

# HOW TO CRAFT AN ACADEMIC CV

## PURPOSE

Why do hiring committees want to see your CV?

- Evaluate your credentials
- Evaluate evidence of your scholarly potential
- Evaluate if you are a competitive candidate for the position

## PREPARING TO WRITE YOUR CV

### REFLECT

Go through each component. What goes in your list under each heading?



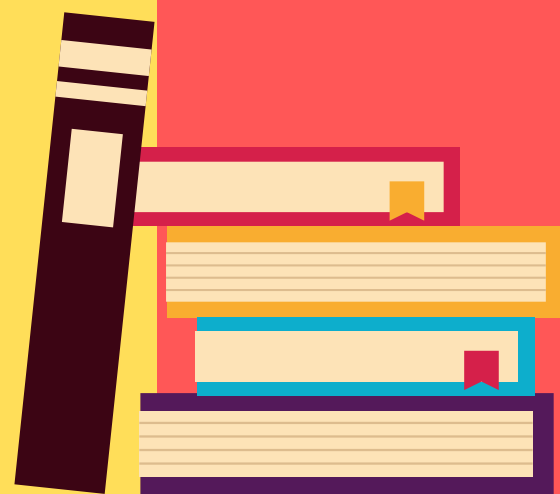
### GATHER

Names, descriptions, project titles, citations. There are a lot of details to include in a concise manner.



### FORMAT

Reverse chronological order. Consider sections' relevance. Organize information so it's easy to follow. Format consistently and conservatively.



## THE CV

### LIST YOUR ACCOMPLISHMENTS

- Name & Contact Information
- Education
- Research Experience
- Teaching Experience
- Fellowships/Grants
- Honors/Awards
- Academic Service
- Professional Societies
- Publications & Presentations
- References



## ORDER OF COMPONENTS

### THINGS TO CONSIDER

- Relevance to posted position
- Most impressive information early
- Easy to read and follow (i.e., legible font, logical format, adequate spacing)
- Create categories for conferences, publications, or courses

## OPTIONAL SECTIONS

### WHAT TO INCLUDE

- Current Position
- Research & Teaching Interests
- Dissertation Title and Committee
- Book Project Title
- Languages and/or Skills
- Student Advising or Mentoring
- Podcasts, Digital Humanities Projects, etc.
- Relevant Professional Experience
- Editorial or Peer Review Experience
- Community Engagement

## ADDITIONAL TIPS

- Name in header/footer, add page numbers
- Keep in mind that readers may not all be in your field (spell out acronyms, etc.)
- No photo or personal information
- Make it easy to read
- Be strategic
- Keep multiple versions, including a "Kitchen Sink CV"
- Have someone review your document

