

How to Write a CV

CV's are a critical part of the academic job search as well as grant applications. A CV differs from a resume in that it provides more details to the reader. It is not uncommon for a CV to be several pages long. There is no one specific format for a CV, but there are guidelines to how you format it that depend on your goals. For example, if you are applying for a research position or a teaching position at a research university, then your research interests should appear near the top of your CV after the listing of your formal education. Your teaching would then be listed after your research grants and publications. However if the position is for teaching, then teaching experiences (in reverse chronological order) should appear directly below your formal education and current/past positions held in academia.

The education section always comes first on a CV regardless of how long ago the most recent degree was received. Other sections you may wish to include are: fellowships, presentations and awards, and membership on university committees.

Other Points to Remember

- Spelling and grammar are important so be sure to proofread (and don't just rely on your spellchecker!) Also, be sure the formatting (font size and style, indentation, etc.) are consistent throughout the document.
- It is best to make sure that all the years associated with education, research, teaching, grants etc are all listed to the left margin. All search committees are looking for a consistent track record and want to be able to account for every year. When a year or more is "skipped" or not accounted for, they begin to worry and make note.
- Keep to the reverse chronological order. No one likes to have to sort through years of material to try to piece together a timeline of your life.
- Be sure to include your last name and page number at the top of each page.
- There isn't any need to list all of your graduate school information like committees or awards unless pertinent to the position you are seeking (i.e. a teaching award). If you are 5 or more years out of your PhD, the graduate school information becomes somewhat obsolete.
- Update your CV regularly so that when a grant deadline looms, you will not have to spend time updating it at the last minute.

The following is an example of how a CV might be formatted:

Name (with professional degree(s) listed)

Home Address

City, ST Zip

Phone (home and/or cell phone)

Email

Office Address (Optional)

City, ST Zip

Phone

Email

Education

YEARS, PhD in _____

University Name, City, State

Dissertation: *Title*

Principle Investigator

YEARS, MS in _____

University Name, City, State

YEARS, BS in _____

University Name, City, State

Academic Appointments

List in reverse chronological order

Research Experience

List in reverse chronological order (start with the most recent) Provide names of advisor or PI and the name of the associated company or university

Teaching Experience

List in reverse chronological order (you may chose to list class size, lecture/lab course or other responsibilities here; keep to a 1-2 sentence length)

Grants (make sure you list whether they were funded or not and the dollar amount received/year)

Awards and Recognitions

Peer-Reviewed Publications

List in reverse chronological order (if it is a multiple author paper, please bold your name within the list of authors)

Presented Abstracts

National and International Memberships

Invited Presentations

List in reverse chronological order (title of talk and where is was presented)

As with all of your job search documents, be sure to run your CV by your colleagues for editing and feedback.