THE CURRICULUM VITAE: AN INTRODUCTION TO PRESENTING AND PROMOTING YOUR ACADEMIC CAREER
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SEMINAR OUTCOMES

- Gain practical and useful information 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.

I. Résumés vs. Vitas: An Introduction
   A. CVs and Folk Tradition
   B. Key Terms
      1. Résumé
      2. Curriculum Vitae
      3. Teaching Portfolios
      4. Types of CVs
      5. Cover Letter/Letter of Application
      6. Letter of Recommendation
      7. Academic Trinity: Teaching, Research, and Service

II. Types and Purposes of CVs
    A. Institutional
    B. Marketing
    C. Working/Lifelong
    D. “Résumé” CVs
    E. Europass CV

III. Uses of CVs at BGSU
    A. Faculty Position Applications (Job Inquiries, Advertised Jobs, Interviews, Application Forms, References)
    B. Merit Reviews
    C. Annual Reviews
    D. Third-Year Reviews
    E. Tenure and/or Promotion
    F. Faculty Improvement Leaves
    G. Chair/Director Evaluations
    H. Internal Fellowships
    I. Internal Administrative Position Searches
    J. SPAR Grant Applications
    K. Faculty Awards
    L. Special Faculty Appointments: Special Professorships, Distinguished University Professorships, Trustee Professorship, Emeritus Faculty

IV. Sources for CV Content
    A. Research/Scholarship/Creative Activity
    B. Teaching
    C. Service
    D. Educational Background
    E. Honors and Awards
V. Seven Essential Components
   A. Identification and Contact Information
   B. Educational, Licensure, Accreditation, Registration, and/or Certification Information
   C. Academic and/or Work Experience
   D. Teaching Activity
   E. Research/Scholarship/Creative Activity
   F. Service and Citizenship/Engagement Activity
   G. Miscellaneous Topics

VI. Non-Essential Components
   A. Signature
   B. Photograph
   C. Age, Date, or Place of Birth
   D. Social Security Number
   E. Physical Characteristics
   F. Family Information
   G. Race, Religion, Ethnicity, or Political Affiliation
   H. Military Service or Civic Service
   I. Hobbies or Personal Travel

VII. Moral, Ethical, and Legal Considerations
   A. What to Include in CV
   B. Padding
   C. Inaccuracies
   D. Privacy vs. Public Disclosure

VIII. Writing and Formatting the Basic CV
   A. Categories & Section Headings
   B. Writing Individual CV Entries: Publications, Papers, Performances
   C. Action Words
   D. A Template
   E. Revisions and Updates
   F. Record Keeping System
   G. Resources

IX. The Final Product
   A. Paper
   B. Fonts, Font Sizes, and Font Styles
   C. Length & Page Numbers
   D. Reproduction Method
   E. Packaging

X. Conclusion: The Future of the Curriculum Vitae
   A. Technology and Curriculum Vitae
   B. Job Search, Recruitment, and Electronic Curriculum Vitae
   C. Reasons CVs & Résumés Are Still Used
   D. Questions
   E. Follow-Up