



Curriculum Vita (CV)

Curriculum Vita

- ◆ Loosely translated from Latin means “course of one’s life”
- ◆ Details your academic and professional accomplishments
- ◆ Required for employment in a college or university or a research institution

A CV should include:

- ◆ Contact Information
 - ◆ Name, Address, Phone, e-mail address
- ◆ Education
 - ◆ Institution, Location, Grad date, degree, major
 - ◆ Dissertation topic
- ◆ Fellowships, grants, honors
- ◆ Teaching and research experience
- ◆ Teaching and research interests
- ◆ Other relevant experience
- ◆ Technical/computer skills and languages

CV should also include:

- ◆ Conference presentations
- ◆ Publications
- ◆ Graduate School/Department leadership
- ◆ Professional associations/committees
- ◆ References with pertinent title and contact information

CV – cont.

- ◆ Be concise and well organized
- ◆ Common lengths for CVs:
 - ◆ 1-5 pages for doctoral candidates
 - ◆ 5+ pages for experienced academician or researcher

CV – cont.

- ◆ Style, format, and content varies among disciplines
- ◆ Become familiar with the CV requirements in your field
- ◆ Have your advisor or someone in your field look over your CV

Research Statement

- ◆ Draft a formal research proposal
- ◆ Build on your doctoral/post doc experience
- ◆ Show evidence of your creativity and viability of your research
- ◆ Show promise of becoming an independent investigator
- ◆ May have to alter a little for research statement for an academic position

Research Statement – cont.

- ◆ Focus on specific aspects of the problem and its general significance
- ◆ One or two carefully researched areas of concentration should be sufficient
- ◆ Each of these areas can be broken down into specific descriptions of possible student research projects

Research Statement – cont.

- ◆ Note sources of funding and journals in which you hope to publish your results
- ◆ Alter your statement according to type of institution (primarily undergraduate institution vs. some MS vs. full research)
- ◆ Once you land the job you can fine tune your research statement and send it off for grant and funding proposals

Teaching Statement

- ◆ Most teaching statements of teaching philosophy emphasize too much philosophy and too little teaching
- ◆ Best statements of teaching philosophy are personal
- ◆ View your statement as an opportunity to show your passion and motivation for teaching
- ◆ Describe your preparation for a teaching career

Teaching Statement – cont.

- ◆ Talk about teaching strategies you have used and what worked and what didn't
- ◆ What new methods do you hope to try?
- ◆ List courses you are currently prepared to teach and suggest other topics you might enjoy teaching in the future
- ◆ Do your homework and try to suggest topics or courses that complement those already offered

Teaching Statement – cont.

- ◆ Keep the reader's interest
- ◆ Common length is 1 – 3 pages
- ◆ Have your statement critiqued by someone in your field
- ◆ Center for Career Opportunities or the Writing Lab on campus are other sources of assistance.