

209 Koldus • (979) 845-5139 • <http://HireAggies.com>  
Katie Stober, Ph.D. • Associate Director, Graduate Student Services •  
kstoiber@tamu.edu

# WRITING YOUR ACADEMIC CV



**CAREER CENTER**  
TEXAS A & M UNIVERSITY

# What Should Be Included in an Academic Application Packet

- Will Definitely Consist of:
  - Cover Letter
  - Curriculum Vitae (including list of references)
- May also include, *but not limited to*:
  - Statement of Teaching Philosophy
  - Teaching Portfolio/ “Evidence of Teaching Effectiveness”
  - Statement of Research Interests/Philosophy/Plans
  - Transcripts (unofficial copies or official?—ask if unclear)
  - Statement of Religious Faith
  - Letters of Recommendation (sent with application or directly from referees?)
    - Keep your references informed
    - They may call people not on your list
  - Writing Sample (should be an example of your *best work*)
    - Published articles, paper presentations, research papers, dissertation chapters
    - Only send if they request it & pay attention to length

# Curriculum Vitae

- CV is the story of your academic life
  - ▣ No space limitation
- Keep your audience in mind
  - ▣ Prioritize what is most important to them (is this a research position or a teaching position?)
- Include 3-5 references (unless asked for in a separate document)
- Proofread and Edit!!!

# Common Categories

---

- ▣ Contact Information
- ▣ Education
- ▣ Research Experience
- ▣ Publications
- ▣ Presentations
- ▣ Teaching Experience
- ▣ Technical Skills
- ▣ Professional Affiliations/Service
- ▣ Grants/Awards/Honors
- ▣ References

# Contact Info

- Name (should stand out & list your name 1<sup>st</sup>, family/surname 2<sup>nd</sup>)
- U.S. Address, U.S. phone # (with working voicemail!), & email
- **NO personal demographics. It is illegal for U.S. employers to consider your: age, gender, marital status, nationality, etc.**
- NO picture
- Website and/or LinkedIn profile link is optional
- Use a professional (and permanent) email address
- Use a professional voicemail greeting
  
- YES: john.a.smith@gmail.com, CYZ2011@yahoo.com
- NO: kegkilla, footballfan14, kingtokesalot420, princesskittens

# Education

- List degrees in **reverse chronological order**
- Do NOT list anything pre-University (i.e. high school)
- List graduation dates only (not “Jan xxxx – present”), unless it is transfer credit/study abroad without degree.
  - ▣ List the future graduation date for your current degree (e.g. “May 2017”)
- Include:
  - Complete school name and location (city, state/country)
  - Complete name of degree (no “BS”) and major
    - i.e. “Master of Engineering in Electrical Engineering”
  - Overall GPA
    - If 1<sup>st</sup> semester, say “GPA: 1<sup>st</sup> semester student”
    - If listing GPA for non-U.S. schools, convert to 4.0 scale or indicate “top X%” or class rank
  - Thesis/Dissertation title
  - Advisor(s) name(s)

# Research Experience

- For research positions, this, plus publications/presentations, is the main focus of the entire CV!!!
- Does NOT have to be paid experience. Relevance is more important than \$\$ or hours/week. So don't forget to include your thesis/dissertation!
- Can include course projects, unpaid internships and volunteer work, extracurricular activities, etc.
- Use reverse chronological order & inclusive “month year—month year” dates
- List EVERY experience in your field of study (or potential future field of study)
- Include:
  - Department/Employer name (or course name), and location (or school)
  - Your job title (or name of project)
  - 3-4 bullet points: action verbs, quantitative results, what were YOUR key findings, accomplishments, & results for this work?

# Experience (con't)

- NO:
  - Findings were calculated and measured
  - Dr. Smith was awarded Nobel prize for her work on this project
  - Helped with project
  
- YES:
  - Calculated and measured effect of XYZ on ABC using QRP software.
  - Decreased client processing time by 20%
  - Collaborated with team of 8 to analyze data and write report
  - Nominated by team to present report at annual conference

Hint: use different verbs to highlight different skill sets.

“Collaborated with team of 8 to analyze data and write report”

OR “Analyzed data and wrote report with team of 8 using \_\_\_\_ software”

OR “Utilized \_\_\_\_ software to analyze data and write report with team”



# Publications & Presentations

- For publications, sub-divide into “Published” vs. “Under Review” vs. “In Preparation”
- For conferences, can list future presentations you’ve been accepted to, but haven’t attended yet
- List all in reverse chronological order
- Use whatever citation format is standard for your field

# Teaching Experience

- For teaching positions, this is the main focus of the entire CV!!! So list this first for those jobs
- Again, does not have to be paid
- Can include/subdivide into: Assistant, Tutor, Coach, Mentor, Guest Lecturer, etc. experience
- Use similar formatting (name of employer, location, dates, job title, bullet points and action verbs, etc.) as you do in Research Experience

# Other Common Categories

## ▣ Skills

- List things specific to your field & any teaching equipment/software you know how to use!
- Clarify level of proficiency: “Proficient in X, Y, and Z; Intermediate knowledge of A, B, and C; Currently learning Q”

## ▣ Professional Affiliations/Service

- All professional organizations, committees, extracurricular activities, etc.

## ▣ Grants/Awards/Honors

- All RECEIVED grants, awards, & honors. Can list grants “under review” but do not list grants applied for, but not received.

# Optional Categories

---

- Research Interests
- Teaching Interests
- Professional/Other Work Experience
- Extracurricular Activities/Hobbies
- Certifications/Licenses
- [Create your own category here!]

# How do I format a reference page?

## Include:

- 3-5 references
- Make sure they can speak to your:
  - ▣ Research
  - ▣ Teaching
  - ▣ Service

## Example:

### **Dissertation Advisor:**

Dr. Mary Brown, Associate Professor

Dept. of \_\_\_\_\_

Texas A&M University

Address

City, ST 00001

(979) 555-4444

name1@tamu.edu

# First Page:

## John Doe

1000 Elm Rd. Apt. 1 ♦ Middletown, TX 12345  
(979) 555-4445 ♦ jdoe@dept.tamu.edu

### EDUCATION

**Texas A&M University**, College Station, TX Aug 2009  
Ph.D., History; GPR 3.93  
Dissertation: "Title"  
Advisor: Dr. Z. Smith

**Big State University**, Middletown, TX Aug 2004  
M.A., History, GPR 3.89  
Thesis: "Title"  
B.A., Philosophy Jul 1999

### RESEARCH INTERESTS

Civil War military strategy, the Industrial Revolution, gender studies, digital humanities

### PUBLICATIONS

#### *Published*

Doe, John. "Title." *Journal* 99.3 (2011):112-120.  
(use whatever style your dissertation uses for references)

#### *Submitted*

(articles that you have sent to journals for review)

#### *In Preparation (or In Progress)*

(papers you are currently and actively working on)

### CONFERENCE PRESENTATIONS

**American Antebellum Association Conference**, New York, NY, Feb 2008  
"Title of paper"

**Title of Conference**, Noname, TX, August 2007  
"Title of paper"

### TEACHING EXPERIENCE

**Dept. of XXX, University of XXX** Fall 2005 – Spring 2006  
*Teaching Assistant*

- Assisted with XXX course
- Prepared all lectures and exams; evaluated student performance and assigned grades
- Implemented new final project for senior level course

#### *Guest Lecturer*

- Lectured in XXX course in professor's absence 3 times during the semester

### PROFESSIONAL SERVICE

*American History Review*, Assistant Book Review Editor Aug 2005 – present  
Department of History, Texas A&M University, Faculty search committee Fall 2008

# Second Page:

### HONORS & AWARDS

Fellowship A  
Scholarship B  
Grant C

### SKILLS

#### Language:

- Fluent in.....; Basic .....

#### Computer:

- MS Office
- [HistoryWeb](#)

### PROFESSIONAL MEMBERSHIPS

American History Association  
Southwest University History Consortium

### REFERENCES

#### Dissertation Advisor:

*Dr. Mary Brown*, Associate Professor  
Dept. of \_\_\_\_\_  
Texas A&M University  
Address  
City, ST 00001  
(979) 555-4444  
*name@tamu.edu*

#### *Dr. Jane Smith*, Professor

Dept. of \_\_\_\_\_  
Texas A&M University  
Address  
City, ST 00001  
(979) 555-6666  
*name2@tamu.edu*

#### *Dr. Ronald McDonald*, Associate Professor

Dept. of \_\_\_\_\_  
Texas A&M University  
1111 TAMU  
College Station, TX 77843-1111  
(979) 845-0000  
*name3@tamu.edu*

# John Doe

1000 Elm Rd. Apt. 1 ♦ Middletown, TX 12345  
(979) 555-4445 ♦ jdoe@dept.tamu.edu

# John Doe

1000 Elm Rd. Apt. 1 ♦ Middletown, TX 12345  
(979) 555-4445 ♦ jdoe@dept.tamu.edu

## EDUCATION

- Texas A&M University**, College Station, TX Aug 2009  
Ph.D., Biochemistry; GPR 3.93  
Dissertation: "Title"  
Advisor: Dr. Z. Smith
- Big State University**, Middletown, TX Aug 2004  
M.S., Chemistry, GPR 3.89  
Thesis: "Title"
- B.S., Pharmacy Jul 1999

## RESEARCH INTERESTS

Biochemistry, Pharmaceuticals, Optical Imaging

## RESEARCH EXPERIENCE

- Dissertation:** "Title"  
Advisor: Dr. Z. Smith
- Analyzed the effects of X on Y
  - Utilized X processes...
  - Key contributions:
    - Contribution A
    - Contribution B
  - Findings: (*this should be the part that tells them about the significance of your study—what did you accomplish?*)

### Thesis: "Title"

Advisor: Dr. X Smith

- Analyzed the effects of X on Y
- Utilized X processes...
- Findings:

*Research Assistant*, **Big State University**, Middletown, IN Aug 2004- present

- Incorporated Tryptophan (Trp) Analogs into the Phosphofructokinase from *Bacillus stearothermophilus* (BsPFK).
- Studying the mechanisms of a chemotaxis system (Transmembrane Serine Receptor, Tsr) in *Escherichia coli*.
- Measured ligand-binding properties (dissociation constant and stoichiometry) of the periplasmic domain of Tsr using both fluorescence spectrometry and isothermal titration calorimetry.
- Determined the oligomeric state of periplasmic domain of Tsr using analytical ultracentrifugation and analytical gel filtration.
- Developed a spectrophotometric method using proteins on native cell membrane.
- Studied the inhibition effect of ligand-bound Tsr on a complexed histidine kinase activity using coupled enzyme activity assay and radioactive assay.

## EDUCATION

- Texas A&M University**, College Station, TX Aug 2009  
Ph.D., History; GPR 3.93  
Dissertation: "Title"  
Advisor: Dr. Z. Smith
- Big State University**, Middletown, TX Aug 2004  
M.A., History, GPR 3.89  
Thesis: "Title"
- B.A., Philosophy Jul 1999

## TEACHING INTERESTS

Digital humanities in the classroom, field-based learning theory, student-centered learning modules

## TEACHING EXPERIENCE

- Dept. of XXX, University of XXX** Fall 2006 – Spring 2012  
*Instructor*
- Designed two new first-year courses in XX
  - Prepared all lectures and exams; evaluated student performance and assigned grades
  - Created and implemented new final project for senior level course
- Dept. of XXX, University of XXX** Fall 2005 – Spring 2006  
*Teaching Assistant*
- Assisted with XXX course
  - Prepared and graded all exams; calculated and managed all course grades
- Guest Lecturer*
- Lectured in XXX course in professor's absence 3 times during the semester

## PUBLICATIONS

### Published

Doe, John. "Title." *Journal* 99.3 (2011):112-120.  
(use whatever style your dissertation uses for references)

### Submitted

(articles that you have sent to journals for review)

### In Preparation (or In Progress)

(papers you are currently and actively working on)

## CONFERENCE PRESENTATIONS

**American Antebellum Association Conference**, New York, NY, Feb 2008  
"Title of paper"

**Title of Conference**, Noname, TX, August 2007  
"Title of paper"

**Title of Conference**, New Orleans, LA, August 2006  
"Title of paper"

# General Tips

- ❑ Every application will be in a different format (online upload v. email v. hardcopy) and will include different documents—*Follow all instructions carefully!!*
- ❑ Deadlines are real. “Open until filled” = ASAP (as soon as polished)
- ❑ Contact search committee if you have questions about application itself (do NOT contact re: timeline, “just checking”, etc.)
- ❑ Allow plenty of time to write documents (do this the summer before you begin your search)
- ❑ Thoroughly research the school & department
- ❑ Use AggieNetwork and LinkedIn to conduct informational interviews to win internal allies!!
- ❑ Use Vitae’s free dossier service ([chroniclevitae.com](http://chroniclevitae.com))



# General Tips (for international students)

- ❑ Do NOT include any personal demographics in your contact information (photo, age/date of birth, marital status, nationality, etc.). It is illegal in the U.S. for search committees to consider these factors.
- ❑ Find the contact info for the University's International Faculty Services. This department will be your point of contact for any visa-related questions you may have.
- ❑ Visit A&M's University Writing Center for additional assistance with grammar, punctuation, etc. on your written application documents—especially if English is not your primary language!

Pop Quiz: There are 200 applications for 1 open position....so, who gets an interview?



- (a) The smartest applicants/applicants with the highest GPA
- (b) The applicants with the most publications in top journals
- (c) The applicants with the best teaching record
- (d) The applicants with the nearest graduation date/degree in hand
- (e) None of the above

# Answer: It depends!!

The applicants who are *perceived* to be the “best fit” for this specific department at this specific time will get interviews.

And remember: every search committee is different!



# So what can I do?!?

- Research the school and department and APPLY SELECTIVELY! (quality > quantity)
- Use LinkedIn, AggieNetwork, Academia.edu, and *any* personal contacts to find internal allies at that school. Someone on the “inside” who can vouch for your character and academic potential is like a “golden snitch”—trumping GPA, publications, etc.
- Be patient. The Academic job search moves at the speed of academia; it may be months between application and interview. Also, remember that it typically takes more than one application cycle to secure a TT position.

# Helpful Websites

- ❑ The Chronicle of Higher Education Job Boards ([chronicle.com/jobs](http://chronicle.com/jobs))
- ❑ [HigherEdJobs.com](http://HigherEdJobs.com) (esp. dual career couples)
- ❑ [Careers.insidehighered.com](http://Careers.insidehighered.com)
- ❑ [Jobs.ac.uk](http://Jobs.ac.uk) (jobs in UK, Europe, and Australia/NZ)
- ❑ [TheProfessorIsIn.com](http://TheProfessorIsIn.com)
- ❑ Websites/Publications for professional organizations in your field
- ❑ [HireAggies.com](http://HireAggies.com) → Access HireAggies → Career Shift (finds ALL advertised jobs)

# Need Assistance?

Come to the  | **CAREER CENTER**  
TEXAS A & M UNIVERSITY

- Graduate Walk-In Hours—Koldus 209:
  - Monday and Friday: 8:30-11:00 AM (academic search)
  - Wednesday: 1:30-4:00 PM (general questions, resumes)
- Career Coffee Chat
  - Harvest Coffee Bar, downtown Bryan, Sundays 7-9pm
- By Appointment: Call 979-845-5139
- Email me: [kstober@tamu.edu](mailto:kstober@tamu.edu)