

Craft of Research

Week 9: Building a CV

Outline

- Project Updates
- CVs
- Reminders

Project Updates

Where are you at?

Curriculum Vitae

What are they and why do we use them?

Resumes vs. Curriculum Vitae

- Non-academic jobs and internships
- Concise: 1 page document
- Highlights education, work experience, and transferable skills
 - Organizational involvement
 - Leadership experience
 - Relevant projects
- Summarizes qualifications

Resumes vs. Curriculum Vitae

- Academic version of a resume
- Used when applying for academic positions, graduate school, research grants, and conferences
- Can be multiple pages
- Describes professionally related experiences
- Explains breadth and depth

Common CV Content Sections

- Contact Information
- Objective
- Education
- Publications
- Presentations
- Research Experience
- Teaching Experience
- Grants
- Professional Affiliations
- Special Skills
- Professional Experience
- Service and Outreach

Formatting Tips

- Organization: which sections and information are most relevant to the position?
- Alignment consistently
 - All headers, bullet points, bullet point text, dates, text, and dates aligned the same throughout
- Font format consistently
 - What is going to be in italics, bolded etc.? Is it the organization's name, your position, the department?
- Space consistently
- Mirror format choices through all sections – make sure it's clean

Common Mistakes

- Typos
- Appropriate length
- Unclean formatting
- Providing confidential information
- Fabricating

Activity 1: Resources & Drafting

- Look through the CV and resume resources posted on CoR
- Think about what content and which sections would be most applicable for you when applying to grad school
- Draft a brief outline of sections you could include

Reminders

- FINAL poster to Amy by 7/31 (Monday) at noon
- FINAL papers due to mentors
- Review calendar for week 10 schedule