

Writing an Academic CV

Make your CV visually appealing and easy to read:

- Keep the styles, fonts, and abbreviation formatting consistent.
 - Your text should be no smaller than 11pt – you want people to be able to read it!
- Use short phrases, bullets, action verbs, and minimum punctuation.
- Clearly label each section
- Include name and page number on each page (header)

Category Guidelines

Your CV should be long enough (2-4+ pages) to thoroughly present all your qualifications in the categories below.

- *Identifying Information:*
 - Name
 - Your name should be 1-2 font sizes bigger than the rest, so it stands out
 - Address
 - Phone number
 - Email. Some people also include a URL with more complete information posted.
 - **Do not include:** date of birth, marital status, number of children or other information that is not job related or does not add to your qualifications.
- *Educational Background:*
 - List all earned academic degrees beginning with the most recent
 - Do not include high school – this is the big three: Bachelor's, Master's, and Doctorate
 - Include name of institution, location, dates of completed degrees/certificates.
 - If you are ABD or only recently defended, you can also provide a **brief** description of your dissertation here as well.
- *Teaching Experience*
 - List the courses, institutions, and dates where you have taught
 - **Do not** list course numbers; they will likely not make sense to anyone outside your University system. Instead, indicate the level of the class
 - Ex.: "Latin Literature (Intermediate)" or "Classical World Literatures (Advanced; In translation)".
 - Consider a section on 'Teaching Interests' or 'Teaching Competencies' indicating courses you are prepared to teach.
 - Use 1-3 bulleted phrases to describe the course and your role in teaching it (i.e., formulated, assisted, devised syllabus, lectured, administered grades, etc).
 - If your background would allow you to teach in several fields, you may want to include a list of graduate courses taken, as an appendix to your CV.
 - The format and depth of this section will depend on whether you are targeting a teaching college or research institution.
 - Teaching Assistant work will go under this heading

- **Do not** list contract (i.e. not semester-to-semester) appointments, including Postdocs, Visiting Professorships, and even contract Adjunct Professorships here; those belong under the separate heading “**Professional Appointments**,” which follows immediately after your education.
- *Research Experience:*
 - Include the name and location where the research took place and the advisor or faculty member that led the project.
 - Using 1-3 bulleted phrases describe the research and your role in it.
 - Consider including a separate category “Research Interests” if your work is relevant, or may be of interest to, other fields which are not immediately evident from your publications and research projects
 - 2-4 or 5 brief explanatory phrases.
- *Publications, Invited Papers, Exhibits, etc.:*
 - This category may be modified to read “Papers and Publications”, “Programs and Workshops” or other titles which reflect production of professional work in your discipline.
 - Include proper bibliographic citations of your articles, monographs, research, chapters in books, etc.
 - If you only have one publication you might want to create a section titled “Publications and Presentations”.
 - The information should be arranged in reverse chronological order and may be divided into subsections.
 - In sciences and engineering disciplines, first authors, number of papers and quality of journals will all be carefully assessed, so clarity of presentation is important.
- *Presentations:*
 - Describe the talk title, name of conference, dates, and location.
 - It is important to distinguish between those presentations to which you were specifically invited and others.
 - Substitute-teaching and guest presentations in colleagues’ classes are **not** considered ‘invited lectures’
 - List in reverse chronological order.
- *Awards, Honors, Fellowships and Scholarships:*
 - List all fellowships, scholarships, grants, teaching or research awards and the name of the related institution and dates.
 - For grants include how much they were worth and for how long.
- *Academic Service:*
 - List all departmental and university groups, committees, or task forces which you served on.
 - List any external service in professional or disciplinary groups outside of your graduate university
 - Student groups are valid as well.
 - You should demonstrate that you have exhibited leadership qualities and you will assume certain departmental administrative duties if hired.
- *Memberships of Professional Affiliations:*
 - List all professional groups and offices held.
- *Skills or Languages:*
 - List any skills or languages that are particularly important in your field.

- Also consider proficiency in programming languages if relevant to your discipline
 - Note those which you speak and/or read and those which you are fluent in.
 - Example: "Reading and basic speaking competence in French, Spanish and modern Greek. Translation competence in Italian."
- *References:*
 - These are listed at the end of your CV.
 - List 2-4 references including their name, title, institution, location, telephone and email.

Do Nots: Things to Avoid

- Do not list items more than once
 - This looks like 'padding' or embellishing your CV and is obvious to hiring committees
- Do not include awards from high school unless they are very prestigious and require no explanation
 - E.g.: National Merit Scholars
- Do not include personal information (**This bears repeating!**)
 - Do not list your age, marital status, number of children, or a photograph of yourself
- Do not include your GPA unless the institution specifically requests it
- Do not include transcripts

The Short CV:

Typically, a shortened CV is required for grant and fellowship applications. The short CV is two pages, maximum, and sketches the main highlights of your career without excessive detail or repetition. You can leave less blank space between the individual sections of the CV, but **don't** just shrink the font or the margins – your font should be no smaller than 11 point, and your margins should be 1 inch.

You should include the following categories:

- Education
 - Only the three major degrees!
- Professional Appointments
 - Only major appointments from the last 10 years
- Publications
 - Limit to high-status publications
- Grants
- Awards and Honors
- Conferences and Invited Talks
 - Within the last 5 years
- Languages (if relevant to your scholarship)

Exclude the following categories:

- Research Interests
- Teaching Interests
- Dissertation Summary
- Service

- Outreach
- Non-academic Work
- Related Professional Skills
- References

You may want to include Teaching Experience or Professional Affiliations, depending on the grant.