

Creating Your CV and Using it as a Planning Tool



Friday, October 17, 2025
11.00am-12.00pm

Download materials: https://sites.wp.odu.edu/careerpathways/2025/10/17/cv_oct25



Workshop Structure

- Brief overview of CV
- Discuss what makes a CV effective
- Hands-on 'work time'
- Review strengths and identifies gaps in CV
- Discuss strategies/action plans for 'filling in' the CV



What is a Curriculum Vita (CV)?

- Overview of your life's accomplishments
 - ✓ Particularly those relevant to academia
- If you're looking for an academic position (even as an adjunct), you will need a CV
- It is a living document
 - ✓ Reflects the development of your career
 - ✓ Should be maintained and updated frequently
- **The CV is a record that you actively, consciously, and conscientiously build**



What goes into a CV?

- Everything relevant to an academic career
- See basic template provided
 - ✓ Contact Information
 - ✓ Education
 - ✓ Professional/Academic Employment
 - ✓ Related Experience
 - ✓ Research Experience and Interests
 - ✓ Teaching Experience and Interests
 - ✓ Language, computer, and/or other skills/special training
 - ✓ Professional Development Activities
 - ✓ Honors and Awards
 - ✓ Professional Service and Membership



Length, structure and formatting

Effective CVs

- Well organized
- Easy to read and understand
- Complete
- Limited to relevant information
- Proof read
- Consistent
- Self explanatory
- Customized and strategic
- Appropriate for the field or discipline



Work Experience

Non-academic work experience?

- Include it. But provide some explanation.
- Don't assume people know what you did.
- Try to connect it back to your specific area of academic expertise.



Research and Publications

What to include?

- Books
- Book chapters
- Encyclopedia entries
- Peer reviewed/refereed articles
- Non-peer reviewed articles
- Book reviews
- Publications under review
- Research-in-progress/manuscripts in preparation
- Conference proceedings
- Conference presentations



Honors and Awards

What to include?

- Honor Societies
- University Fellowships
- Travel Grant
- Graduate Research Grant
- Teaching/Research/Outstanding Student Awards



Let's Get Started – Your CV

- Just starting out? Don't have a CV?
 - ✓ Start with the template! (download: https://sites.wp.odu.edu/careerpathways/2025/10/17/cv_oct25/)
 - ✓ Fill in the blanks
- Already have a CV? Review your CV
 - ✓ What's there?
 - ✓ What needs to be updated?
 - ✓ What needs to be added?
- Think ahead
 - ✓ What are strengths and gaps?





Sharing is Caring

- Areas of strength on your CV?
- Gaps?
- What is your CV telling you?



A red pen with a gold-colored tip is positioned diagonally across the upper right portion of the image. The background is a document with various text elements, including 'phone', 'Mail', 'Curriculum', and 'Details', which are slightly blurred. The main title is centered over the document.

Your CV as a Developmental and Planning Tool



The Developmental CV

- **Goal:** Develop a plan for filling in 'holes' in the CV
- Start with your CV and use it to create a Developmental CV
- This Developmental CV is a starting point for your X-year plan
 - What is your planning horizon? Be realistic. Be purposeful
- Include ALL relevant headings in the Developmental CV
 - Use 'blank' sections as placeholders
 - Identify gaps and activities to undertake to fill the gaps
- See [sample](#) as a starting point
 - Focus on the Comments/Plans, not the format or content



Next Steps

- Share an example of a hole in your CV that you plan to address
- What's next?
- Expand with specific actions, milestones, and timeline

S - Specific
M - Measurable
A - Achievable
R - Relevant
T - Time-bound

