Developing and using your *CV*

David Schuldberg, Ph.D.   Harold D. Bibb, Ph.D.
The University of Montana - Missoula   Univ. of Rhode Island (Emeritus)
Telephone: 406-243-4521 (msg)x   Telephone: 401-783-0803
david.schuldberg@umontana.edu   haroldbibb@gmail.com

(A workshop is interspersed with the presentation: Discussion of examples and participants' questions.)

Our perspectives

The *Curriculum Vitae*, *Vita*, or *CV*
      Different from the *Résumé*

The academic job search process
      Differences from the business world; differences between academia and industry

Self-presentation, self-promotion, and integrity in academia
      Image and authenticity

Other uses of your *CV*
      Promotion and tenure
      Grantspersonship
      Many others

Preparing, revising, and tending the *CV*
      When developing your CV can be psychologically difficult
      Resources for developing a CV
      Proofreading

The electronic *Vita*; e-mailing (pdf), faxing, and online applications
      Role and "look" of the *CV* in an on-line applications process
      Electronic submission of materials
            How your *CV* looks to the search committee
      (*Consider* following up with a mailed hard copy)
      Dealing with automated *CV* "parsers"

CV Formats
      No "correct" template
      General rules
      Design and mechanics
            Simplicity; "look"
            Grammar, spelling, and punctuation
            Have someone go over the document; don't rely on spellchecker

Headings and content areas
        (Reverse chronological order within areas works best)
        The basics:
                Main heading: Name and contact information
                        Name at top of every page
                        Contact information (important to be current)
                        Professionalism in e-mail address and voice mail OGM
                Education
                Research and work experience
                Grants
                Publications (Or: Performances, exhibitions, etc.)
                Teaching experience
                Academic service; administrative work
                Presentations
                Honors and awards
                Journal and grant reviewing
                Memberships
                Other skills

                References

        Less-relevant but often included: Hobbies, etc.

        What not to include (and when to include it anyway)
                Information not to include, "Protected class" information
                        (and some that is important to include with subtlety and tact)
                Irrelevant information
                Outdated information

About content
        How much to put into your *CV*
        Gaps in your career
        How long?
                The *CV* vs. the *Résumé*, again
        Elaboration: Concise action-word descriptions
        Accuracy

Ongoing tending of your *CV*
        Updating; editing a clean version

Other issues:
        Cover letters and related correspondence
        Giving a heads-up to your references
        Prepare them and bring them up to date. Don't trust your mentors' memories
        Other materials to have on hand for the job-search process
        Abstract of dissertation
                Copies of publications, preprints; pdf's links
                Teaching evaluations

Useful references:

> *(Note: None of these references is essential. An excellent way to prepare or polish your CV is to borrow a format you like from someone else and then fill in your own information.)*

Jackson, A. L. & Greckels, K. (2003). *How to prepare your Curriculum Vitae* (Revised edition). McGraw Hill.

Coghill-Behrends, Q., & Anthony, R (1998). *CV Vitae handbook: A Curriculum Vitae owner's manual*. PHD Books.

Vick, J. M. & Furlong, J. S. (2008). *The academic job search handbook* (Fourth Edition). Philadelphia: University of Pennsylvania Press.

Sowers-Hoag, K., & Harrison, D. F. (1998). *Finding an academic job* (Sage Graduate Survival Skills series). Thousand Oaks, Ca.: Sage.

Innes, J. (2009). *The CV Book: Your definitive guide to writing the perfect CV*. Upper Saddle River, NJ: FT Press. (*Good material; some UK emphasis.)*

See also:

http://chronicle.com/article/The-CV-Doctor/45437/
        ("CV Doctor")

ttp://career.uri.edu http://career.uri.edu

HOT WEB SITES FOR RESUME INFORMATION

BEACON   Register on BEACON using your network ID (use capitol letters)
http://career.uri.edu   …and click on the BEACON icon
Look in BEACON *JOB SEARCH TIPS* for resume help.

Career City: Resumes
http://www.careercity.com/content/resumes/index.asp

Movin' On: Tips for Resumes (by Leo Charette)
http://www.wm.edu/csrv/Resume/Resume1.html

Preparing a Resume (by The Writing Center, Rensselaer Polytechnic Institute)
http://www.rpi.edu/web/writingcenter/resume.html

Quick Guide to Resume Writing by Kristin Smith Guenov, U Maine
http://www.jobweb.org/catapult/jsguides.htm

What do   nployers really want in a resume? (by Wendy S. Enelow)
Your Resume (by Purdue University On-Line Writing Lab)
http://www.jobweb.org/catapult/enelow-r.html

Resume Tutor   *www1.umn.edu/ohr/ecep/resume/*

DS web page with link to *CV*: http://hs.umt.edu/people/Schuldberg