

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

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Seminar Outcomes

1. Gain practical and useful information 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.

RÉSUMÉS VS. VITAS: AN INTRODUCTION

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 the CV, the job search, and etc.

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.

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.

Types 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

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 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.

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”)

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; contact address, apartment number; city, state, zip code; area code, contact phone number; e-mail; area code, contact fax number (optional, if e-mail not available)

Notes: Personal webpage or URL not necessary on the CV. Choose your home address or your business address but not both.

Educational Information

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

- 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.

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.

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.

WRITING THE BASIC CV AND BEYOND

Categories & Section Headings (see Categories and Section Headings)

- 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 Words (see Action Words)

- Use action words (or verbs) when describing activity in CV.
- Sentence fragments are preferred using a bulleted format.

A Template (See CV Template)

Revisions and Updates

- 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 (see attached)

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

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

books
chapters
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

awards
affiliations
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 WORDS

abstracted	elected	participated
accomplished	encouraged	performed
acquired	established	planned
acted	evaluated	prepared
addressed	examined	presented
advised	expanded	presided
analyzed	facilitated	produced
arranged	founded	programmed
articulated	generated	projected
assessed	guided	promoted
assisted	identified	published
authored	illustrated	recognized
budgeted	implemented	recruited
catalogued	improved	represented
chaired	increased	researched
coauthored	initiated	reviewed
collaborated	instructed	revised
collected	integrated	scheduled
communicated	interpreted	screened
complied	interviewed	selected
completed	introduced	served
composed	invented	solved
conducted	investigated	sponsored
consulted	lectured	streamlined
coordinated	maintained	strengthened
counseled	managed	studied
created	mastered	supervised
delivered	monitored	taught
designed	motivated	tested
developed	negotiated	trained
directed	nominated	translated
drafted	observed	tutored
earned	organized	verified
edited	originated	volunteered
		wrote

[CV TEMPLATE]

FIRST NAME LAST NAME [No middle initials unless used commonly]

Street Address

City, State, Zip Code

###-###-#### [Telephone number]

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

[###-###-#### (Fax number): Use only if e-mail is not available OR Personal Web Site URL, if desired]

EDUCATION

- Ph.D., Specialization, Institution, Date of Degree (or Anticipated 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

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
- Font Size: 12-point
- Font Styles: Bold, italics, underline, all capital letters
 - Use diverse font styles for headings

Length & Page Numbers

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

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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