

CV

Shigeto Kawahara

1 What is CV?

- (1) What is CV (Curriculum Vitae)
 - a. It is a summary of your academic achievements.
 - b. You need it for many purposes: job search, fellowship, promotion, etc.
 - c. Undergrad students: it would be a good idea to include your CV in your graduate packet. (See another handout of mine for extra information you can put in, which you would take out as you become a graduate student).
 - d. When you apply for jobs, CV could be THE only thing that non-committee members read from your job application packet.

2 Elements of a CV

- (2) Elements of a CV
 - a. Your contact info.
 - b. Education.
 - c. Publications.
 - d. Presentations.
 - e. Grants and fellowships/ Honors and awards
 - f. Teaching experience (clarify what your teaching responsibilities were).
 - g. TA-ship (clarify what your teaching responsibilities were).
 - h. RA-ship (clarify what your job was).
 - i. Other service (workshop organization, journal review, conference abstract review, etc).
 - j. Other professional skills (language proficiency, computer skills, stats knowledge and skills)

- (3) People put other different things. Search online, find your favorite, and follow its style.¹

¹People put academic memberships—I am not sure, because all you need to do is to pay for membership fees. I also would not recommend putting your personal information, although it is ultimately up to you.

3 Some advice

- (4) Some advice
 - a. Update your CV constantly before you forget.
 - b. You may be requested to submit your CV on a very short notice.
 - c. Post your CV on your website in PDF or HTML.
 - d. If it is in PDF, don't name the file "cv.pdf". Name it "cv_yourlastname.pdf"
 - e. If you are applying for research universities, put publications on top.
 - f. If you are applying for teaching universities, put teaching information on top.²
 - g. Add the last updated date.

²I got this advice from Christopher Potts, although I did not end up applying for teaching universities.