



CV Best Practices

Academic Job Market Summer Camp
July 13, 2020

grad.uchicago.edu

UCHICAGOGRAD



CAUTION

**CV NORMS VARY
BY DISCIPLINE**

**Asterisks (*) indicate
field-specific advice**



Agenda

- **The Power of the CV**
- **Formatting Basics**
- **Content that Works**
- **Final Steps**



Agenda

- **The Power of the CV**
- Formatting Basics
- Content that Works
- Final Steps



The Power of the CV

When you send in your job application materials, you're not just assembling separate documents to fulfill the requirements of an ad. Those documents are part of a larger rhetorical whole, and together they form an **argument** for the viability of your candidacy for a particular job.

JOSHUA EYELER, "THE RHETORIC OF THE CV"



The Power of the CV

The CV is not a passive document that you mostly ignore, and update only grudgingly. Your CV is your 'mini-me' . . . it is your standard-bearer on the job market front. It is an **extension of yourself**, and it needs active, ongoing attention.

KAREN KELSKY, *THE PROFESSOR IS IN*



The Power of the CV

The CV is the **cornerstone** of all applications for employment, grants, fellowships, and tenure. It is evaluated first by search committees and revisited throughout the hiring process. It is your ticket to a tenure-track job in a competitive job market.

ME, TODAY



The Power of the CV

A GOOD CV CAN ...

- **Communicate** your productivity as a researcher and teacher
- **Convince** the search committee to read your other application materials carefully
- **Put** you on the shortlist
- **Speak for you** throughout the process

A GOOD CV CANNOT ...

- **Diverge** from the conventions of your discipline or the genre
- **Distort** or inflate your accomplishments
- **Compensate** for your other weak application materials
- **Land** you a job



What Committees Evaluate

Have you published?
In what venues?

Where did you
do your degree
and postdoc?

Do you have teaching
experience? Have you
taught your own course?

Are you
consistently
productive?

Have you won
major grants?

In what fields do you
research and teach?





KEEP
NOW
DANIC
AND
FREAK
OUT

Maintain Confidence

- There's **no such thing** as a perfect job candidate
- No one CV line will make or break your chances on the job market
- Present your record **clearly** and **confidently**, emphasizing your strengths for a particular audience

MARY ROWLANDSON
5801 Ellis Avenue | Chicago, IL 60637 | (555) 555-5555 | rowlandson@uchicago.edu

PROFESSIONAL APPOINTMENTS

2015–2016 Visiting Assistant Professor, Art Institute of Chicago, Chicago, IL
2013–2015 Preceptor, Master of Arts Program in the Humanities, University of Chicago, Chicago, IL

EDUCATION

2016 Ph.D. | English Language and Literature | University of Chicago | Chicago, IL
(Expected) Dissertation: "The Sovereignty and Goodness of God, 1637-1711"
Committee: Gary Eberlein, Kathryn Derounian-Stodola, and Billy J. Straten

2012 M.A. | English Language and Literature | University of Chicago | Chicago, IL
Fields: Field 1, Field 2, and Field 3

2008 Creative Writing | McGill University | Toronto, ON
Honors Program Participant

TEACHING AND RESEARCH AREAS

Seventeenth-century North American Literature, Early Narratives, Literary Theory

PUBLICATIONS

Peer-Reviewed Articles

2014 "Title of Publication." *Title of Journal*, 15.2, 2014, 112-134.
2013 "Title of Publication." *Title of Journal*, 17.3, 2013, 155-169.

Contributions to Edited Volumes

2014 "Title of Chapter." *Title of Edited Volume*, edited by Smith Smithson. Chicago: University of Chicago Press, 2014.
2012 "Title of Chapter." *Title of Edited Volume*, edited by Jane Jameson. Urbana: University of Illinois Press, 2012.

Reviews

2014 "Title of Review." *Review of Book Under Review*, by Jon Johnson. *Los Angeles Review of Books*, January 1, 2014, C3.



Agenda

- The Power of the CV
- **Formatting Basics**
- Content that Works
- Final Steps



Formatting

STEM Sample

Jane Smith, Ph.D.

1465 Michigan Avenue, Chicago, IL 60637 / (555) 123-4567 / jsmith@uchicago.edu

EDUCATION

Ph.D. The Scripps Research Institute, Chicago, IL 2015
Laboratory of: Dr. Francis Chisari, Department of Immunology and Microbial Science
Thesis: "In-depth analysis of acute immune response to both HCV and HBV infections"

B.S. University of Wisconsin – Madison, Madison, WI 2009
Major: Chemistry, *magna cum laude*

RESEARCH EXPERIENCE

The University of Chicago, Department of Microbiology, Chicago, IL 4/2015-present
Postdoctoral Researcher, Laboratory of Glenn Randall, Ph.D.

- Characterized host and viral protein interactions at the site of hepatitis C viral replication, leading to the identification of a novel and necessary interaction between HCV NS5A and an endosomal transport protein, VSP97
- Optimized immunohistochemistry and immunofluorescence techniques to identify and monitor protein-protein interactions during HCV infection for tracking of replication complexes from replication to assembly stages of the viral lifecycle
- Collaborated with medicinal chemists in high-throughput screening laboratory to test and evaluate compounds for effectiveness against multiple viral proteins

The Scripps Research Institute, Department of Immunology, La Jolla, CA 8/2009-4/2015
Graduate Researcher, Laboratory of Francis Chisari, M.D.

- Evaluated populations of immune cells in blood and plasma samples from HCV/HBV infected patients using FACS techniques, and showed significant differences in populations of T cells dependent on length of infection in patients
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The University of Wisconsin-Madison, Department of Pathology, Madison, WI 5-8/2007
Summer Undergraduate Researcher (REU Program), Laboratory of David O'Connor, Ph.D.

- Identified and characterized novel genetic variations in HIV-immune macaques

HONORS & AWARDS

- F32 NRSA, awarded from National Cancer Institute, 2016
- Travel Award for International HCV Conference, 2014
- Glenn Bailey Award (awarded to a graduate student showing highest potential), 2010

HUM/SS Sample

MARY ROWLANDSON

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Formatting

STEM Sample

HUM/SS Sample

Name and contact info

Jane Smith, Ph.D.
1465 Michigan Avenue, Chicago, IL 60637 / (555) 123-4567 / jsmith@uchicago.edu

MARY ROWLANDSON
5801 Ellis Avenue | Chicago, IL 60637 | (555) 555-5555 | rowlandson@uchicago.edu

Evenly spaced sections with clearly marked headings and sub-headings

EDUCATION

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Consistent right- or left-justified dates



Formatting Checklist

- Heading** contains name, address, email, and phone #
- Sections** are clearly delineated with lines or spacing
- Entries are listed in **reverse chronological** order within sections or subsections
- Dates, locations, and publication information are formatted **consistently**
- Margins** are sensible and even (0.7"-1.0")
- Font size** is **11-12 pt.**, and font matches other application documents
- CV contains hyperlinks but is **free from color**
- CV has **no biographical details** (birthdate, photo)



Agenda

- The Power of the CV
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- **Content that Works**
- Final Steps



Name/Contact Information

- Phone, email, mailing address, website

Education

- Graduate degree(s): university, degree, field, date of completion, concentrations, dissertation title, name of advisor/committee
- Undergrad degree(s): university, degree, major, date of completion, honors

Research or Teaching and Research Interests/Areas*

- List of research and teaching topics or subfields ___;___;__

Research Experience* (STEM)

- University, location, department, date, title, laboratory
- Brief research project statement(s) starting with action verb.*
Patents may be sub-category or go under publications.



Publications

- Follow format used in your field. **Bold** your name in author list. List in order of newest first. (note works in-progress)

Grants and Fellowships

- Funding institute/agency, name of fellowship, date

Honors and Awards

- (Very briefly) provide context for obscure scholarships and awards

Presentations

- Can delineate between poster vs. oral (invited) presentations* STEM
- Can delineate between conference vs. workshop presentations*

Teaching Experience

- University, location, department, date, title, course titles (NOT #s)
- Brief description of course scope, size. May include scope of responsibilities (held office hours, developed exams)*



Training, Mentoring, and Advising Experience*

- Arrange similarly to “Teaching Experience” section

Professional/Academic Service

- Manuscript reviewing, academic service, committee work

Scholarly and Professional Affiliations

- Highlight leadership positions held

Languages

- Indicate level of proficiency following norms in your field

[Other Sections]*

- Professional appointments, skills, certifications, community service, public scholarship, additional training, related work experience*

References



Education

Jane M. Smith

1762 North Kenwood Avenue, 4B | Chicago, IL 60647
(555) 867-5309 | jsmith@uchicago.edu

EDUCATION

- 2016 PhD in History, University of Chicago [Expected in June]
Dissertation: “Not All Who Wander Are Lost: The Politics of Diaspora in Soviet Ukraine, 1935-1953”
Committee: Sarah Jones (Chair), Maria Pavlova, Emily Lynn Osborn
Examination Fields: Soviet History; Modern European History; History of Immigration
- 2008 MA in Modern Russian History, University of Chicago
- 2004 BA with Honors in History and Russian, *summa cum laude*, Cornell University

Jane Smith, Ph.D.

1465 Michigan Avenue, Chicago, IL 60637 / (555) 123-4567 | jsmith@uchicago.edu

EDUCATION

- Ph.D. The Scripps Research Institute, Chicago, IL 2015
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Thesis: “In-depth analysis of acute immune response to both HCV and HBV infections”
- B.S. University of Wisconsin – Madison, Madison, WI 2009
Major: Chemistry, *magna cum laude*



Research Experience

RESEARCH AND TEACHING INTERESTS

Russian History, 1700 to the Present; Soviet and Post-Soviet Ukraine; Immigration and Migration; Global and Transnational History; Religion and Society

HUM/SS may just list interests or areas of expertise/competency

RESEARCH EXPERIENCE

The University of Chicago, Department of Microbiology, Chicago, IL 4/2015-present
Postdoctoral Researcher, Laboratory of Glenn Randall, Ph.D.

- Characterized host and viral protein interactions at the site of hepatitis C viral replication, leading to the identification of a novel and necessary interaction between HCV NS5A and an endosomal transport protein, VSP97
- Optimized immunohistochemistry and immunofluorescence techniques to identify and monitor protein-protein interactions during HCV infection for tracking of replication complexes from replication to assembly stages of the viral lifecycle
- Collaborated with medicinal chemists in high-throughput screening laboratory to test and evaluate compounds for effectiveness against multiple viral proteins

STEM fields may have more in-depth descriptions; a publication list alone is not sufficient*

The Scripps Research Institute, Department of Immunology, La Jolla, CA 8/2009-4/2015
Graduate Researcher, Laboratory of Francis Chisari, M.D.

- Evaluated populations of immune cells in blood and plasma samples from HCV/HBV infected patients using FACS techniques, and showed significant differences in populations of T cells dependent on length of infection in patients
- Characterized acute immune response to HCV infection using clinical samples, and profiled immune cell populations using tissue culture, FACS, and immunofluorescence
- Mentored two graduate students and one undergraduate researcher on technical lab training and guided research projects

Describe specific methodologies and contributions, quantifying whenever possible*

The University of Wisconsin-Madison, Department of Pathology, Madison, WI 5-8/2007
Summer Undergraduate Researcher (REU Program), Laboratory of David O'Connor, Ph.D.

- Identified and characterized novel genetic variations in HIV-immune macaques

Can include internships and/or undergraduate experience*



Publications

- Choose the **citation style** of a well-respected journal in your field
- Use **subsections** to highlight publication types or manuscripts at various stages of the publication process
 - E.g. Peer-Reviewed Articles, Books, Book Chapters, Reviews*
 - *In Press*: treat as normal published work
 - *Under Review*: usually doesn't include journal name*
 - *In Preparation*: to show productivity and a pipeline
- Only include work bound for an **academic audience** (unless you are in a creative field)*
- **Bold** your name if there are multiple authors



Teaching Experience

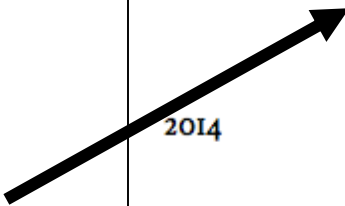
**Instructor,
Assistant,
Preceptor,
Writing Intern,
Mentor—it all
counts**



TEACHING EXPERIENCE

Courses Taught at the University of Chicago

- 2015 Instructor, History BA Seminar I (Historiography & Crafting Research Proposals)
Department of History
- 2014 Instructor, History BA Seminar II, Part II (Thesis Preparation)
Department of History
- 2014 Instructor, History BA Seminar II, Part I (Research Practicum)
Department of History
- 2012 Lecturer, History of European Civilization II (c. 1750-2000, Winter)
Social Sciences Collegiate Division



**Translate
UChicago terms
(Preceptor = BA
Thesis Seminar
Instructor)**

Teaching Internships at the University of Chicago

- 2010 Teaching Intern, History of European Civilization I (c. 1000-1700)
Social Sciences Collegiate Division
- 2009 Teaching Intern, Self, Culture & Society II (Readings in Social Theory on Culture)
Social Sciences Collegiate Division
- 2009 Teaching Intern, Self, Culture & Society I (Readings in Social Theory on Society)
Social Sciences Collegiate Division



**Use course
names, not
course numbers**



Teaching Experience

UNIVERSITY TEACHING EXPERIENCE

University of Chicago

Lecturer, Humanities Division

Navigating in Space (Spring 2015)

- Designed and proposed undergraduate-level seminar for 15 students
- Graded all assignments; held regular one-on-one office hours
- Advised 2 undergraduates on thesis projects

Lecturer, Humanities Division

Pluto in Myth and Imagination (Winter 2014, Winter 2013)

- Co-taught undergraduate-level seminar for 8 students per term on history of science
- Integrated guest talks and visits to planetarium and organizations in Chicago
- Planned all assignments and in-class exercises
- Held regular office hours; designed and graded all assignments including Twitter use/blogs

Writing Intern, Collegiate Division

Media Aesthetics (Spring 2012, Winter 2012, Fall 2011, Spring 2011, Winter 2011, Fall 2010)

- Led discussion sections of 4-7 first-year undergraduate students in required humanities courses
- Taught writing, with focus on argument, evidence, clarity of structure
- Collaborated with diverse faculty members to design assignments integrated with syllabus
- Graded papers and provided extensive comments and feedback
- Held regular office hours to provide answers to student questions and provide support
- Advised students on issues related to acclimation to college, academic work, course selection
- Guest lectured and responded to faculty feedback on teaching effectiveness

Pedagogy Training

Little Red Schoolhouse, University of Chicago

Pedagogies of Writing (Summer 2010)

- Completed intensive graduate-level pedagogy training course
- Designed sample syllabi and assignments
- Developed classroom strategies for addressing diverse learning needs and goals

**Action-oriented bullet points
with quantification***

**This is too detailed -
keep the focus on
your most impressive
teaching experiences**

**Pedagogical training shows
that you care about teaching**



Teaching Experience

TEACHING EXPERIENCE

The University of Chicago, Chicago, IL

4/2015-present

- Mentored 2 graduate students and 1 undergraduate on technical training in FACS, immunohistochemistry, immunofluorescence, and fluorescent microscopy. Guided experimental design in research projects for all 3 students, while allowing for increasing levels of independence.
- Tutored through the University of Chicago Calvert House Tutoring Program. Volunteer position tutoring biology, math, and chemistry in weekly one-on-one sessions to high school students.

The Scripps Research Institute, La Jolla, CA

8/2009-4/2015

- Teaching assistant for 2 graduate level courses, Structural Biology and Microbiology. Prepared for and led weekly paper recap sessions for classes of 15-25 students, graded exams throughout each course, and assisted faculty in course preparation.
- Mentored 3 summer interns - 2 undergraduates and 1 high school student. Directly guided research projects, acted as day-to-day point of contact, and assisted interns in poster or oral presentation preparation at end of internship.

- **Mentoring and tutoring count**
- **Consider specifying your involvement in course development***
- **Don't underestimate importance of teaching for "research" jobs**



Service

LEADERSHIP AND SERVICE

- 2012-Present **Treasurer, Chair of Public Affairs Committee, and Member of Symposium Planning Committee for the University of Chicago Postdoctoral Association.** Elected twice as treasurer. Provided quarterly financial reports for a \$10,000 annual budget and served on officers' board to improve postdoctoral life and careers. Participated in the fundraising, planning, and selection and invitation of keynote speakers for the third-annual University of Chicago Postdoctoral Symposium.
- 2007-2008 **Departmental Ombudsperson for the University of Chicago Chemistry Department.** Elected to serve as a student liaison to departmental administrators. Won a Student Service Award for outstanding service.

ACADEMIC SERVICE

- 2014-Present Coordinator, Animal Studies Workshop, University of Chicago
- 2015-2015 Modern Fiction Search Committee, Department of English Language and Literature, University of Chicago
- 2011-2012 Website Committee, Department of English Language and Literature, University of Chicago

- Reviewing **manuscripts**, serving on **committees**, coordinating **CAS workshops**, organizing **events** and **conferences**, serving as a **representative** for campus/national organizations, **mentoring**, and any other examples of institutional citizenship
- You can include accomplishments, quantifying and contextualizing when possible*



References

- **Include full title and address**
 - Formal name of referee (with degrees)
 - Title (Assistant Professor, Dean, etc.)
 - Full mailing address
 - Email address
 - Phone number
- **Include between 3-6**
 - Must include those who are providing job letters
 - Chance to expand on the list of contacts
- This list can be **tailored** for individual applications



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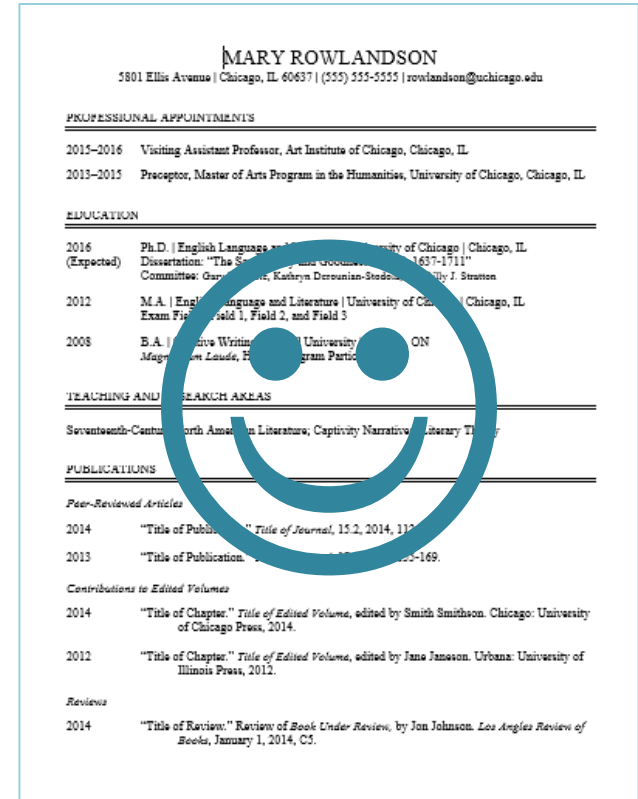
Review of Best Practices

- **Arrange sections in order of importance**
 - Develop different CVs for different applications
 - Tailor according to institutional values
- **Do not bury the lede**
 - Distinguishing facts should stand out
 - Recognizable awards, journals, the University of Chicago
- **Use subcategories to bring order and focus attention**
 - E.g. Peer-Reviewed Articles / Book Chapters/ Reviews
 - E.g. Instructor / Teaching Assistant / Tutor
- **Consider your audience**
 - Translate or explain unfamiliar terms or experiences



Final Steps for CVs

- **Share** documents with advisors, mentors, and recent graduates
- Revise for **clarity** and **concision**
- Check for **consistency** through all categories
- **Proofread** using a text-to-speech function
- Convert all documents to **PDF** format



Questions?

Courtney Wiersema
cwiersema@uchicago

Appointments
gradgargoyle.uchicago.edu

