

UNIVERSITY OF MEMPHIS



CV GUIDE



When you are applying as a student or faculty member at a college or university, you may be asked for a Curriculum Vitae (CV). A CV is like a resume, but it is an extended version of your experience as it specifically relates to your contributions to academia. Here are some tips for creating a stellar CV adapted from the Northern Illinois University CV guide.

Tiger Tips:

- Like a resume, tailor your experiences to the institution. Research-focused institutions will be looking for your research experience, while liberal arts institutions will be focused on your teaching experience.
- There is no general rule for the length of a CV, so use this as an opportunity to clearly articulate your experiences in academia.
- Like a resume, use strong action verbs to describe outcomes and accomplishments. Avoid simply listing tasks and responsibilities.
- Talk to people in your field or anticipated field about formatting expectations; some fields have specific expectations.

Formatting

- Your CV must be well organized and easy to read.
- Choose an effective format and be consistent.
- Use bolds, italics, underlines, and capitalization to add emphasis or draw attention.
- List all relevant items in reverse chronological order in each section.
- Strategically place the most important information near the top and/or left side of the page.
- In general, place the name of the position, title, award, or institution on the left side of the page and associated dates on the right.
- Use a footer with page numbers and your last name, in case pages get separated.



The Basic Sections

Heading:

Name, email address, mailing address (only one), and phone number

Education:

List academic degrees, within progress or most recently earned first.

- Include the name of institution, city and state, degree type, major, and date (month and year) the degree was or will be awarded.
- Include your thesis title and advisor, if applicable.

Relevant Experience:

- List positions that exhibit your skills and expertise. Group experiences into relevant categories to enhance your CV (e.g. research, teaching, and administration).
- For each position, include the title, organization name, city and state, and the dates position was held.
- Use bullet points and action verbs that summarize your activities, duties, accomplishments, and successes.

Publications:

- Give bibliographic citations for articles, pamphlets, chapters in books, research reports, or any other publications that you have authored or co-authored.
- Use the appropriate format for your academic discipline for a clean look.

Presentations (Oral and Poster):

- Give titles of professional presentations, name of conference or event, dates, and location. If appropriate in your discipline, also include a brief description.
- Use the appropriate format for your academic discipline for a consistent and clean look.

Honors and Awards:

- Include competitive scholarships, fellowships, assistantships, names of scholastic honors, and teaching or research awards.

References:

- Including three to five references are appropriate. If you are responding to an advertisement that requests references, include them on a separate addendum sheet.

Optional Sections

Qualifications or Skills:

A summary of relevant strengths or skills which you want to highlight. Typically, this section is unnecessary if you have directly indicated your technical skills in experience sections.

Grants Received:

Include name of grant, name of granting agency, date received, and title or purpose of research project.

Institutional Service:

List institutional committees you have served on, including offices held, student groups you have supervised, or special academic projects you have assisted with.

Certifications:

List all relevant certifications and the year received.

Professional Associations:

List memberships in national, regional, state, and local professional organizations as well as significant position or committee appointments. Also, listing student memberships in professional associations is appropriate.

Recent/Current Research:

Provide a description of research projects recently conducted or in progress. Include the type of research and a brief description of the purpose.

Community Involvement:

Include appropriate and relevant volunteer work, such as, church work, and community service organizations.

Educational Travel:

Include names of countries, dates, and purpose.

SAMPLE 1 CV

Tom Tiger

Memphis, TN • tomtiger@memphis.edu • (901) 678-0000

EDUCATION

PhD in English

May 20xx

The University of Memphis, Memphis TN

Dissertation title: "Down on the Farm: World War One and the Emergence of Literary Modernism in the American South"

Committee: Margaret Black, Naomi Blue, John Jay, Robert Roberts (Chair)

MA in English

May 20xx

The University of Memphis

BA in English and Communications, *summa cum laude*

May 20xx

Butler University, Indianapolis, IN

TEACHING & ADVISING

Composition Instructor

July 20xx-present

Research Writing Program, The University of Memphis

- Facilitated seven sections of English composition.
- Planned and taught a writing-intensive course based upon current events.
- Used instructional technology to enhance pedagogical technique.
- Taught, in part, with an innovative, interdisciplinary team-teaching program design.

Literature Instructor

20xx-present

Department of English, The University of Memphis

- Instructor of record for two sections of literature, including *Major American Authors* and *Introduction to Poetry* per semester.
- Integrated multimedia and humanities approach to teaching literature using film and instructional technology.

Coordinating Group Leader

20xx-20xx

Research Writing Program, The University of Memphis

- Planned and led required training session for teaching assistants and new composition teachers.
- Helped to mentor new hires to the English department staff to ensure their engagement and professional development.
- Provided job shadowing and training opportunities to assist new hires in adjusting to the pace of work and the tone and style of the university.

Discussion Leader

20xx

Carolina Summer Reading Program, The University of Memphis

- Led group discussion for first-year students on academic topics.

SAMPLE 1 CV CONTINUED

Teaching Assistant

20xx-20xx

Department of English, The University of Memphis

- Taught a section on film criticism, including film history, theory and technical vocabulary.
- Planned lessons and assignments, led discussion sections, graded papers, and exams.
- Organized and led group discussions on social and academic issues.

RESEARCH EXPERIENCE

Doctoral Researcher

Month & Year-Month & Year

Department of English, The University of Memphis

- Conducted primary source research at numerous archives, examining publication history through multiple sources.
- Examined the literature of William Faulkner, Thomas Wolfe, and Tennessee Williams, exploring their publication records, construction of literary identity, and relationship with modernism.

Research Assistant

Month & Year-Month & Year

Department of English, The University of Memphis

- Assistant to Professor Robert Warren, conducting primary and secondary source research.
- Organized for the “New Directions in the Study of Southern Literature: An Interdisciplinary Conference.”

PUBLICATIONS

Associate Editor of North Carolina Slave Narratives. John Jacob Franz, general editor.

Forthcoming from The University of Memphis Press, 20xx.

Johnson, JM, Lolie, T., and **Green, R.** “Lost on the Farm: Popular Beliefs” *Somebody Journal*, Special Issue, Reflections on the Americas. Vol. 6. Accepted and forthcoming.

Green, R. “Fugitives/Agrarians” in *A Companion to Twentieth-Century American Poetry*. Rutgers Press., 20xx.

Davis, D.A. and **Green, R.** “Will N. Harben,” “Etheridge Knight,” and “James Wilcox” in *Southern Writers: A Biographical Dictionary*. Louisiana State University Press, 20xx.

CONFERENCE PRESENTATIONS

“Artistic Colloquialism,” Illinois Graduate College Seminar, speaker and organizer. Memphis, TN 20xx.

“Transitional Bible Belt,” US Divergence Symposium, Duke University, NC, February 20xx.

“The Ministry of Rev. Thomas H. Jones,” South Atlantic Modern Language Association. Atlanta, GA, May 20xx.

“Shackles and Stripes: The Cinematic Representation of the Southern Chain Gain.” American Literature Association. Cambridge, Massachusetts, November 20xx.

“Body Place of Sprits in the South,” Queen Mary College, University of London, April 6-8, 20xx.

SAMPLE 1 CV CONTINUED

HONORS AND AWARDS

Jacob K. Javitz Fellowship, U.S. Department of Education	Month & Year
Graduate College Dissertation Completion Award, The University of Memphis	Month & Year
Campus Teaching Award based on student evaluations,	Month & Year
Doctoral Fellowship, Illinois Program for Research in the Humanities, The University of Memphis	Month & Year
Summer Research Grant, Center for Summer Studies, City, ST	Month & Year
Graduate College Conference Travel Grant, The University of Memphis	Month & Year
Academic Scholarship, Butler University, Indianapolis, IN	Month & Year

PROFESSIONAL SERVICE

Managing Editor

Month & Year-Month & Year

Southern Literary Journal

- Process manuscripts submitted for publication.
- Oversee production and publication procedures.
- Maintain editorial correspondence with prospective contributors.
- Conduct business transactions including publicity, subscriptions, and advertising.

Poetry Staff

Month & Year-Month & Year

University Quarterly

- Review and solicit poems for possible publication.

Editorial Assistant

Month & Year-Month & Year

Southern Literary Journal

- Designed and maintained journal's internet presence.
- Edited copy for publication on a monthly basis.

UNIVERSITY SERVICE

Graduate Mentor

Month & Year-Month & Year

The Career Center, The University of Memphis

- Counsel minority undergraduates on graduate programs, application procedures, and funding.

Career Advisory Committee

Month & Year-Month & Year

Graduate College, The University of Memphis

- Served on university committee to evaluate and propose career services for graduate students.
- Collaborated with faculty and students to prepare final report for submission to the graduate college dean.

SAMPLE 1 CV CONTINUED

University Library Advisory Committee

Month & Year-Month & Year

Undergraduate Library, The University of Memphis

- Advised university librarian on needed services and improvements.

PROFESSIONAL MEMBERSHIPS

- Modern Language Association (MLA)
- American Literature Association (ALA)
- American Studies Association (ASA)
- South Atlantic Modern Language Association (SAMLA)
- Society for the Study of Southern Literature
- Robert Penn Warren Circle
- Southern Research Circle
- Fellowship of Southern Writers

SAMPLE 2 CV

JUAN GARCIA

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EDUCATION

Doctor of Philosophy in Civil and Environmental Engineering **Expected Fall 20XX**

The University of Memphis at Urbana-Champaign

Dissertation title: “Visualizing Geotechnical Engineering Principles”

Advisor: Professor Ted S. Visor

Bachelor of Science in Civil Engineering **May 20XX**

Universidad Nacional de San Juan, San Juan, Argentina (UNSJ)

RESEARCH INTERESTS

Investigations to improve seismic force-resisting systems through simulations and various visualization techniques.

RESEARCH EXPERIENCE

Graduate Research Assistant **20XX - Present**

Department of Civil Engineering, The University of Memphis

- Design and execute small-scale testing to validate control algorithms derived to simulate seismic force-resistance.
- Contribute to multi-disciplinary project aimed at developing visualizations and simulations to predict seismic force damage to various materials.
- Collaborate and coordinate with faculty, staff scientists, and fellow graduate students across departments.

Undergraduate Consultant **20XX**

Departamento de Ingeniería, UNSJ

- Selected by the general director of the City Planning Department of San Juan to participate in the structural analysis and seismic assessment of the Dr. Guillermo Rawson Hospital, one of the largest construction projects to date in the most hazardous seismic area in Argentina.
- Collaborated with two other members of a team to carry out a nonlinear static analysis of the structure – primary objective and the main focus of the project – in agreement with FEMA 356 Pre-standard for the Seismic Rehabilitation of buildings.

TEACHING AND MENTORING EXPERIENCE

Teaching Assistant, Introduction to Structural Engineering **Spring 20XX - Present**

College of Engineering, The University of Memphis

- Prepared lectures and class activities focusing on the analysis of determinate and indeterminate structures for 15-25 freshman and sophomore level undergraduates.
- Created and graded course assessments to ensure students understood material and stayed on track.

SAMPLE 2 CV CONTINUED

- Recognized as *List of Teachers Ranked Excellent by Their Students*.

Instructor, Latino/a Culture

Spring - Fall 20XX

Anthropology Department, The University of Memphis

- Integrated multimedia approaches and used instructional technology to enhance pedagogical approach.
- Explained challenging concepts using planned lessons, assignments and targeted discussions for 75 freshmen and sophomore students.

Graduate Mentor, Summer Research Opportunities Program

Summer 20XX, 20XX

The Graduate College, The University of Memphis

- Mentored two undergraduate students in data collection and analysis to visualize the properties of various geotechnical materials.
- Guided the students in preparation and presentation of research findings.

HONORS AND AWARDS

Fulbright Scholarship to pursue a PhD

June 20XX

- 20 scholarships awarded in Argentina that year

Flag Honor Guard Member

- Qualified by graduating with honors and ranking 4th among engineering majors at UNSJ.

GRANTS

July 20XX

Granting Agency, "Title of Grant", \$00,000

PUBLICATIONS

Garcia, J., other authors. (Year). Title. *Journal, Volume (Issue)*, page numbers. doi:.

Garcia, J., other authors. (in press). Title. *Journal, Volume (Issue)*, page numbers.

Garcia, J., other authors. (Year produced). Title. Manuscript submitted for publication.

Garcia, J., other authors. (Year draft produced). Title. Manuscript in preparation.

CONFERENCE PRESENTATIONS

ORAL PRESENTATIONS

Garcia, J., other authors. (Year, Month). *Title*. Mini-Symposium on subject, Meeting, City, State.

Garcia, J., other authors. (Year, Month). *Title*. Meeting, City, State.

POSTER PRESENTATIONS

Garcia, J., other authors. (Year, Month). Title. Poster session presented at Meeting, City, and State.

Garcia, J., other authors. (Year, Month). Title. Paper presented at Meeting, City, and State.

SAMPLE 2 CV CONTINUED

PROFESSIONAL EXPERIENCE

Civil Engineer at consulting firm

May 20XX – June 20XX

TOSS Ingeniería, La Paz, Peru

- Engineer in charge of the implementation of seismic validation at La Paz Central hospital.
- Developed extensive modeling and visualization algorithms to expedite validation.

UNIVERSITY SERVICE

Facilitator

July 20XX

College of Engineering, The University of Memphis

- 20XX GEAR UP College Bound Summer Program, in which a group of minority children from elementary and middle school visited the college to learn about different paths in engineering.
- Prepared a bridge design competition using popsicle sticks and glue, in which the children demonstrated their skills and their creativity.

Student Assistant

July 20XX

Office of International Student and Scholar Services (ISSS),

The University of Memphis

- Assisted with check-in procedures for incoming international students.
- Helped incoming international students with information on procedures and resources for their successful arrival on campus.

TECHNICAL SKILLS

- Programming languages and mathematical packages: Matlab, Mathematica, C, C ++
- Computer aided design/engineering: optical imaging, AutoCAD, Patran, Abaqus.
- Other: SPSS, Linux (openSUSE, Ubuntu), Mac OS, Windows OS

LANGUAGES

Spanish: Fluent

English: Proficient