



# CV Best Practices

Academic Job Market Summer Camp 2018

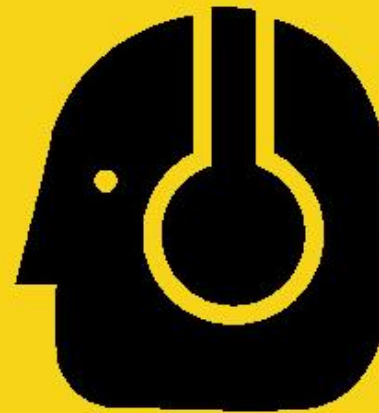
[grad.uchicago.edu](http://grad.uchicago.edu)

**UCHICAGOGRAD**



# CAUTION

**THIS ADVICE  
IS NOT  
DISCIPLINE  
SPECIFIC**



**\* \* \* Asterisks indicate disciplinary differences \* \* \***



# Agenda

- Introduction
- Formatting
- Sections
- Final Steps



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# The Power of the CV

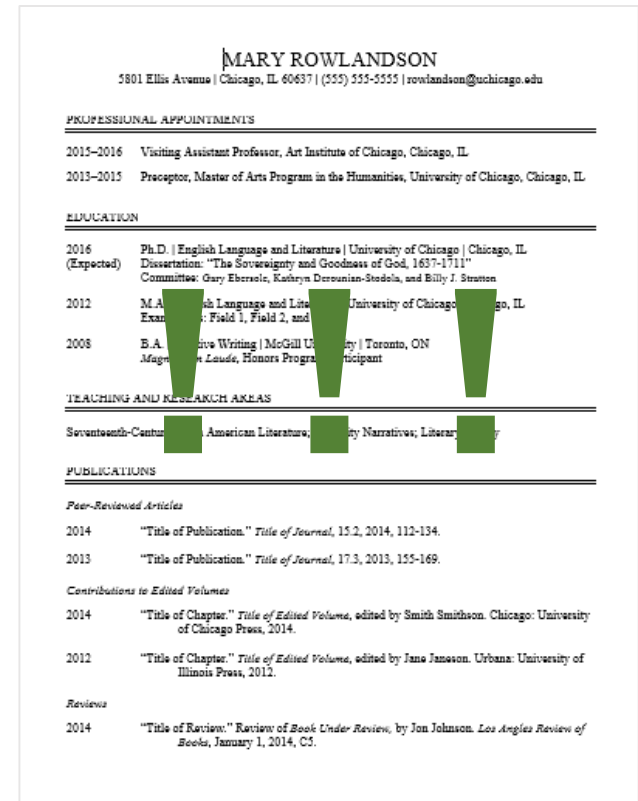
“When you send in your job-application materials, you’re not just assembling separate documents to fulfill the requirements of an ad. Those documents are part of a larger rhetorical whole, and together they form an argument for the viability of your candidacy for a particular job.”\*

\* Joshua Eyeler, “The Rhetoric of the CV,” *Chronicle of Higher Education*



# The Power of the CV

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



# The Power of a CV

## A GOOD CV CAN...

- **Demonstrate** your scholarly productivity
- **Convince** search committee to read your other application materials carefully
- **Put** you on the interview shortlist
- **Speak for you** throughout the process

## A GOOD CV CANNOT...

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



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# Formatting

## STEM Sample

Jane Smith, Ph.D.

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

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

5801 Ellis Avenue | Chicago, IL 60637 | (555) 555-5555 | [rowlandson@uchicago.edu](mailto: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 Eborsola, Kathryn Darouman-Stodola, and Billy J. Stratton

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

2008 B.A. | Creative Writing | McGill University | Toronto, ON  
*Magna Cum Laude*, Honors Program Participant

### TEACHING AND RESEARCH AREAS

Seventeenth-Century North American Literature; Captivity 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, C5.



# 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](mailto:jsmith@uchicago.edu)

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

Evenly spaced sections with clearly marked headings and sub-headings

### 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"

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Summer Undergraduate Researcher (REU Program), Laboratory of David G. Klapper, Ph.D.

- Identified and characterized pathogenic 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

Consistent right- or left-justified dates

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

2008 B.A. | Creative Writing | McGill University | Toronto, ON  
*Magna Cum Laude*, Honors Program Participant

### TEACHING AND RESEARCH AREAS

Seventeenth-Century North American Literature; Captivity Narratives; Literary Theory

### PUBLICATIONS

#### Peer-Reviewed Articles:

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#### Reviews:

2014 "Title of Review." *Review of Book Under Review*, by Jon Johnson. *Los Angeles Review of Books*, January 1, 2014, C5.



# 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

- Introduction
- Formatting
- **Sections**
- 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. Subheadings OK (note works in-progress)

## Grants and Fellowships

- Funding institute/agency, name of fellowship, date

## Honors and Awards

- Briefly explain 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)\*
- Pedagogy Courses/Certifications\*



## **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]**

- Skills, licensure or certifications, community service, public scholarship, additional training, related work experience\*

## **References**

- Full mailing address, email address, and phone number



# Education

## Jane M. Smith

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

## 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**



# Research Experience (STEM)

2005-2011 Graduate Research Assistant. Dept. of Chemistry, University of Chicago

*PhD Advisor: Professor D. Doctoral thesis: Spatial control of kinetics and droplet dynamics via microfluidics and modeling.*

Developed droplet-based microfluidic systems and kinetic simulations to study and control the response of nonlinear biological systems in response to spatial perturbations, especially the clotting of human blood. Designed and fabricated microfluidic devices using soft lithography, glass etching, or stamping, to control the spatial distribution and mass transport of enzymatic activators. In conjunction with spatially resolved simulations, this work explained the common clinical observation that reduced blood flow, such as during long flights, can lead to thrombosis.

Used liquid-liquid surface tension to drive spontaneous flow of droplets in hand-powered diagnostic devices such as those now in development by SlipChip LLC. Collaborated with researchers at Argonne National Lab to develop surface tension-based microdevices for liquid-liquid extraction of heavy metals. This technology is now under further development for applications in nuclear waste reclamation.

Initiated a collaboration with immunologist Professor F (U Chicago) to develop culture methods for primary lymph node cells with limited diffusion and defined cell-cell contacts.

Mentored two undergraduate researchers. Contributed to grant writing and reporting.

## BEST PRACTICES

- Innovation
- Impact
- Methodologies
- Collaboration
- Mentoring
- Grant Writing



# Publications

- Choose the **citation style** of a well-respected journal in your field
- Use subsections to highlight manuscripts at various stages of the publication process:
  - *Peer-Reviewed/In Press*: treat as normal published work
  - *In Submission/Review*: usually doesn't include journal name
  - *In Progress/Preparation*: to support overall publication record
- Only include work bound for an **academic audience** (unless you are in a creative field)
- **Do not** include non-academic publications, presentations, or abstracts/posters
- Bold **your name** if there are multiple authors



# Teaching Experience I

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

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

**Use course  
names, not  
course numbers**

## TEACHING EXPERIENCE

### *Courses Taught at the University of Chicago*

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

### *Teaching Internships at the University of Chicago*

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



# Teaching Experience II

## 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**

**Don't be *too* detailed  
- keep the focus on  
your most impressive  
teaching experiences**

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



# Teaching Experience III

## 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**
- **Specify 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

