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 do not!

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/Tutoring/TA

- 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 / Leadership

- 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. McCauley's CV

- Student Examples