

Graduate Student Professional Development CV WORKSHOP



Thursday, October 20, 2022
12.00-1.00pm

Download materials: https://sites.wp.odu.edu/careerpathways/2022/10/07/cv_workshop_fa22/



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 the academia
- If you're looking for an academic position, 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



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 – Develop your CV

- Just starting out? Don't have a CV?
 - ✓ Start with the template!
 - ✓ What's there? What needs to be added?
 - ✓ Develop a plan for filling in 'holes'



The Developmental CV

- Use the developmental CV as a starting point for your X-year plan
- Include ALL relevant headings in the developmental CV
 - Use 'blank' sections as placeholders
 - Identify gaps and activities to undertake to fill the gap
- See [sample](#)
 - My developmental CV from 2006
 - Note that some sections are blank or bare
 - Focus on the Comments/Plans, not the format or content