Curriculum Vitae (CV) Basics

What is a curriculum vitae (CV)?

- **Comprehensive overview** of your professional and academic accomplishments
- **Academic** focus
  - ✓ Specifically highlights achievements and experiences relevant to academia
- A **professional requirement**
  - ✓ If you're looking for an academic position (even as an adjunct), you will need a CV
- **The CV is a record that you actively, consciously, and conscientiously build**

The CV is a living document

- **Career Reflection:** Your CV is a dynamic document that reflects the ongoing development of your professional career.
- **Frequent Maintenance:** To remain accurate, it should be maintained and updated frequently as you reach new milestones.
- **Intentional Growth:** It is a record that you must actively, consciously, and conscientiously build over time

Master CV: A document containing *everything* you've ever done (for your own records).
Targeted CV: A curated version tailored specifically to a job description.

What goes into a CV?

Everything relevant to an academic career!

Standard academic sections:

✓ Education (Dissertation/thesis title & advisor)

✓ Academic/professional employment

✓ Research interests and experience.

✓ Teaching experience and interests

✓ Publications and presentations

✓ Grants, honors, and awards

Additional content:

✓ Links to online profiles (Orcid, Research Gate, ODU website)

✓ Language, computer, and/or other skills/special training

✓ Professional Development Activities

✓ Professional Service and Membership

An effective CV is…

- Well organized
- Easy to read and understand
- Comprehensive
- Limited to relevant information
- Proofread and error-free

- Consistent
- Self-explanatory
- Customized and strategic
- Appropriate for the field or discipline

The visual first impression

- **The 10-second scan:** Search committees scan, they don't read (initially). Use a clear **information hierarchy** in your CV to make it easy to read.

- **Consistency is trust:** If your dates are right-aligned on page 1 but left-aligned on page 3, it signals a lack of attention to detail.

- **Typography and white space:** Use professional sans-serif or serif fonts (10–12pt). Don't crowd the page; white space guides the eye to important achievements.

Telling a strong story

Evidence-Based - Use data, numbers, or specific examples.

The "So What?" Factor - Don't just list a role or action. Explain the outcome.

- *Weak:* Taught undergraduate biology.

- *Strong:* Instructed 150+ students in BIO 101, created targeted lab instructions to increase success of online students.

Be action-oriented - Use strong action verbs (led, developed, increased) rather than passive descriptions.

Use your CV to record how you are actively building your scholarly identity.

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

Organize content strategically to help readers (ie. search committees) quickly see your most significant contributions.

List into logical sections, ranked from highest to lowest academic weight,

What to include?

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

Prioritizing the heavy hitters

- **Peer-Reviewed Core:** Feature your peer-reviewed/refereed journal articles and books prominently.
- **Scholarly Contributions:** Include book chapters and encyclopedia entries.
- **Professional Engagement:** List book reviews, conference presentations, and conference proceedings.
- **Other Writing:** Document non-peer-reviewed articles that contribute to your field.

The research pipeline

- **Showing Momentum:** Use your CV to demonstrate work that is currently in progress.
- **Publications Under Review:** List manuscripts that have been submitted but are awaiting a decision.
- **Work in Preparation:** Include research-in-progress and manuscripts currently in preparation.
- **Self-Explanatory Context:** Ensure these entries are clear so the reader understands the current status of your research.

Teaching

- **Teaching Interests:** Include a strategic list of courses you are prepared to teach in the future.

- Document your teaching experience
  - Make sure someone from outside your department understand what you actually *did* in the classroom

- Non-formal teaching **outside the formal classroom** matters – Make sure you explain the relevance to a classroom setting.
  - Examples: K-12 educational outreach programs, public workshops, training sessions, tutoring, camp counselor,
  - Use these roles to prove you can manage projects, lead teams, and communicate effectively
  - Use to show your ability to translate complex topics/issues for diverse audiences

- **Pedagogical training:** Documenting workshops or certifications in teaching.

Teaching roles

Categorize your experience by level of responsibility:

- **Instructor of Record:** Courses where you had full responsibility for syllabus design, lectures, and grading.

- **Teaching Assistant (TA):** Roles involving leading discussion sections, grading, or assisting a lead professor.

- **Guest Lectures:** Include specific, relevant information regarding invited presentations in others' courses.

- **Mentorship:** Record of advising undergraduate research or providing mentoring around career development, research skills, and others.

Details matter

- **Course Title and Number:** Use standard naming conventions appropriate for the field.
- **Role Clarification:** Be strategic and clear in describing your specific contributions (e.g., "Designed original curriculum for 40 students").
- **Modality:** Clearly state if the course was in-person, synchronous or asynchronous online, or hybrid.
- **Evaluations:** Include summary of student evaluations if they illustrate specific strengths.

Honors and awards

What to include?

- Honor Societies

- University Fellowships

- Travel Grants

- Graduate Research Grants

- Teaching/Research/Outstanding Student Awards