



# How to start a CV

It is only everything you have ever done

# Curriculum Vitae 101

- It is a list of everything you have done academically/professionally and in a logical order
  - Does that sound overwhelming?
- Let's start with the purpose of the CV, then sections you can include, and then examples
- Luckily all CVs are unique

# What is the difference between a CV and a resume?

## Resume

- Highlights your relevant skills for a specific job
- Changes from job to job you apply for and certainly over time
- 1-2 pages long
- For jobs and internships in industry

## Curriculum Vita

- Usually covers your entire career
  - Though there are abbreviated ones
- Specific to you, not the job
  - Though again, you might tweak
- Gets longer with time
- It is as long as it needs to be
- For jobs and promotion in academia and grant and fellowship applications

# Why are you making a CV right now?

- I assume you are here because you are:
  - A. Applying to graduate school
  - B. Applying to a fellowship program or McNair, Mellon-Mays, etc
  - C. You are just curious (*I love that, please stay*)




# What really needs to be included?

- Your name and contact info
- Your education history
- Your list of academic appointments (if you are an undergrad, you don't have any yet)
- Anything that makes you look good
  - Publications, awards, research experience, workshops attended, service you gave to the university or community (if academically related)

# What should not be there?

- Anything that tells us something about your identity that employers are barred from asking:
  - A picture of you because that could tell us your race, disability, etc
  - Mentioning your marital status and/or kids
  - Date of birth because that could tell us your age
    - As you get older, you might even remove the dates for your degrees (I am serious)
  - Nationality or Citizenship
  - Europeans do all of this and Americans are appalled

EUROPEAN CURRICULUM VITAE FORMAT	
<b>PERSONAL INFORMATION</b>	
Name	<b>Tsvetan Vasilev Filev</b>
Address	liv. q. "Serdica" bl. 22 entr. "G" ap. 92, Sofia, 1303, Bulgaria
Telephone	+359-2-829-89-17 (home), +359-88-760-9407 (mobile)
E-mail	<a href="mailto:tsvetan.filev@gmail.com">tsvetan.filev@gmail.com</a>
Skype	tsvetan.filev
LinkedIn	<a href="http://www.linkedin.com/pub/tsvetan-filev/3/a32/a82">http://www.linkedin.com/pub/tsvetan-filev/3/a32/a82</a>
Nationality	Bulgarian
Date of birth	07. 04. 1979 (DD. MM. YYYY)
<b>WORK EXPERIENCE</b>	
• Name and address of employer	Evolink - 86, Hristo Maksimov Str, Sofia
• Type of business or sector	01. 09. 2010 – Currently Communication and Information Technologies
• Occupation or position held	Senior Software engineer
• Main activities and responsibilities	Requirements, Design and Construction of mokobi.mobi Communications Platform: Web Components (PHP, MySQL), Mobile Components (C++, Java)
• Name and address of employer	eCommera Ltd. - 22 Gotse Delchev - Bulgaria Blvd
• Type of business or sector	01. 07. 2009 – 15.09.2010 Information Technologies
• Occupation or position held	Software engineer
• Main activities and responsibilities	Software development of eCommerce sites - JS, XML, XHTML, Web services, Java, .NET(C#)
• Name and address of employer	PlusServer Bulgarian EOOD, Sofia, "Tzar Samuil" str. №62
• Type of business or sector	15. 04. 2005 – 01.01.2008 Information Technologies
• Occupation or position held	Software engineer
• Main activities and responsibilities	Requirements engineering, design and construction of web intensive systems (UML, SQL, PHP, SNMP, SOAP).
• Name and address of employer	AbacusTrade Ltd. (Aplus)
• Type of business or sector	01. 07. 2004 – 15. 04. 2005 Information Technologies
• Occupation or position held	Web development specialist
• Main activities and responsibilities	Construction and maintenance of web intensive systems (SQL, PHP, PERL, C/C++);
• Name and address of employer	CIT Ltd., Sofia, "gen. J. Gourko" str. №17
• Type of business or sector	03. 05. 1999 – 30. 11. 2003 Communication and Information Technologies
• Occupation or position held	Technical Assistant, System Administrator, Web Developer
• Main activities and responsibilities	Support for clients (users); System support; Development of web-based applications (SQL, PERL, C/C++); Networking; Development of applications for network control and billing
Page 1 - Curriculum vitae of [Filev, Tsvetan, Vasilev]	For more information go to <a href="http://www.cedefop.eu.int/transparency/">www.cedefop.eu.int/transparency/</a> <a href="http://europa.eu.int/comm/education/index_en.html">europa.eu.int/comm/education/index_en.html</a> <a href="http://eurescv-search.com/">eurescv-search.com/</a>



# Major Sections: Introduction

- Name
- Contact information
  - Address (can be work address)
  - Work phone and cell phone: though now most of us use our cell phones for both
- Some people put career highlights here and that is great
  - See examples

# Major Sections: Affiliations

- What institutions are you or were you affiliated?
  - Lists all the academic jobs you have had
  - Plus any honorary affiliations
  - As an undergrad, you may have none, but occasionally you may have been a visiting scholar in another lab
  - This isn't where you went to school – it is where you worked or did research as a colleague



# Major Sections: Education History

- What are all your degrees and where did you get them?
  - If you wrote a thesis or dissertation for that degree (occasionally for BA, often for MA, definitely for PhD), what is the name of that paper and who supervised it?
  - Most people put years here, but as they age, they may remove that to obfuscate their age because of ageism
  - You can add your GPA, but it isn't required



# Major Sections: Research--Publications

- Most of academia is about what have you published, so this goes first
  - As an undergrad, you may have no publications and that is ok –just leave the section off
  - If you have different kinds of publications (peer-reviewed journal articles, book chapters, journalism), you can create sub-headings for these

# Major Sections: Research – Conference presentations

- These are sometimes published abstracts as well
- List the conference, where it was located, and the year



# Major Sections: Research--Grants

- Next after how much you publish, they want to know how much money you have garnered for research
  - And you thought academics didn't care about money...
  - Make sure to include the amount applied for
  - List even the ones you did not get because it was work to apply



# Major Sections: Research – Other awards

- Remember: Anything that makes you look good
- Dean's list, best poster at Student Research Day, etc.



# Major Sections: Research – Field or Lab experiences

- Hopefully you have something to do put here
- Give details if necessary
  - Whose lab, how long, was their funding?



# Major Sections: Teaching

- This section for most professors should follow research, but if you are applying for a teaching only job, you might put this one first
- As an undergrad, you may have given a guest lecture for a club or taught at a summer camp
  - That is totally cool to put here
- Again, if you currently have nothing, leave the whole section off
  - You don't want to highlight your deficiencies by having blank sections
- Make sub-sections of different things including teaching interests, pedagogy trainings, etc

# Major Sections: Service

- Academia is often described a stool with three legs: research, teaching, and service
  - But that stool is wobbly AF and those legs are not the same size
- What have you done to help the university function?
  - Club officer or member?
  - Organized any events?
  - Served on any committees?
- Any service to your profession or community?
  - Are you the student rep to the CA Assoc of Psychologists? Did you visit the Physics club at Cerritos College to talk about CSUDH?





# A little lagniappe

- At the end, you may want to list:
  - Professional societies of which you are a member
  - Languages spoken and written
  - Computer programs you are proficient in
  - Other things common a resume that you think are relevant to your academic career that weren't covered elsewhere



# Finally: Your references!

- It is common to list your 3-5 referees and their contact information at the end of a CV you send in for something
  - I could remove their contact info from a CV you post publicly, such as on your website
  - These should be academic/professional references, not your cousin or your mom's friend with a good job
- Did you come to my workshop last semester on how to get good letters of recommendation?
  - Don't worry, we will do it again this fall

# Example time!

- Dr. Lacy's CV
- Bobbie Benavidez's CV
  - Former student, now in a PhD program at Northwestern (this one is 2 years old, but from her time in early grad school)
- Rubi Landa's CV
  - Former student, now in a PhD program at Utexas Austin (this is her CV while finishing at CSUDH)