

# Sculpting Your Curriculum Vitae

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## I. CV vs. Résumé

- A. A CV is “a summary of your educational background and experiences”
  - It is usually all inclusive
  - It is usually 2 pages or more in length
- B. A résumé is a limited summary of education and experience pointed toward a specific career objective
  - It may be selective
  - It is usually no more than 2 pages in length

**This is your first chance - use it!**

- A CV provides a first impression of your professional qualifications
- Make sure it is
  - **Organized,**
  - **Professional** and
  - **High quality.**

## II. The Basics

## Absolute Bottom Line Rules

- A. FOLLOW DIRECTIONS!!
  - If a job ad gives specific instructions follow them. Ask for clarification if necessary.
- B. USE A SPELL-CHECKER!!
  - There is nothing that gives a **w**orse im**p**ression than a poorly prof-read CV.
- C. Choose a consistent and easily readable typeface

## Text Examples

- **Ph.D. 2004 Marshall University**
  - (but do not bold-face an entire document)
- Ph.D. 2004 Marshall University
- Ph.D. 2004 Marshall University
- *Ph.D. 2004 Marshall University*
- **Ph.D. 2004 Marshall University**
- *Ph.D. 2004 Marshall University*

## File formats

- D. For electronic submission, use a broadly compatible file type
- Word documents, pdf's
  - Don't use a lot of different fonts and type sizes.
  - **Don't use automatic formatting** for section headers and body text
- Make sure your format survives email

## III. The components:

1. Contact information
2. Education
3. Professional experience
4. Funding
5. Awards and honors
6. Memberships
7. Scholarly works
8. References

## Components

- A. Contact information (name, address, phone, email)
  - If you have a current position this should include you title and institution
- B. Education
  - Often in reverse chronological order

## Parts, cont'd

- C. Professional experience: (Also reverse chronological)
  - Research Experience
  - Teaching Experience
  - Other professional experiences
    - Non-academic or research positions
    - Service performed
  - NSF may require "synergistic activities"

## Parts, cont'd

- D. Funding
- E. Awards and honors
- F. Society memberships

## Parts, cont'd

- H. Publications (reverse chronological order)
  - Refereed papers
  - Abstracts
    - **Don't mix abstracts in with full papers**
  - Invited presentations
- I. References

## Information that is private

- Personal information that should not be considered in hiring decisions
  - Age
  - Race
  - Ethnic background
  - Marital status, children
  - Gender
- This is **NEVER** required in a CV - employers who ask for this information are breaking the law
  - Grant opportunity exceptions

## “Statements of interest”

- Statements of research interests or plans.
- Statements of teaching interests or philosophy.
- These are usually separate documents from the CV and deserve their own serious consideration.

## IV. Putting them together

- A. Your CV should fit each request.
- B. You are allowed to alter the document to highlight the experiences you believe are most relevant to request for information.

## Sculpting the CV for the opportunity

- If you are applying for a teaching opportunity, put your teaching experience up front
  - Include lab training experience
- If you are applying for a research opportunity, highlight your experience and its productivity.
- Highlight non-academic experiences that show you have specific desirable skills
  - Retail management experience provides a valuable skill that many scientists do not have.
  - Community outreach is particularly sought by some agencies/programs

## Keep it brief

- C. The CV should have relatively little narrative.
- If there are portions that require explanation, it may be appropriate to do so in a cover letter.
- Resist the temptation to over-explain.
- On the other hand – the obvious will not be ignored.

## Societies provide career information

- ASM: [www.asm.org/Education/index.asp](http://www.asm.org/Education/index.asp)
- APS: [www.the-aps.org/careers](http://www.the-aps.org/careers)
- ASPET: [www.aspet.org/students](http://www.aspet.org/students)
- ASCB: [www.ascb.org/careers](http://www.ascb.org/careers)
- AAAS: [www.aaas.org](http://www.aaas.org)
  - Science careers: [recruit.sciencemag.org](http://recruit.sciencemag.org)
  - Science's Next Wave: [www.nextwave.sciencemag.org](http://www.nextwave.sciencemag.org)
- The Chronicle of Higher Education:  
[chronicle.com/jobs](http://chronicle.com/jobs)
- <http://chronicle.com/jobs/tools/cvdoctor/2006/>

## Useful Websites

- Science's Next Wave: [nextwave.sciencemag.org](http://nextwave.sciencemag.org)
- Chronicle Careers: [www.chronicle.com/jobs](http://www.chronicle.com/jobs)
- ASCB's "How to get a job" booklet (free)
- COS workbench CV service: [www.cos.org](http://www.cos.org)
- All have collections of articles, search-enabled job listings, ability to post "position wanted" ad.
- Most have good advice.

## A few final points

- Start on it early so that you aren't rushing when an opportunity arises.
- Ask someone else to proof-read it.
- Update frequently.

**GOOD LUCK!!**