu/offices/provost/awards/awards.htm>)

Special Faculty Appointments: Special Professorships, Distinguished University Professorships, Trustee Professorship, Emeritus Faculty

(Office of Provost and Vice-President for Academic Affairs:
<http://www.bgsu.edu/offices/provost/awards/awards.htm>)

SOURCES FOR CV CONTENT

Research/Scholarship/Creative Activity

Speaking invitation letter (electronic or paper)
Book review, journal article, book, encyclopedia entry, etc. info
Exhibition catalog
Performance event program
Conference paper acceptance
Conference program (paper or electronic)
Grant notification letter

Teaching

Student numerical ratings of teaching reports
Class rosters
Syllabi, exams, and other course materials

Service

Manuscript review, invitation to do review, and press contact information
Committee election/appointment letter
Publication or broadcast interview with reporter
Board election/appointment letter

Educational Background

Undergraduate transcripts
Graduate transcripts

Honors and Awards

Award certificates
Award notification letter

SEVEN ESSENTIAL COMPONENTS

Identification and Contact Information

Your name, first and last [do not use middle initials unless it is normally used by you]; contact address, apartment number; city, state, zip code; 1-area code, contact phone number; 1-area code, contact fax number (optional); e-mail address; Personal Web Site URL (optional)

Notes: Personal webpage URL is not necessary on the CV. Select your home address or your business address but not both. Obtain an email account, it is the primary means of communication in job searches in higher education.

Educational Information

Degrees including Associate's Degrees (with commencement honors & specializations), certifications, licensures, accreditations, clearances, registrations, diplomas

Academic and/or Work Experience

Faculty positions & ranks; post-doctoral fellowships; academic administrative, editorial, or other non-teaching experience; graduate student teaching/research assistantships & fellowships, undergraduate student teaching/research assistantships & fellowships; K-12 teaching; tutoring; other relevant employment

Teaching Activity

Undergraduate, undergraduate-graduate & graduate courses taught; student evaluations of teaching; theses & dissertation students; formal academic advising and mentoring; curriculum development (courses, workshops, educational materials)

Research/Scholarship/Creative Activity

Peer-reviewed publications (books, journal articles, book reviews, abstracts, reports, multimedia materials), conference papers & lectures; grants, contracts, patents awarded; faculty fellowships; performances, exhibitions; compositions, arrangements & scores; prizes, product or engineering designs, patents

Service and Citizenship Activity

Service and citizenship within department/division/school, college, university, and profession (committees, review panels, leadership positions, consultantships) and community (partnerships with schools, other forms of outreach); professional development courses and workshops presented

Miscellaneous Topics

Administrative and instructional professional development or continuing education experiences (courses, workshops, improvement leaves, post-doctoral training), honors & awards; membership in professional organizations or honor societies; endorsements; study abroad, language competencies; research/scholarship/creative activity, teaching, & service interests; references/recommendations, placement file

NON-ESSENTIAL COMPONENTS

“Federal and state guidelines prohibit employers from basing hiring decisions on such characteristics as the applicant’s age, sex, race, religion, disability, and national origin” (Anthony and Roe, 1998 23).

“Tell employers what they need to know, not necessarily everything they might want to know. Biases exist. There is no need to trigger them prematurely. Advertising autobiographical details in your CV may close more doors than it will open” (Anthony and Roe, 1998 24).

Signature

Photograph

Age, Date, or Place of Birth

Social Security Number

Physical Characteristics

- Gender
- Height
- Weight
- Eye color

Family Information

- Marital status
- Name and occupation of spouse
- Names and ages of children

Race, Religion, Ethnicity, or Political Affiliation

Note: Provide information if it is “required” for position you are applying for, e.g., position at religious high school or college or university.

Military Service or Civic Service

Note: Provide information if it is “required” for position you are applying for, e.g., military high school or college, military research think-tank, etc.

Hobbies or Personal Travel

MORAL, ETHICAL, AND LEGAL CONSIDERATIONS

What to Include in CV

- Consider carefully all suggestions about information that you “should” include in your CV.
- Incorporate only those suggestions that make sense to you. Balance the opinions of others against your own convictions. YOU, alone, must defend the veracity and content of your CV.
- There is no such thing as a “bad CV.” In other words, a “badly” constructed CV will not cause you to lose a job opportunity unless there is a scenario where massive amounts of basic information is omitted from it such as contact information, educational background, etc.

Padding

- Do not exaggerate your accomplishments. Remove information and activities that are not directly related to teaching, research, and service as defined by your College/University.
- Refrain from including incidental (although important, necessary activities) such as writing letters of recommendations for colleagues or conducting and writing peer evaluations for colleagues. On the other hand, noting that you were on an external review team for a college’s 10-year accreditation or an academic unit’s program review or that you served as an external reviewer for a candidate’s bid for promotion to full professor should be noted.
- Avoid listing hobbies or interests—these can be seen as filler or unnecessary “fluff,” and can detract from the overall professional appearance of your resume.

Inaccuracies

- Dates, academic degrees, and experiences are critical.
- Information must be accurate and truthful. The discovery of inaccuracies, untruths, or misrepresentations will usually preclude further consideration of your candidacy. Once hired, the discovery that you have provided false information can be cause for termination.
- Lying on a CV about work experience or education/training in order to get a job is fraud, a serious criminal and civil offense.
- Universities and search committees are conducting full background checks now based on the CV.

Privacy vs. Public Disclosure

- CVs are essentially public, although not official, autobiographical, documents; they list your earned degrees and “public” academic-related experiences, skills, and potential. As such, they probably should not be considered to be private, confidential documents.
- Nevertheless, be cautious about distributing your CV to persons you are unlikely to work with in some type of professional capacity. In addition, know that from a legal perspective, e-mail turns everyone into a “publisher.” Therefore, also be cautious about disseminating your CV electronically via the Internet or e-mail. Since all e-mail is recorded and can be produced in court, inaccurate information, for example, in your CV could be problematic if this scenario were played out.

Social Media Technologies and Your Professional Life

- New social media technologies including blogs, personal web sites, and social networking service accounts have the power and potential to positively or negatively impact your job searching efforts or maintaining your current position.
- Social networking services allow users to create a profile for themselves. In most networking sites, users can upload a picture of them, create their “profile” and can often be “friends” with other users. Social networks usually have privacy controls that allow the user to choose who can view their profile or contact them, etc. Most social network services are web based and provide a variety of ways for users to interact. Popular social networking services in the United States are Facebook, MySpace, Twitter, and LinkedIn. Specialized groups include holypal.com and Christian Spaces.
- Issues for reflection: things that others can do with your information such photos, etc.; sharing confidential information; making inappropriate comments about your organization/company; availability of certain personal information to employers; inappropriate content on personal blog, web site, or social networking site; listing blog/web site on CV; writing a job search blog; just about any information on online can be ready be someone—or everyone.

WRITING AND FORMATTING THE BASIC CV

Categories & Section Headings (see Categories and Section Headings, pp. 10-11)

- Section headings and categories are functional and thematic.
- Within each category/heading, information should be listed in reverse chronological order, e.g., 2005, 2004, 2002, etc.
- Do not list "Curriculum Vitae" anywhere on your CV.

Writing Individual CV Entries: Publications, Papers, Performances

- Each entry should have at least three main divisions. Note: Use a bibliographic style prescribed for your discipline, e.g., APA (American Psychological Association), MLA (Modern Language Association), Chicago (based on style manual published by University of Chicago), CBE (Council of Biology Editors), etc.
- Insert at least one space between entries.
- Main Divisions: Presenter's/Author's/Artist's Name. Title of Presentation/Paper/Performance. Facts of Publication/Paper/Performance. Page Numbers (if applicable).
 - Name: Last Name, First Name (reverse order).
 - Title: Underline/italicize book titles or artist works; enclose title of other works in quotation marks.
 - Publication/Paper/Performance Facts: place or location of publication/paper/performance; name of publishing agency or venue or organization; date of publication/paper/performance; page numbers (# - #) for publications. Note: For books or journals include Volume Number (v. ##), Issue Number (##.), and/or Series Number (##.#), if applicable.
 - For internet publication/paper facts: After date, include URL followed by date of access, in parentheses.

Action (Power) Words (see Action/Power Words, pp. 12-14)

- Avoid passive words or phrases such as "responsible for" or "duties included."
- Use verbs, nouns, and adjectives when describing activity in CV.
- Sentence fragments are preferred using a bulleted format; closing with period is optional.

A Template (See CV Template, pp. 15-16)

Revisions and Updates

- Keep your CV current. Your CV should be revised and updated regularly (each month, at most—each semester, at least) to note a publication, presentation, new committee assignment, or any professional development, etc.
- Major revisions should occur when significant changes transpire in your professional career such as promotions which result in new faculty ranks, e.g., doctoral student>instructor or lecturer; doctoral student>assistant professor; assistant professor>associate professor; associate professor>professor

Record Keeping System

- Electronic records saved on hard drive of computer, organized by teaching, scholarship, service, etc.
- Hard copies of materials in file folders in a filing cabinet.

Resources

- Book: The Curriculum Vitae Handbook by Anthony and Roe
- Select Bibliography (p. 18)

CATEGORIES AND SECTION HEADINGS

academic preparation
academic training
degrees
dissertation
dissertation title
dissertation topic
comprehensive areas
master's project
thesis

professional competencies & special skills
course highlights
education highlights
proficiencies
areas of knowledge
areas of expertise
areas of experience
areas of concentration in graduate study
graduate fieldwork
graduate practicums
specialized training
internships
teaching/research assistantship

teaching interests
academic interests
research interests
educational interests
postdoctoral experience(s)
professional interests
professional experience
professional overview
professional background
academic appointments

convention addresses
invited addresses
invited lectures
lectures and colloquia
scholarly presentations
programs and workshops
professional activities
presentation and publications
abstracts
publications
scholarly publications
scholarly works
works in progress
bibliography
books
chapters

experience highlights
related professional experience
research appointments
research experience

academic accomplishments
professional achievements
career achievements
career highlights
background
research overview
administrative experience
consulting experience
consultantships
continuing education experience
related experiences
academic service
advising
professional service
professional community service
professional development
university involvement
service
outreach
faculty leadership
major committees
committee leadership
departmental leadership
professional association advisory boards
major university assignments
advisory committees
national boards
conferences attended
conference participation
conference presentation
conference leadership
workshop presentation

scholarships
fellowships
academic awards
honors
distinctions
college distinctions
activities and distinctions
honors and awards
professional recognition
prizes
college activities
awards
affiliations

editorial boards
professional papers
technical papers
refereed journal articles
editorial appointments
articles/monographs
reviews
book reviews
multimedia materials

selected presentation
research awards
research grants
funded projects
grants and contracts
grant activity
patents
exhibits/exhibitions
arrangements/scores
performances
recitals

portfolio
recommendations
references

memberships
professional memberships
memberships in scholarly societies
professional organizations
honorary societies
professional societies
professional certification
certification
licensure
endorsements
special training

foreign study
academic study abroad
academic travel abroad
international projects
languages
languages competencies

dossier
credentials
placement file

ACTION (POWER) WORDS

Verbs

abstracted
accomplished
acquired
acted
addressed
advised
analyzed
arranged
articulated
assessed
assisted
authored
budgeted
catalogued
chaired
coauthored
collaborated
collected
communicated
complied
completed
composed
conducted
consulted
coordinated
counseled
created
delivered
designed
developed
directed
drafted
earned
edited

elected
encouraged
established
evaluated
examined
expanded
facilitated
founded
generated
guided
identified
illustrated
implemented
improved
increased
initiated
instructed
integrated
interpreted
interviewed
introduced
invented
investigated
lectured
maintained
managed
mastered
monitored
motivated
negotiated
nominated
observed
organized
originated

participated
performed
planned
prepared
presented
presided
produced
programmed
projected
promoted
published
recognized
recruited
represented
researched
reviewed
revised
scheduled
screened
selected
served
solved
sponsored
streamlined
strengthened
studied
supervised
taught
tested
trained
translated
tutored
verified
volunteered
wrote

Nouns

achievement
ability
ambition
competence
confidence
creativity
dedication
determination
development
diversity
economy
excellence
experience
harmony
honor
imagination
ingenuity
judgment
merit
prestige
recognition
retention
success
training

Self-Descriptive

active
adaptable
aggressive
ambitious

analytical
attentive
capable
competent
conscientious
consistent
constructive
creative
dependable
determined
disciplined
efficient
energetic
enthusiastic
experienced
fair
imaginative
independent
knowledgeable
logical
mature
methodical
objective
optimistic
perceptive
pleasant
positive
practical
proficient
qualified
realistic
reliable
self-reliant
sense-of-humor
sincere
successful
systematic
tactful
talented
technical
well-rounded
will travel
will relocate

Adjectives

active
capable
dependable
effective
goal-oriented
helpful
inquisitive
loyal
notable
practical
responsive
substantial
timely
vital

Research Skills

clarified
controlled
critique
diagnosed
evaluated
examined
extracted
identified
inspected
interpreted
interviewed
investigated
organized
quantified
questioned
researched
reviewed
selected
studied
summarized
surveyed
systematized
tabulated

Teaching Skills

adapted
advised
clarified
coached
communicated
coordinated
developed
enabled
encouraged
evaluated
explained
facilitated
guided
informed
initiated
instructed
lectured
persuaded
set goals
stimulated
tutored

Technical Skills

automated
assembled
built
calculated
constructed
converted
designed
devised
directed
engineered
estimated
fabricated
maintained
modified
operated
overhauled
programmed
remodeled
reduced
repaired
solved
tested
trained
upgraded

[CV TEMPLATE]

FIRST NAME LAST NAME

Street Address

City, State, Zip Code+4

+1-###-###-#### [Telephone number]

+1-###-###-#### [Fax number] (optional)

###@###.### [E-mail address]

Personal Web Site URL (optional)

EDUCATION

- Ph.D., Specialization, Institution, Date of Degree (or Anticipated/Expected Date).
- M.A./M.S./M.F.A./M.B.A./M.M.; Major, Minor, Emphasis, Concentration, Institution, Date of Degree.
- B.A./B.S./B.F.A/B.M.; Major, Minor; Institution, Date of Degree.

OTHER ACCREDITATIONS

- Type of Accreditation/Licensure/Registration, Institution Awarding Accreditation, Location (City, State), Date.

PH.D. DISSERTATION

- Title, Advisor or Director Name
- Abstract summary (4-5 sentences) discussing content and methodology

ACADEMIC EXPERIENCE

- Job Title/Rank, Employer, Location (City, State), 20##-Present
- Top Proficiencies or Skills Used

OTHER ACADEMIC EXPERIENCE

- Job Title/Rank, Employer, Location (City, State), 20##-Present
- Top Proficiencies or Skills Used

TEACHING & RESEARCH OR SCHOLARLY & SERVICE INTERESTS

- Main Areas of Inquiry/Interest

COURSES TAUGHT (WITHOUT STUDENT RATINGS)

- Course Title, Section Number, Institution, Enrollment, Semester Year.

COURSES TAUGHT (WITH STUDENT RATINGS)

- Course Title, Section Number, Institution, Semester Year, Enrollment, Rating (as compared to maximum points) x.x/x.0, Number of students who completed evaluations (n=xx).

UNDERGRADUATE/GRADUATE STUDENT THESES, DISSERTATIONS, EXAMINATIONS

- Student Name, Thesis Title/Dissertation Title/Examination, Department, Semester Year

CURRICULUM DEVELOPMENT (courses including distance education), workshops, educational materials)

- Course Title, Institution (if different from current institution), Semester Year

OTHER FORMS OF TEACHING

- Institution (include if you have worked at more than one university)
- Role, Semester Year.

GRANTS AND CONTRACTS

- Last Name/First Name of Principal Investigator and/or Co-Principal Investigator(s). "Title of Project," Funding Agency, Agency Project Number, Date, Dollar Amount.

PUBLICATIONS

- Last Name, First Name. "Title of Work," Name of Publication/Publisher (*Newsletter, Newspaper, Magazine, Journal, Book*), Location of Publisher (State & City or Major City), Date of Publication,

Volume Number (v. ##), Issue Number (##.), Series Number (###), Page Numbers (# - #). Note: Use a bibliographic style prescribed for your discipline, e.g., APA, MLA, Chicago, CBE, etc. For internet publication/paper facts: After date, include URL followed by date of access, in parentheses.

PRESENTATIONS

- Last Name, First Name. "Title of Presentation," Organization, Location of Presentation (City, State), Date (20##-20##).
 - Optional synopsis of content and/or purpose of presentation, audience, results, etc.

PERFORMANCES, EXHIBITIONS, DESIGNS, PATENTS

- Last Name, First Name. "Title," Role, Sponsor/Producer, Location (City, State), Date.
- Last Name, First Name. "Title of Patent." Patent Number, Date. Principal Creator/Designer and/or Co-Creator Designer(s).
- Last Name, First Name. "Title of Product or Engineering Design." Company Accepting Design, Location (City, State), Date. Principal Engineer and/or Co- Principal Engineer(s).
 - Provide optional description of product, audience, function, etc.

SERVICE TO THE UNIVERSITY

- Institution (include if you have worked at more than one university)
- Role, Committee, Date/Semester Year.

SERVICE TO THE DEPARTMENT/DIVISION/SCHOOL

- Institution (include if you have worked at more than one university)
- Role, Committee, Date/Semester Year.

SERVICE TO THE PROFESSION

- Institution (include if you have worked at more than one university)
- Role, Committee, Date/Semester Year.

SERVICE TO THE COMMUNITY

- Institution (include if you have worked at more than one university)
- Role, Committee, Date/Semester Year.

PROFESSIONAL AND SCHOLARLY ORGANIZATIONS MEMBERSHIPS/AFFILIATIONS

- Society, Organization, or Association Name, Position Held, 19##-20##

HONORS, AWARDS AND ACHIEVEMENTS AND OTHER SPECIAL COMMENDATIONS

- Title of Award, Sponsoring Institution/Organization, Date.

PROFESSIONAL DEVELOPMENT OR CONTINUING EDUCATION EXPERIENCES (courses, workshops, improvement leaves, post-doctoral training)

PROFESSIONAL DEVELOPMENT OR CONTINUING EDUCATION PRESENTATIONS

RESEARCH OR PROFESSIONAL CONSULTANTSHIPS

STUDY ABROAD AND/OR LANGUAGE COMPETENCIES (include scholarly, academic travel only)

REFERENCES/RECOMMENDATIONS (list 3-4 references willing to write recommendation letters; include complete contact information)

- Name, Title; Institutional Affiliation; Address; City, State, Zip Code; Area Code, Office Phone Number

CREDENTIALS (provide address where recipient can access your career/placement file)

- Name, Title; Institutional Affiliation; Address; City, State, Zip Code; Area Code, Office Phone Number

THE FINAL PRODUCT

Paper

- 8-1/2 inch, 20 pound (weight) office paper, white
- Rationale: White paper is easier to photocopy and is easier to read
- CV should be spotless: no coffee stains, smeared ink, or extraneous marks

Fonts, Font Sizes, and Font Styles

- CVs must be typewritten or word-processed, not hand-written
- Recommended Fonts: Times New Roman, Courier New, Courier, Times
- Rationale: These font specifications are easier to read
- Font Size Range: 12-point-to-14-point
- Font Styles: Bold, italics, underline, all capital letters
 - Use diverse font styles for headings
 - Use bulleted lists, short sentences

Length & Page Numbers

- Often begins at 2 pages and increases as one's career progresses
- Insert name and page numbers at top right hand corner or bottom right corner or bottom left corner

Reproduction Method

- Laser-print-outs will produce a clear sharp image.
- Photocopies of laser-printed version are okay, too.

Packaging

- Staple in top left-hand corner
- Mail in 9" x 12" inch envelope; never submit CV or job application materials in a regular business-sized envelope

CONCLUSION: THE FUTURE OF THE CURRICULUM VITAE

Technology and Curriculum Vitae

- e-Portfolios
- e-Submissions
 - FAX, e-mail
 - Internet/Web Site

Job Search, Hiring Process, and Electronic Curriculum Vitae

- Montgomery College in Maryland—job applications online
- California State University's Channel Islands campus—online job application system
- Web-Based Job Search Engines: TedJob.com and HigherEdJobs.com—submit résumé or CV online
- Online Placement Companies such as InterFolio are academic dossier and credential services for applying for higher education, medical school, and graduate school.

Reasons CVs & Résumés Are Still Used

- Hiring managers/recruiters like to feel, view, and save résumé
- Easier to distribute at job fairs
- Job ads continue to include postal addresses
- Employee referral programs require a résumé

Questions

Follow-Up

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