



How to start a CV

It is only everything you have ever done

Curriculum Vitae 101

- It is a list of everything you have done academically/professionally and in a logical order
 - Does that sound overwhelming?
- Let's start with the purpose of the CV, then sections you can include, and then examples
- Luckily all CVs are unique

What is the difference between a CV and a resume?

Resume

- Highlights your relevant skills for a specific job
- Changes from job to job you apply for and certainly over time
- 1-2 pages long
- For jobs and internships in industry

Curriculum Vita

- Usually covers your entire career
 - Though there are abbreviated ones
- Specific to you, not the job
 - Though again, you might tweak
- Gets longer with time
- It is as long as it needs to be
- For jobs and promotion in academia and grant and fellowship applications

Why are you making a CV right now?

- I assume you are here because you are:
 - A. Applying to graduate school
 - B. Applying to a fellowship program or McNair, Mellon-Mays, etc
 - C. You are just curious (*I love that, please stay*)



What really needs to be included?

- Your name and contact info
- Your education history
- Your list of academic appointments (if you are an undergrad, you don't have any yet)
- Anything that makes you look good
 - Publications, awards, research experience, workshops attended, service you gave to the university or community (if academically related)

What should not be there?

- Anything that tells us something about your identity that employers are barred from asking:
 - A picture of you because that could tell us your race, disability, etc
 - Mentioning your marital status and/or kids
 - Date of birth because that could tell us your age
 - As you get older, you might even remove the dates for your degrees (I am serious)
 - Nationality or Citizenship
 - Europeans do all of this and Americans do not!

EUROPEAN CURRICULUM VITAE FORMAT	
PERSONAL INFORMATION	
Name	Tsvetan Vasilev Filev
Address	liv. q. "Serdica" bl. 22 entr. "G" ap. 92, Sofia, 1303, Bulgaria
Telephone	+359-2-829-89-17 (home), +359-88-760-9407 (mobile)
E-mail	tsvetan.filev@gmail.com
Skype	tsvetan.filev
LinkedIn	http://www.linkedin.com/pub/tsvetan-filev/3/a32/a82
Nationality	Bulgarian
Date of birth	07. 04. 1979 (DD. MM. YYYY)
WORK EXPERIENCE	
• Name and address of employer	Evolink - 86, Hristo Maksimov Str, Sofia
• Type of business or sector	01. 09. 2010 – Currently Communication and Information Technologies
• Occupation or position held	Senior Software engineer
• Main activities and responsibilities	Requirements, Design and Construction of mokobi.mobi Communications Platform: Web Components (PHP, MySQL), Mobile Components (C++, Java)
• Name and address of employer	eCommera Ltd. - 22 Gotse Delchev - Bulgaria Blvd
• Type of business or sector	01. 07. 2009 – 15.09.2010 Information Technologies
• Occupation or position held	Software engineer
• Main activities and responsibilities	Software development of eCommerce sites - JS, XML, XHTML, Web services, Java, .NET(C#)
• Name and address of employer	PlusServer Bulgarian EOOD, Sofia, "Tzar Samuil" str. №62
• Type of business or sector	15. 04. 2005 – 01.01.2008 Information Technologies
• Occupation or position held	Software engineer
• Main activities and responsibilities	Requirements engineering, design and construction of web intensive systems (UML, SQL, PHP, SNMP, SOAP).
• Name and address of employer	AbacusTrade Ltd. (Aplus)
• Type of business or sector	01. 07. 2004 – 15. 04. 2005 Information Technologies
• Occupation or position held	Web development specialist
• Main activities and responsibilities	Construction and maintenance of web intensive systems (SQL, PHP, PERL, C/C++);
• Name and address of employer	CIT Ltd., Sofia, "gen. J. Gourko" str. №17
• Type of business or sector	03. 05. 1999 – 30. 11. 2003 Communication and Information Technologies
• Occupation or position held	Technical Assistant, System Administrator, Web Developer
• Main activities and responsibilities	Support for clients (users); System support; Development of web-based applications (SQL, PERL, C/C++); Networking; Development of applications for network control and billing
Page 1 - Curriculum vitae of [Filev, Tsvetan, Vasilev]	For more information go to www.cedefop.eu.int/transparency/ europa.eu.int/comm/education/index_en.html eurescv-search.com/



Major Sections: Introduction

- Name
- Contact information
 - Address (can be work address)
 - Work phone and cell phone: though now most of us use our cell phones for both
- Some people put career highlights here and that is great
 - See examples

Major Sections: Affiliations

- What institutions are you or were you affiliated?
 - Lists all the academic jobs you have had
 - Plus any honorary affiliations
 - As an undergrad, you may have none, but occasionally you may have been a visiting scholar in another lab
 - This isn't where you went to school – it is where you worked or did research as a colleague

Major Sections: Education History

- What are all your degrees and where did you get them?
 - If you wrote a thesis or dissertation for that degree (occasionally for BA, often for MA, definitely for PhD), what is the name of that paper and who supervised it?
 - Most people put years here, but as they age, they may remove that to obfuscate their age because of ageism
 - You can add your GPA, but it isn't required



Major Sections: Research-Publications

- Most of academia is about what have you published, so this goes first
 - As an undergrad, you may have no publications and that is ok – just leave the section off
 - If you have different kinds of publications (peer-reviewed journal articles, book chapters, journalism), you can create sub-headings for these

Major Sections: Research – Conference presentations

- These are sometimes published abstracts as well
- List the conference, where it was located, and the year



Major Sections: Research--Grants

- Next after how much you publish, they want to know how much money you have garnered for research
 - And you thought academics didn't care about money...
 - Make sure to include the amount applied for
 - List even the ones you did not get because it was work to apply



Major Sections: Research – Other awards

- Remember: Anything that makes you look good
- Dean's list, best poster at Student Research Day, etc.



Major Sections: Research – Field or Lab experiences

- Hopefully you have something to do put here
- Give details if necessary
 - Whose lab, how long, was their funding?



Major Sections: Teaching/Tutoring/TA

- This section for most professors should follow research, but if you are applying for a teaching only job, you might put this one first
- As an undergrad, you may have given a guest lecture for a club or taught at a summer camp
 - That is totally cool to put here
- Again, if you currently have nothing, leave the whole section off
 - You don't want to highlight your deficiencies by having blank sections
- Make sub-sections of different things including teaching interests, pedagogy trainings, etc

Major Sections: Service / Leadership

- Academia is often described a stool with three legs: research, teaching, and service
 - But that stool is wobbly AF and those legs are not the same size
- What have you done to help the university function?
 - Club officer or member?
 - Organized any events?
 - Served on any committees?
- Any service to your profession or community?
 - Are you the student rep to the CA Assoc of Psychologists? Did you visit the Physics club at Cerritos College to talk about CSUDH?



A little lagniappe

- At the end, you may want to list:
 - Professional societies of which you are a member
 - Languages spoken and written
 - Computer programs you are proficient in
 - Other things common a resume that you think are relevant to your academic career that weren't covered elsewhere



Finally: Your references!

- It is common to list your 3-5 referees and their contact information at the end of a CV you send in for something
 - I could remove their contact info from a CV you post publicly, such as on your website
 - These should be academic/professional references, not your cousin or your mom's friend with a good job
- Did you come to my workshop last semester on how to get good letters of recommendation?
 - Don't worry, we will do it again this fall



Example time!

- Dr. McCauley's CV
- Student Examples