

## Academic Curriculum Vitae (CV) Guidelines

Whether you are developing or revising your CV document, you would do well to think of your CV as a comprehensive list of the education, academic accomplishments, professional interests, teaching, research and service experience that you have acquired throughout your academic and professional life. Unlike a traditional resumé (which should focus only on the most relevant information and be a maximum of two pages), the CV can span several pages, cover a range of experiences and timelines, and include attachments.

The order of information presented will vary according to the focus of the position to which you are applying as well as the areas you choose to emphasize based on your knowledge of the institution's values. The most impressive and relevant information should appear early in the document. Acceptable approaches to developing or formatting a CV vary by field. It is best to consult with your academic supervisor regarding your CV and other job application documents prior to submission.

### **When to use the CV vs. a Resumé**

Typically, a CV is required for entry into or progression through academic positions. In some instances, a CV may also be requested for non-academic positions in government, medicine, research and international organizations. For most jobs outside academia, however, a resumé is the standard. If you are unsure about the application requirements for a specific role, inquire prior to submitting your documentation.

### **Presentation and Aesthetics**

When creating your CV, you should consider both appearance and content. Similar to a resumé, your CV must be error free, easy to read, attractive and accurate.

- Select good quality paper, a clear font, an appropriate size font (11 or 12) and avoid busy graphics or multi-colored ink and paper
- Margins of 1" on all sides are appropriate (you can adjust the top and bottom margins slightly to fit in an extra line, but no less than .5" top and bottom and be consistent)
- Section headings should be differentiated from the details by font style (i.e., bold, italics, capitals or underlined) or size and should be lined up consistently (centred or the left margin)
- In each section, information should be presented in reverse chronological order
- Use **BOLD** to highlight key information sparingly (i.e., the names of degrees, job titles)
- Use one consistent 'bullet' symbol (● or ■ or ◆ being the most common) throughout the document
- After the first page, include your name and the page number, but not your full 'header'
- Choose appropriate headings to best suit your background (see examples later in this document)
- In North America, it is not appropriate to include photos or personal information on a CV, with the exception of citizenship information which may be requested

### **Electronic CVs**

You should create a version of your CV to be sent electronically, if requested. An employer may specify a PDF version of your CV, a 'rtf or txt' version or simply a 'Word' version. For more information on creating and sending electronic applications, the Career Development Centre has developed a handout which you can view on our website at <http://www.lauriercc.ca/career/students/job/resume.htm>.

## Academic Curriculum Vitae (CV) Sample Guidelines\*\*

\*\* The following sample guidelines are meant to provide a starting point. Accepted approaches to developing a CV vary. Ensure you have someone knowledgeable from your academic area review your materials prior to submission.

### **YOUR FULL NAME and CREDENTIALS** (i.e., MA, PhD, etc.)

#### **CONTACT INFORMATION**

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Ensure you are easy to reach. Include a single address, phone number, contact email and web link (if applicable).

#### **EDUCATION**

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##### **Doctor of Philosophy, Discipline**

YEAR

University, City, Province

- add thesis title, supervisor and committee
- add comprehensive exam fields and committee members (optional)
- if PhD has not been completed, describe your current status

##### **Master of Science/Arts/Social Work/Discipline**

YEAR

University, City, Province

- add thesis title and/or supervisor

##### **Honours Bachelor of Science/Arts/Business Administration/ Discipline**

YEAR

University, City, Province

- add academic awards or GPA if it is particularly high

#### **AWARDS, DISTINCTIONS AND FELLOWSHIPS**

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You can list awards, scholarships and fellowships here if they are field-relevant or impressive (if not, then you can include this later in the document). If you have only one award or one per degree, you may list each award/fellowship as a bullet under the respective degree. If you have several, you may include them in a separate section (which could be presented here or later in the document depending on what you want to highlight). List the awards from most recent to least recent. Highlight funding you have received for research to show you are a 'fundable entity.' You may include a short description of the award to factors such as highlight prestige, monetary amount awarded.

#### **RESEARCH INTERESTS/ RESEARCH TECHNIQUES**

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Present both your existing research interests and point to future directions for your research. Use the terminology of your discipline including key 'buzzwords'. The content of this section may also include other specialized techniques that will vary according to your discipline, i.e., life sciences researchers may include research techniques and skills with equipment. Customize this section to the position and department you are targeting.

## RESEARCH EXPERIENCE

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List your relevant research experience, whether it was part of your graduate studies, postdoctoral work or temporary positions. For many disciplines, work experience with industry will be more useful if it contained a research component or is relevant to the discipline to which you are applying. If your work experience is less relevant, then you should present this later in the document in a separate section entitled, 'Additional Professional Experience'

### Name of Position

YEAR-YEAR

Supervisor, Department, Institution, City, Province

- use brief sentences with action verbs to describe your activities
- emphasize what was unique about your research, your techniques and the findings
- consider using the PAR formula (problem, action, result) or focus on achievements

## TEACHING INTERESTS

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Identify your areas of expertise and your desired future pursuits. Customize this section to the position and department you are targeting.

## TEACHING EXPERIENCE

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List your teaching experience using the professional title of the position, including teaching assistantships. Include the course name, course number, department and, optionally, a one-line statement about the content of the course. If you have very little teaching experience, you may choose to include seminars you have led or lab instructor/leader roles. If you are applying for a position with an emphasis on a teaching role, place this experience before 'Research Experience' and include a separate teaching statement.

### Name of Position

TERM, YEAR

Course Name and Number, Department, Institution, City, Province

- provide a one-line statement about the course content
- include brief descriptions of your role

If you have teaching experience from outside academia, you may include those as well, and include brief descriptions of your tasks, accomplishments.

### Name of Position

YEAR-YEAR

Organization, City, Province

- use brief sentences with action verbs to describe your activities
  - emphasize what was unique about your role
  - consider using the PAR formula (problem, action, result) or focus on achievements
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## **ACADEMIC & ADMINISTRATIVE EXPERIENCE (SERVICE)**

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Demonstrate how you have been active in the administrative life of your university and department. List the committees and student organizations in which you were involved.

**Name of Position**

YEAR-YEAR

Department, University, City, Province

- briefly describe the committee type, focus and your role
- include an initiative you took and/or an achievement you had with results

## **PROFESSIONAL EXPERIENCE**

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You may list other jobs you feel provide relevant skills. List basic, brief information such as:

**Name of Position**

YEAR

Organization, City, Province

- use brief sentences with action verbs to describe your activities
- consider using the PAR formula (problem, action, result) or focus on achievements

## **CLINICAL EXPERIENCE/KNOWLEDGE**

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If relevant (i.e., for social work graduates), you can list your relevant clinical experiences and areas of expertise. You might include a list of 'techniques', theoretical frameworks and populations you have worked with in a clinical capacity.

**Position**, Organization, City, Province

YEAR-YEAR

- briefly include information on the population with which you have worked, core issues, techniques
- i.e., 'Provided crisis intervention to at-risk youth populations using a brief therapy model'

## **PUBLICATIONS**

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If your publication list is extensive (i.e., more than one page), consider presenting this list on a separate page(s) at the end of your CV, just before your references. If you have less than one page, list your publications here. Use the commonly accepted citation method of your field (i.e., MLA, APA). If you have a large number of items, you may divide the publications into sub-sections to explain your publication history, such as book reviews, peer-reviewed, work-in progress, articles, or based on subject matter.

## **PRESENTATIONS/ CONFERENCES/ POSTERS**

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Categorize this section by papers, presentations, posters, proceedings, public lectures. Include the name of the conference.

## **PROFESSIONAL AFFILIATIONS**

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Include a list of professional organizations/associations with whom you are affiliated.

**Affiliate Member**, Ontario Association of \_\_\_\_\_, Toronto, Ontario

YEAR-YEAR

## **PROFESSIONAL DEVELOPMENT**

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This section provides a basis for evaluating the breadth of your knowledge. Provide a list, if relevant, of professional development and certification programs which you have attended or completed. List them in the same format as educational program listings. For music students you can include a list of 'Master classes' (note: This should probably be presented earlier in the document, on the first or second page).

## **COURSE/CURRICULUM DEVELOPMENT**

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If you were involved in the development of a new course or the re-development of an existing course or area of study, you can include this with the above or highlight it separately.

## **COMMUNITY INVOLVEMENT**

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Many institutions do value community involvement. If you served on boards of directors, committees or volunteered in a professional capacity. For example, a social work student may volunteer at a community crisis unit or a physics student may volunteer to teach physics at a local physics and astronomy club in the community.

### **Position**

YEAR-YEAR

Organization, City, Province

- brief summary of role and may include a brief description of organization/population.

## **LANGUAGES**

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Describe varied levels of fluency in another language according to the following: 'Basic', 'Intermediate', 'Fluent'. If you are perfectly bilingual add 'Fluently bilingual in English and Spanish'.

## **PERFORMANCES AND PROFESSIONAL REPERTOIRE**

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Music/performance students can include a section that lists relevant highlights.

## **INTERESTS**

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You can include one section which includes both Interests and Volunteer/Community Activities if you have only one or two volunteer activities. If you include interests, present them in full-sentence form and make an interest something worth including and discussing. For example, international travel can be very beneficial for certain disciplines.

## Additional Components of the Application Package

### REFERENCES AND LETTERS OF RECOMMENDATION

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You can choose to provide your list of references under the appropriate heading at the end of your CV, or on a separate piece of paper. You will need to include at least three references including all current contact information. Contact these people ahead of time and inform them of your application. Your supervisor should be your first referee. You can include referees from your master's degree. Other non-academic employers may also be included, but you should not include more than one. Provide your referees with a copy of your CV, material from your professional portfolio and other information you think will be useful in assisting them in recalling and highlighting your most relevant skills and accomplishments.

You should ask for letters of recommendation from faculty members with whom you have worked (your advisor and those for whom you have been a Teaching or Research Assistant, as well as others that you have worked with/for (for example, if you have worked as a Social Worker you should have letters of recommendation from your supervisor). In some cases a reference may ask you to write a draft of the document yourself. First, discuss with them the skills you want to present and then write the letter for their review.

### TEACHING STATEMENT

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Most educational institutions are now requesting a 'Summary of Teaching Experience' or a 'Statement of Teaching Philosophy' to be included in the application package. This document should be presented on a separate piece of paper (with your name and contact information on the first page and your name and page number on subsequent pages). As with the CV, this document needs to be attractive and error free. You may present this information with headings and in both bullet and paragraph form.

Unless otherwise stated this statement should be between one to two pages in length and incorporate information on:

- Your teaching experience (not a detailed list of courses, as this information is on the CV)
- Your teaching interests including courses you could teach or would like to teach and those you would like to develop
- Teaching philosophy and views on teaching and education

Connect with your institution's Teaching Support Services for more information on developing your teaching philosophy, dossier and portfolio.

### RESEARCH STATEMENT

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Keep in mind that this is not the same as a research proposal. You do want to include some information about your past, current and future research plans, but do not get 'bogged down' in the specific details. Focus on what is interesting and why you are passionate about your research. You can discuss what you did and how you did it, but do not forget to discuss why you did it, what you learned, what it means and why it is relevant. When you discuss future research plans, keep in mind the application of this research to your position at that institution. What will your research mean? What will it enable you to do? How will it benefit the department and the students? You want to strike a balance between presenting the details of your research and communicating what is interesting and relevant. Each reader may be looking at this document from a different perspective. Be certain to keep these perspectives in mind as you discuss your research.

## CATEGORIES AND SECTION HEADINGS APPROPRIATE FOR THE CV

academic preparation  
academic training  
degrees  
dissertation  
dissertation title  
dissertation topic  
comprehensive areas  
master's project  
thesis

professional competencies & special skills  
course highlights  
education highlights  
proficiencies  
areas of knowledge  
areas of expertise  
areas of experience  
areas of concentration in graduate study  
graduate fieldwork  
graduate practicum  
specialized training  
internships  
teaching/research assistantship

teaching interests  
academic interests  
research interests  
educational interests  
postdoctoral experience(s)  
professional interests  
professional experience  
professional overview  
professional background  
academic appointments

experience highlights  
related professional experience  
research appointments  
research experience

academic accomplishments  
professional achievements  
career achievements  
career highlights  
background  
research overview  
administrative experience  
consulting experience  
consultantships  
continuing education experience  
related experiences  
academic service  
advising  
professional service  
professional community service  
professional development  
university involvement  
service  
outreach

faculty leadership  
major committees  
committee leadership  
departmental leadership  
professional association advisory boards  
major university assignments  
advisory committees  
national boards  
conferences attended  
conference participation  
conference presentation  
conference leadership  
workshop presentation

Source:

*THE CURRICULUM VITAE: AN INTRODUCTION TO PRESENTING AND PROMOTING YOUR ACADEMIC CAREER, Dr. Angela M. Nelson, Bowling Green State University, Ohio, US.*

convention addresses  
invited lectures  
invited addresses  
presentations and publications  
lectures and colloquia  
scholarly presentations  
abstracts  
program and workshop publications  
professional activities  
scholarly publications  
scholarly works  
works in progress  
bibliography

books  
chapters  
editorial boards  
professional papers  
technical papers  
refereed journal articles  
editorial appointments  
articles/monographs  
reviews  
book reviews  
multimedia materials

selected presentation  
research awards  
research grants  
funded projects  
grants and contracts  
grant activity  
patents  
exhibits/exhibitions  
arrangements/scores  
performances  
recitals

portfolio  
recommendations  
references

fellowships  
honours  
academic awards  
distinctions  
scholarships  
college distinctions  
activities and distinctions  
honours and awards  
professional recognition  
prizes  
college activities

awards  
affiliations  
memberships  
professional memberships  
memberships in scholarly societies  
professional organizations  
honorary societies  
professional societies  
professional certification  
certification  
licensure  
endorsements  
special training

foreign study  
academic study abroad  
academic travel abroad  
international projects  
languages  
languages competencies

dossier  
credentials  
placement file

Source:

*THE CURRICULUM VITAE: AN INTRODUCTION TO PRESENTING AND PROMOTING YOUR ACADEMIC CAREER, Dr. Angela M. Nelson, Bowling Green State University, Ohio, US.*



## ACTION WORDS APPROPRIATE FOR THE CV

abstracted	elected	participated
accomplished	encouraged	performed
acquired	established	planned
acted	evaluated	prepared
addressed	examined	presented
advised	expanded	presided
analyzed	facilitated	produced
arranged	founded	programmed
articulated	generated	projected
assessed	guided	promoted
assisted	identified	published
authored	illustrated	recognized
budgeted	implemented	recruited
catalogued	improved	represented
chaired	increased	researched
co-authored	initiated	reviewed
collaborated	instructed	revised
collected	integrated	scheduled
communicated	interpreted	screened
complied	interviewed	selected
completed	introduced	served
composed	invented	solved
conducted	investigated	sponsored
consulted	lectured	streamlined
co-ordinated	maintained	strengthened
counselled	managed	studied
created	mastered	supervised
delivered	monitored	taught
designed	motivated	tested
developed	negotiated	trained
directed	nominated	translated
drafted	observed	tutored
earned	organized	verified
edited	originated	volunteered
wrote		

Source:

*THE CURRICULUM VITAE: AN INTRODUCTION TO PRESENTING AND PROMOTING YOUR ACADEMIC CAREER, Dr. Angela M. Nelson, Bowling Green State University, Ohio, US.*

## The Academic Cover Letter (Letter of Application)

### **PURPOSE**

This document should always accompany your application. The purpose of this document is not to repeat information from other documents (CV, Teaching and Research Statements) but to summarize your relevant qualifications and experiences as they relate to the job and your ability to do the job. It is not just about what you did, but about why and how you did it and why it is relevant to the position you are targeting. In this document you should go beyond the facts and details (although you will still include some details) and communicate what you have to offer, as well as demonstrate your potential as a teacher, researcher, colleague, mentor and more.

### **LENGTH**

Since you are likely including other documents in your application package (CV, Teaching and Research Statements), you should aim to create a cover letter that does not exceed two pages. In some fields you may need more pages as you may be asked to submit a document that 'demonstrates your skills and experience' in several core competency areas which they may specify (for example, clinical skills and experience, obtaining funding, supervising students). You can use the same paper and heading style as on the first page of your CV. Keep in mind that your cover letter is also considered a sample of your writing and will be judged as such.

### **CONTENT**

In this letter of application you should address each of the core elements of the job as outlined in the posting, in separate paragraphs (note: teaching and research are the primary areas, but there may be others). Keep in mind your achievements, how you achieved them and why they are relevant. Include information about your involvement in the university and community. For each core element of the job posting, you should be able to communicate your information in one solid paragraph. If there are two distinct aspects of the element, you may include two shorter paragraphs in place of one. When you do mention specific qualifications and experiences you do not need to be 'specific' with all of the details. You can simply say, "my experience teaching first year students research skills provide me with the opportunity to learn . . . ."

### **LAYOUT**

#### **Opening paragraph**

Introduce yourself and your status and indicate your interest in a specific position, followed by the source of the posting. Try to capture the reader's interest by providing a strong statement of something unique/interesting about what you have to offer. You may include mention of your relevant experience and qualifications and your interest in applying to the position.

#### **Research Paragraphs**

This letter may be read by search committee members without the same background as yours, so keep this in mind when discussing your research. Focus on what is interesting and relevant about your research. You want to engage the reader by demonstrating what your research has to offer, how it connects with the institution, its curriculum and the community, and how you will use it to benefit students and the institution. You may choose to focus on emphasizing the most relevant aspect of your dissertation and/or relevant postdoctoral experience.

## **Teaching Paragraphs**

Since many institutions now request a separate teaching statement, you do not need to repeat all of that information in the letter, but it is important to summarize the key components. Briefly summarize your relevant teaching experience, such as highlighting the courses you have taught, the class size, and what your responsibilities included. It is important to include the courses you could and would like to teach (keep in mind the population and focus of the specific institution and the job posting). Then focus on what you would do for the employer and how you would do it (what strengths you bring and how you will apply them to teaching, working with students, developing courses).

## **Achievements/University Involvement/Committees**

Include a paragraph which demonstrates your achievements and involvement in the university and community.

## **Closing Paragraph**

Do not repeat the cover letter or even use this paragraph to summarize the above paragraphs. In this paragraph you have the opportunity to really connect with the reader and display your interest and insight into what you have to offer and why you would make a good addition to the institution. Tell the reader that you understand what is required and needed to make a contribution and you are aware of what you have to offer that enables you to make this contribution.

## **CONSULTATION**

Academic cover letter writing is specific to each academic discipline, so be sure to consult with your supervisor or other trusted sources in your area about disciplinary practices and conventions. As a final check, prior to submission of your cover letter, it is important to ensure that all the key aspects of the job posting have been addressed and that someone from your academic area has reviewed your entire application package to ensure completeness, appropriateness and accuracy.