

Academic CV Writing

Graduate Students &
Postdoctoral Fellows

Career Development Centre
2013

Session Objectives

- **Identify** the differences between and functions of a CV and a resumé
- **Recognize** the purpose of each section of a CV
- **Understand** how to construct an effective CV
- **Discover** Career Centre resources available to assist you with developing your CV or resumé

Purpose of a CV vs Resumé

CV	Resumé
<ul style="list-style-type: none">• Demonstrates expertise established and proven over time• The more you've done = greater 'expertise'• Used in context: where expertise is most valued (i.e., academic or research roles)	<ul style="list-style-type: none">• Demonstrates 'fit' for a position/organization• The more relevant you are = better 'fit'• Used outside of academic or research roles (i.e., public or private sector roles)

Features of a CV vs Resumé

CV	Resumé
<p>A comprehensive history</p> <ul style="list-style-type: none">• Academic achievements & distinctions• Experience: research, teaching and service• Publications/ Conferences <p>• Implicit qualifications</p> <ul style="list-style-type: none">• Expected to grow in length over time• Length varies	<p>A summary overview</p> <ul style="list-style-type: none">• Skills and Achievements• Relevant experience• Relevant academic background• Activities <p>• Explicit qualifications</p> <ul style="list-style-type: none">• Not expected to grow in length over time• 1 – 2 pages (max.)

Components of an Effective CV and Resumé



Appearance



Structure



Content

Caution: No 'perfect' CV template

Field-specific guidelines are established subjectively through convention and vary by:

- Department
- Institution
- Committee
- Individuals

Your **primary source** of CV input/feedback?

- Start with those who know you best!
 - Your supervisor
 - Your Committee, Dean or FGPS
 - Career Centre

Hiring Committee Exercise

Review CV in groups of 2-3, focusing on a particular section and these questions:

- First impression?
- Can you find relevant information?
- Can you identify strengths?
- Suggestions for improvement?

Debrief in larger group about each section of the CV

YOUR FULL NAME and CREDENTIALS (i.e. MA, PhD, etc.)

CONTACT INFORMATION

Ensure you are easy to reach. Include a single address, phone number, contact email and web link (if applicable).

EDUCATION

Doctor of Philosophy, Discipline

YEAR

University, City, Province

- Add thesis title, supervisor and committee
- Add comprehensive exam fields and committee members (optional)
- If PhD has not been completed, describe your current status

Master of Science/Arts/Social Work/Discipline

YEAR

University, City, Province

- Add thesis title and/or supervisor

Honours Bachelor of Science/Arts/Business Administration/Discipline

YEAR

University, City, Province

- Add academic awards or GPA if it is particularly high

AWARDS, DISTINCTIONS AND FELLOWSHIPS

You can list awards, scholarships and fellowships here if they are field-relevant or impressive (if not, then you can include this later in the document). If you have only one award or one per degree, you may list each award/fellowship as a bullet under the respective degree. If you have several, you may include them in a separate section (which could be presented here or later in the document depending on what you want to highlight). List the awards from most recent to least recent. Highlight funding you have received for research to show you are a 'fundable entity.' You may include a short description of the award to factors such as highlight prestige, monetary amount awarded.

RESEARCH EXPERIENCE

List your relevant research experience, whether it was part of your graduate studies, postdoctoral work or temporary positions. For many disciplines, work experience with industry will be more useful if it contained a research component or is relevant to the discipline to which you are applying. If your work experience is less relevant, then you should present this later in the document in a separate section entitled, 'Additional Professional Experience'

Name of Position

YEAR-YEAR

Supervisor, Department, Institution, City, Province

- Use brief sentences with action verbs to describe your activities
- Emphasize what was unique about your research, your techniques and the findings
- Consider using the PAR formula (problem, action, result) or focus on achievements

Academic CV

Appearance

Organized Appearance

- Clear headers
- Relevant sub-headings

Consistent Layout

- Strategic bolding
- Appropriate spacing
- Logical formatting

Your Header includes...

- Name
- May include degrees (completed and in progress)
- **Current** contact information (make it easy for messages to reach you)
 - Address
 - Email account (professional)
 - Phone number
- May include title 'CV'

Remember to update this periodically to reflect transitions, e.g., geographic moves, email account changes or degree completion

YOUR FULL NAME and CREDENTIALS (i.e. MA, PhD, etc.)

CONTACT INFORMATION

Ensure you are easy to reach. Include a single address, phone number, contact email and web link (if applicable).

EDUCATION

Doctor of Philosophy, Discipline YEAR

University, City, Province

- Add thesis title, supervisor and committee
- Add comprehensive exam fields and committee members (optional)
- If PhD has not been completed, describe your current status

Master of Science/Arts/Social Work/Discipline YEAR

University, City, Province

- Add thesis title and/or supervisor

Honours Bachelor of Science/Arts/Business Administration/Discipline YEAR

University, City, Province

- Add academic awards or GPA if it is particularly high

AWARDS, DISTINCTIONS AND FELLOWSHIPS

You can list awards, scholarships and fellowships here if they are field-relevant or impressive (if not, then you can include this later in the document). If you have only one award or one per degree, you may list each award/fellowship as a bullet under the respective degree. If you have several, you may include them in a separate section (which could be presented here or later in the document depending on what you want to highlight). List the awards from most recent to least recent. Highlight funding you have received for research to show you are a 'fundable entity.' You may include a short description of the award to factors such as highlight prestige, monetary amount awarded.

RESEARCH EXPERIENCE

List your relevant research experience, whether it was part of your graduate studies, postdoctoral work or temporary positions. For many disciplines, work experience with industry will be more useful if it contained a research component or is relevant to the discipline to which you are applying. If your work experience is less relevant, then you should present this later in the document in a separate section entitled, 'Additional Professional Experience'

Name of Position YEAR-YEAR

Supervisor, Department, Institution, City, Province

- Use brief sentences with action verbs to describe your activities
- Emphasize what was unique about your research, your techniques and the findings
- Consider using the PAR formula (problem, action, result) or focus on achievements

Academic CV

Structure

Always check with your department to verify structural preferences

Content

- Begin with most relevant components
- Education
- Honours & Awards
- Research Experience
- Teaching Experience

Education

- **Usually first**; includes complete post-secondary academic history
- List in reverse chronological order
- Name of institution & degree (if you have not completed your PhD, indicate the **status of dissertation** or expected graduation date)
- **Include thesis title & name of supervisor** (and recognizable Committee members)
- May include secondary fields of specialization
- If crossing fields/disciplines, be explicit

Honours & Awards

- **Establish yourself as a 'fundable entity'**
- Note: Focus this section on awards that recognize the quality of your research (e.g., SSHRC, NSERC, PDRFs)
- Highlight relevant honours and awards
- If the award name is not self-explanatory, include a brief descriptor
 - \$ amounts where applicable
 - Prestige of the award/bursaries

Academic CV

Common Experience Categories –

- Teaching
- Research
- Academic & Administrative
- Professional(Service)

RESEARCH EXPERIENCE

List your relevant research experience, whether it was part of your graduate studies, postdoctoral work or temporary positions. For many disciplines, work experience with industry will be more useful if it contained a research component or is relevant to the discipline to which you are applying. If your work experience is less relevant, then you should present this later in the document in a separate section entitled, 'Additional Professional Experience'

Name of Position

YEAR-YEAR

Supervisor, Department, Institution, City, Province

- Use brief sentences to describe your activities
- Emphasize what was unique about your research, your techniques and the findings
- Consider using the PAR formula (problem, action, result)

TEACHING EXPERIENCE

List your teaching experience using the professional title of the position, including teaching assistantships. Include the course name, course number, department and, optionally, a one-line statement about the content of the course. If you have very little teaching experience, you may choose to include seminars you have led or lab instructor/leader roles. If you are applying for a position with an emphasis on a teaching role, place this experience before 'Research Experience' and include a separate teaching statement.

Name of Position

TERM, YEAR

Course Name and Number, Department, Institution, City, Province

- Provide a one-line statement about the course content
- Include brief descriptions of your role

If you have teaching experience from outside academia, you may include those as well, and include brief descriptions of your tasks, accomplishments.

Name of Position

YEAR-YEAR

Organization, City, Province

- Use brief sentences with action verbs to describe your activities
- Emphasize what was unique about your role
- Consider using the PAR formula (problem, action, result) or focus on achievements

ACADEMIC & ADMINISTRATIVE EXPERIENCE (SERVICE)

Demonstrate how you have been active in the administrative life of your university and department. List the committees and student organizations in which you were involved.

Name of Position

YEAR-YEAR

Department, University, City, Province

- Briefly describe the committee type, focus and your role
- Include an initiative you took and/or an achievement you had with results

What comes first?

Relevance for content, positioning may vary by-
Position; Field; Institution; Discipline

**Tip: Consider your most compelling assets
and consider the institution to which
you are applying.**

**Solicit input from knowledgeable
people in your field.**

Research Experience

- In general, appears first for **Tenure-track, Research-intensive** or **Postdoc** positions
- May include:
 - **Research projects**
 - **Research assistantships**
 - **Thesis, MRP or dissertation**
 - **Research in industry or government**
 - **Postdoctoral fellowships**
 - **Publications***
- Include: Your Role, Institution (Location), Supervisor, Project Information, Relevant Research Techniques

**Depending on field and relative strength of publications (e.g., peer-reviewed)*

Teaching Experience

- May include roles such as-
 - **Instructor; Teaching assistant; Marker**
 - **Tutor; Co-facilitator; Teacher**
- Include course title, department, institution, your position title, date(s)
- Describe role, e.g., conducting tutorials, facilitating online discussion, developing curriculum, grading papers, holding office hours

Teaching and Research Interests

- **Optional** but recommended sections to highlight your areas of expertise and your desired future pursuits
- Research the target institution, department and course offerings to **contextually position your key areas of interests**
- **For Research** – specific interest, relative to department and demonstrating your potential as a graduate supervisor
- **For Teaching** – indicate broader scope, reflective of their course themes

Administrative Experience

- Demonstrates **institutional service and community involvement**; may include:
 - Committee work within the university
 - Administrative work with an association or government
 - Editorships (i.e., institutional/field journal)
 - Conference planning & management
- Include name of position, dates, department, university, brief description of the type of committee, your contributions/initiatives

Professional/Service Experience

- Includes **relevant** non-academic experience
- Demonstrates the diversity of your experience
- **May be valued** by the student or faculty body as it indicates credibility
- Helps to **eliminate significant time gaps** and demonstrates time management between academic pursuits
- Describe the experience briefly focusing on relevant accomplishments and skills

PUBLICATIONS

If your publication list is extensive (i.e., more than one page), consider presenting this list on a separate page(s) at the end of your CV, just before your references. If you have less than one page, list your publications here. Use the commonly accepted citation method of your field (i.e., MLA, APA). If you have a large number of items, you may divide the publications into sub-sections to explain your publication history, such as book reviews, peer-reviewed, work-in progress, articles, or based on subject matter.

PRESENTATIONS/ CONFERENCES/ POSTERS

Categorize this section by papers, presentations, posters, proceedings, public lectures. Include the name of the conference.

PROFESSIONAL AFFILIATIONS

Include a list of professional organizations/associations with whom you are affiliated.

Affiliate Member, Ontario Association of _____, Toronto, Ontario YEAR-YEAR

PROFESSIONAL DEVELOPMENT

This section provides a basis for evaluating the breadth of your knowledge. Provide a list, if relevant, of professional development and certification programs which you have attended or completed. List them in the same format as educational program listings. For music students you can include a list of 'Master classes' (note: This should probably be presented earlier in the document, on the first or second page).

Academic CV

- Publications
- Conferences
- Affiliations
- Professional Development

Publications

- Demonstrates that your expertise has gone through **peer-review** and is accepted by your discipline as being a relevant contribution to your field
- Must be factual and should strategically highlight relevance to the target context
- **Layout and categories vary by discipline:**
Consult with your department for best practices
- Citing style (MLA, APA etc.)

Subheadings Create Coherence

- Peer-reviewed
- Works-in-progress
- Submissions
- Accepted for print
- Publications
- Articles
- Reports
- Editorial
- International Development
- Community Development
- Advocacy
- Professional
- Book Chapters
- Journal reviewer

NOTE: Do not repeat the same publication more than once

Conferences

- Separate from publications
- Categorize by:
 - Papers
 - Presentations
 - Posters
 - Proceedings
 - Public Lectures

Professional Affiliations

Academic and/or professional memberships

Professional Development

Provides a basis for evaluating the breadth of your knowledge.

- Training
- Certifications

COMMUNITY INVOLVEMENT

Many institutions do value community involvement. If you served on boards of directors, committees or volunteered in a professional capacity. For example, a social work student may volunteer at a community crisis unit or a physics student may volunteer to teach physics at a local physics and astronomy club in the community.

Position YEAR-YEAR

Organization, City, Province

- Brief summary of role and may include a brief description of organization/population.

PROFESSIONAL EXPERIENCE

You may list other jobs you feel provide relevant skills. List basic, brief information such as:

Name of Position, Organization, City, Province YEAR-YEAR

LANGUAGES

If you are perfectly bilingual add 'fluent written and spoken'. Describe varied levels of fluency according to the following: 'Basic', 'Intermediate', 'Fluent'.

REFERENCES

Name
Role
University
Contact information
Relationship

Name
Role
University
Contact information
Relationship

Name
Role
University
Contact information
Relationship

Academic CV

Additional Optional Sections

- Community Involvement
- Languages
- Technical
- Travel

References

Hiring Committee Exercise

Review 'Revised' CV

- First impression? (Appearance)
- Can you find relevant information? (Structure)
- Can you identify candidate's strengths? (Content)
- Suggestions for improvement?

References

- Include the following information:
 - Name
 - Title
 - Department
 - Institution
 - Phone number
 - Email address
 - Relationship (e.g., thesis supervisor)
 - Alternative contact data, i.e., Sabbatical/summer term

References

- Contact your references ahead of time and ask if they will provide a solid reference for you
- Provide your references with relevant materials from your academic portfolio
- Ask for **letters of recommendation** from faculty with whom you have worked
- Ensure you keep your references up-to-date on your progress and **thank them!**

Keep in Mind

While critical,
the CV is only **one** component
of the academic application package.

**Tip: Keep an ongoing, full record of all your
involvements in a portfolio**

Your Application may require:

- Current & comprehensive CV
- Targeted cover letter

"An effective cover letter can do more than any other part of the application to help you secure a coveted interview."

Chronicle of Higher Education

- Letters of reference/recommendation
- Research statement
 - Include accomplishments, future directions, potential funding sources
- Teaching Dossier
- Writing samples

Tip: Ensure you submit a complete application

CV/Cover Letter Tips - General

DO	DON'T
Tailor your cover letter to where you are applying	Make multiple inquiries to the Hiring Chair
Conform to standards for your discipline	Include personal information in your CV – e.g., marital status, enclose a picture, etc.
List the projects in which you are actively working	List proceedings or conference presentations as publications
Have someone else proofread your materials	Sound overly effusive
Project a confident image	Appear arrogant and/or demanding

Final Tips

- **Double, triple check** the requirements of the ad - submit a complete application package!
- **Customize:** Tip: Analyze the job ad, create a checklist of requirements. Test that you can find each item in your CV/Resumé
- **Google yourself** before the Hiring Committee does! Create a professional online presence
- **Review** your CV and Cover Letter with your supervisor
- **References are key:** Ensure they are kept up-to-date

Further Resources

Connect with your internal network

- Your Supervisor and/ or Committee
- Your department's Dean
- Faculty of Graduate & Professional Studies
- Newly hired faculty members
- Alumni

Appointments and online resources available through Laurier's

- Career Development Centre
- Teaching Support Services

University Affairs
Chronicle of Higher Ed
Congress & Conferences
Professional Associations

CV and Resumé Resources

wlu.ca/career

- Slide Presentations
- CV and Academic Job Search Guidelines
- Resumé Guidebook
- Resumé and Cover Letter workshops
- Resumé and CV feedback appointments
- Drop-In appointments :M – Th 1 – 3 p.m.

**“Success is a journey,
not a destination.”**

Author Unknown

Connect with us!

519.884.0710 **x4495**

careercentre@wlu.ca

wlu.ca/career



facebook.com/lauriercareercentre



lauriercareercentre.wordpress.com



linkedin.com (Laurier Career Centre group)

References

- Surviving your Academic Job Hunt: Advice for Humanities PhDs, by Kathryn Hume.
- The Academic Job Search Handbook, by M.M. Heiberger and J.M. Vick.
- The Complete Academic: A Career Guide, 2nd Edition, Edited by, John Darley, Mark P. Zanna and Henry L. Roediger III.
- How to Prepare Your Curriculum Vitae (Revised Version), by Acy L. Jackson and C. Kathleen Geckeis.
- CV and Cover Letters For Masters and PhDs, Career Centre, University of Toronto.
- [Standards and Guidelines: College Art Association](#)