



PREPARING YOUR ACADEMIC CV

OR

WHAT IS THE DIFFERENCE BETWEEN A RESUME AND A CV?

Presented by:

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WHAT'S BEST?

Resume

A **resume** is a brief summary of your skills and experience over one or two pages

Curriculum Vitae (CV)

CV is more detailed and can stretch well beyond two pages

Typically used in Academia and Research based careers

THE BASICS

The curriculum vitae (CV)

- Comprehensive statement of your educational background, teaching, and research experience.
- Standard representation of credentials within academia.



THE BASICS

- The full CV is usually used when applying for academic positions, tenure and academic promotion.
- Tailor your CV to the specific rank to which you are applying and place emphasis on key areas (70/30 or 40/40/20)
- For a bi-partite tenure or promotion, the CV will strongly emphasize teaching/professional role and service.
- For a tri-partite tenure or promotion, the CV will accentuate research.
- Format can vary by field, so also seek specific advice from colleagues, and others within your field.
- No length restrictions for CVs. (10..... page range)

FORMATTING OVERVIEW

- Must be well organized and logical.
- Use an effective format and be consistent.
- Use bolds, italics, underlines, and capitalization to draw attention to key items that match sections in your T and P portfolio
- List all relevant items in chronological order for each section.
- Page numbers are handy for those that print out the T and P package
- Use a running head for all pages

SECTIONS TO INCLUDE-SUGGESTED ORDER

Current information (name etc., department.) including updated date (right justified)

Education/Education Background (Include academic focus thesis title, supervisor name)

Additional Certificates/Education related to your position

Academic Appointments

**Additional Employment related to your position

Grants

Research Funding

Research and Scholarly Activity

Publications

Presentations (*Refereed Publications, Refereed Presentations, Invited Presentations, Non-Refereed*)

Teaching/**Instruction/Professional Role** (*Areas of Teaching, Courses Taught, *Student Supervision*)

University, Professional and Community Service-*What was your role? (*Departmental, Faculty/School/University/External*)

Professional Memberships-*Include your role*

SECTIONS TO INCLUDE-SUGGESTED ORDER

Current information (name etc., department.) including updated date (right justified)

Education/Education Background (Include academic focus thesis title, supervisor name)

Additional Certificates/Education related to your position

Academic Appointments

**Additional Employment related to your position

Personal Awards (not grants)

Research and Scholarly Activity

Research Funding

Publications and Presentations (*Refereed Publications, Refereed Presentations, Invited Presentations*)

Teaching/**Instruction/Professional Role** (*Areas of Teaching, Courses Taught, Student Supervision*)

University, Professional and Community Service-*Include your role-(*Departmental, Faculty/School/University/External*)

Professional Memberships-*Include your role*

EDUCATION

- **Location**
- **Degree**
- **Dissertation/Thesis/Project**
- **Projects of note**
- **Awards**

ACADEMIC APPOINTMENTS

September 15th, 1997 to present

Senior Lecturer, Tenured, Faculty of
Student Development,
Thompson Rivers University

RESEARCH AND SCHOLARLY ACTIVITY

I. RESEARCH FUNDING

(date, funder, title of publication, funding amount)

2021-2022

Title

Amount

\$75,000

Natural Sciences and Engineering Research Council of Canada

(NSERC) Synergy Award for Innovation: Pink, M., (P.I), Hardbottle, G.

Using Nanotechnology to Support Regeneration in ponderosa Dougl

RESEARCH AND SCHOLARLY ACTIVITY

II. PUBLICATIONS AND PRESENTATIONS

REFEREED PUBLICATIONS

Pink, M, Hardbottle, G. (2022) *Using Nanotechnology to Support Regeneration in ponderosa Dougl. Clinical Journal, Volume 10: (Accepted)*

Pink, M, Hardbottle, G. (2020) *Using Nanotechnology to Support Regeneration in ponderosa Dougl. Clinical Journal, Volume 10: (May/June)* https://www.researchgate.net/profile/Karsten-Zegwaard/publication/336055589_Refereed_Proceedings_of_the_2_nd_International_Research_Symposium_on_Cooperative_and_Work

BOOK CHAPTERS



*Should I include publications/conference papers/presentations that are pending?

PUBLICATIONS AND PRESENTATIONS

REFEREED PRESENTATIONS

Pink, M, Hardbottle, G. (2022). International Institute for Nano Technology (INT) *Using Nanotechnology to Support Regeneration in ponderosa Dougl.* (Virtual Presentation) January 10, 2023

INVITED PRESENTATIONS

TEACHING/INSTRUCTION/PROFESSIONAL ROLE

Areas of Teaching/Professional Focus

- Career Theory
- Experiential Learning
- Labour Market and Population Migration

List of Courses Taught *or* Outline of professional Role

Undergraduate Student Supervision (*Student name, your role, scope of research*)

Graduate Student Supervision (*Student name, your role, scope of research*)

INSTITUTIONAL SERVICE

- List institutional committees you have served on, including:

- positions held

(note-this is part of the “increasing sphere of influence” moving from “member” to “co-chair or chair of a committee)

- student groups you have supervised (outside of research grant/teaching section)
- special projects you have assisted with
- For Williams Lake faculty-add a subsection of service unique to Williams Lake campus.

Typically in this order with these titles:

- Department
- Faculty
- University
- Professional Associations
- Community

PROFESSIONAL ASSOCIATIONS

- Memberships in local, provincial, national and international professional organizations.
- List significant appointments to positions or committees in these associations. (*increasing sphere of influence*)
- List of Editor and Reviewer Positions

SHOULD I INCLUDE HARD OR SOFT SKILLS?

(TYPICALLY FOR A RESUME FORMAT NOT AN ACADEMIC CV)



Hard skills are specific, teachable abilities that can be defined and measured, such as typing, writing, math, reading and the ability to use software programs.

Soft skills are less tangible and harder to quantify, such as hard-working, getting along with others, listening and engaging in small talk.

REFERENCES

- Not required for the TRU Tenure and Promotion CV

*****For Tenure and Promotion-you will be asked to provide arms length references to your schools committee

EXAMPLES

Rachel Green

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EDUCATION

PhD in English

May 20xx

University of Illinois at Urbana-Champaign

Dissertation title: "Down on the Farm: World War One and the Emergence of Literary Modernism in the American South"

Committee: Margaret Black, Naomi Blue, John Jay, Robert Roberts (Chair)

MA in English

20xx

University of Illinois at Urbana-Champaign

BA in English and Communications, *summa cum laude*

20xx

Butler University, Indianapolis, IN

TEACHING & ADVISING

Composition Instructor

20xx-present

Research Writing Program, University of Illinois

- Facilitator for seven sections of English composition.
- Planned and taught a writing-intensive course based upon current events.
- Used instructional technology to enhance pedagogical technique.
- Taught in part with an innovative, interdisciplinary team-teaching program design.

Literature Instructor

20xx-present

Department of English, University of Illinois

- Instructor of record for two sections of literature, including *Major American Authors* and *Introduction to Poetry* per semester.
- Integrated multimedia and humanities approaches to teaching literature using film and instructional technology.

Coordinating Group Leader

20xx-20xx

Research Writing Program, University of Illinois

- Planned and led required training session for teaching assistants and new composition teachers.
- Helped to mentor new hires to the English Department staff to ensure their engagement and professional development.
- Provided job shadowing and training opportunities to assist new hires in adjusting to the pace of work and the tone and style of the University.

Discussion Leader

20xx

Carolina Summer Reading Program, University of Illinois

- Led group discussion for first-year students on academic topics.

Teaching Assistant

20xx-20xx

Department of English, University of Illinois at Urbana-Champaign

- Taught a section on film criticism, including film history, theory and technical vocabulary.
- Planned lessons and assignments, led discussion sections, graded papers and exams.
- Organized and led group discussions on social and academic issues.

RESEARCH EXPERIENCE

Doctoral Researcher

20xx-20xx

Department of English, University of Illinois at Urbana-Champaign

- Conducted primary source research at numerous archives, examining publication history through multiple sources.
- Examined the literature of William Faulkner, Thomas Wolfe, and Tennessee Williams, exploring their publication records, construction of literary identity, and relationship with modernism.

Research Assistant

20xx

Department of English, University of Illinois at Urbana-Champaign

- Assistant to Professor Robert Warren, conducting primary and secondary source research.
- Organized for the "New Directions in the Study of Southern Literature: An Interdisciplinary Conference."

PUBLICATIONS

Associate Editor of North Carolina Slave Narratives. John Jacob Franz, general editor. Forthcoming from University of Illinois Press, 20xx.

Johnson, JM, Lolie, T., and **Green, R.** "Lost on the Farm: Popular Beliefs" Somebody Journal, Special Issue, Reflections on the Americas. Vol. 6. Accepted and forthcoming.

Green, R. "Fugitives/Agrarians" in A Companion to Twentieth-Century American Poetry. Rutgers Press., 20xx.

Davis, D.A. and **Green, R.** "Will N. Harben," "Etheridge Knight," and "James Wilcox" in Southern Writers: A Biographical Dictionary. Louisiana State University Press, 20xx.

CONFERENCE PRESENTATIONS

"Artistic Colloquialism," Illinois Graduate College Seminar, speaker and organizer. Urbana, IL, 20xx.

"Transitional Bible Belt," US Divergence Symposium, Duke University, NC, February 20xx.

"The Ministry of Rev. Thomas H. Jones," South Atlantic Modern Language Association. Atlanta, GA, May 20xx.

"Shackles and Stripes: The Cinematic Representation of the Southern Chain Gain." American Literature Association. Cambridge, Massachusetts, November 20xx.

"Body Place of Sprits in the South," Queen Mary College, University of London, April 6-8, 20xx.

HONORS AND AWARDS

Jacob K. Javitz Fellowship, U.S. Department of Education 20xx-present

Graduate College Dissertation Completion Award, University of Illinois 20xx

Campus Teaching Award based on student evaluations, University of Illinois 20xx-20xx

Doctoral Fellowship, Illinois Program for Research in the Humanities, 20xx-20xx

University of Illinois

Summer Research Grant, Center for Summer Studies, City, ST 20xx

Graduate College Conference Travel Grant, University of Illinois 20xx & 20xx

Most Outstanding Butler Woman, Butler University, Indianapolis, IN 20xx

Academic Scholarship, Butler University, Indianapolis, IN 20xx-20xx

PROFESSIONAL SERVICE

Managing Editor

20xx-present

Southern Literary Journal

- Process manuscripts submitted for publication
- Oversee production and publication procedures.
- Maintain editorial correspondence with prospective contributors.
- Conduct business transactions including publicity, subscriptions and advertising.

Poetry Staff

20xx-present

University Quarterly

- Review and solicit poems for possible publication.

Editorial Assistant

20xx-20xx

Southern Literary Journal

- Designed and maintained journal's internet presence.
- Edited copy for publication on a monthly basis.

UNIVERSITY SERVICE

Graduate Mentor

20xx-20xx

The Career Center, University of Illinois

- Counsel minority undergraduates on graduate programs, application procedures and funding.

Career Advisory Committee

20xx-20xx

Graduate College, University of Illinois

- Served on university committee to evaluate and propose career services for graduate students.
- Collaborated with faculty and students to prepare final report for submission to the Graduate College Dean.

University Library Advisory Committee

20xx-20xx

Undergraduate Library, University of Illinois

- Advised University Librarian on needed services and improvements.

PROFESSIONAL MEMBERSHIPS

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| • Modern Language Association (MLA) | • Society for the Study of Southern Literature |
| • American Literature Association (ALA) | • Robert Penn Warren Circle |
| • American Studies Association (ASA) | • Southern Research Circle |
| • South Atlantic Modern Language Association (samla) | • Fellowship of Southern Writers |

EXAMPLES

JUAN GARCIA

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EDUCATION

Doctor of Philosophy in Civil and Environmental Engineering University of Illinois at Urbana-Champaign <i>Dissertation title: "Visualizing Geotechnical Engineering Principles"</i> <i>Advisor: Professor Ted S. Visor</i>	Expected Fall 20XX
Bachelor of Science in Civil Engineering Universidad Nacional de San Juan, San Juan, Argentina (UNSJ)	May 20XX

RESEARCH INTERESTS

Investigations to improve seismic force-resisting systems through simulations and various visualization techniques.

RESEARCH EXPERIENCE

Graduate Research Assistant <i>Department of Civil Engineering, University of Illinois</i> • Design and execute small-scale testing to validate control algorithms derived to simulate seismic force-resistance. • Contribute to multi-disciplinary project aimed at developing visualizations and simulations to predict seismic force damage to various materials. • Collaborate and coordinate with faculty, staff scientists, and fellow graduate students across departments.	20XX - Present
Undergraduate Consultant <i>Departamento de Ingenieria, UNSJ</i> • Selected by the General Director of the City Planning Department of San Juan, to participate in the structural analysis and seismic assessment of the Dr. Guillermo Rawson Hospital, one of the largest construction projects to date in the most hazardous seismic area in Argentina. • Collaborated with two other members of a team to carry out a nonlinear static analysis of the structure - primary objective and main focus of the project - in agreement with FEMA 356 Pre-standard for the Seismic Rehabilitation of buildings.	20XX

TEACHING AND MENTORING EXPERIENCE

Teaching Assistant, Introduction to Structural Engineering <i>College of Engineering, University of Illinois</i> • Prepared lectures and class activities focusing on the analysis of determinate and indeterminate structures for 15-25 freshman and sophomore level undergraduates. • Created and graded course assessments to ensure students understood material and stayed on track. • Recognized as <i>List of Teachers Ranked Excellent by Their Students</i> .	Spring 20XX - Present
Instructor, Latino/a Culture <i>Anthropology Department, University of Illinois</i> • Integrated multimedia approaches and used instructional technology to enhance pedagogical approach. • Explained challenging concepts using planned lessons, assignments and targeted discussions for 75 freshmen and sophomore students.	Spring - Fall 20XX
Graduate Mentor, Illinois Summer Research Opportunities Program <i>The Graduate College, University of Illinois</i> • Mentored two undergraduate students in data collection and analysis to visualize the properties of various geotechnical materials. • Guided the students in preparation and presentation of research findings.	Summer 20XX, 20XX

TEACHING AND MENTORING EXPERIENCE CONTINUED

Graduate Mentor, Illinois Summer Research Opportunities Program <i>The Graduate College, University of Illinois</i> • Mentored two undergraduate students in data collection and analysis to visualize the properties of various geotechnical materials. • Guided the students in preparation and presentation of research findings.	Summer 20XX, 20XX
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HONORS AND AWARDS

Fulbright Scholarship to pursue a PhD • 20 scholarships awarded in Argentina that year	20XX
Flag Honor Guard Member • Qualified by graduating with honors and ranking 4 th among engineering majors at UNSJ	20XX

GRANTS

Granting Agency, "Title of Grant", \$00,000	20XX - 20XX
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PUBLICATIONS

Garcia, J., other authors. (Year). Title. *Journal, Volume (Issue)*, page numbers. doi:.
Garcia, J., other authors. (in press). Title. *Journal, Volume (Issue)*, page numbers.
Garcia, J., other authors. (Year produced). Title. Manuscript submitted for publication.
Garcia, J., other authors. (Year draft produced). Title. Manuscript in preparation.

CONFERENCE PRESENTATIONS

ORAL PRESENTATIONS

Garcia, J., other authors. (Year, Month). Title. Minisymposium on subject, Meeting, City, State.
Garcia, J., other authors. (Year, Month). Title. Meeting, City, State.

POSTER PRESENTATIONS

Garcia, J., other authors. (Year, Month). Title. Poster session presented at Meeting, City, State.
Garcia, J., other authors. (Year, Month). Title. Paper presented at Meeting, City, State.

PROFESSIONAL EXPERIENCE

Civil Engineer at consulting firm <i>TOSS Ingenieria, La Paz, Peru</i> • Engineer in charge of the implementation of seismic validation at La Paz Central hospital. • Developed extensive modeling and visualization algorithms to expedite validation.	20XX - 20XX
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UNIVERSITY SERVICE

Facilitator <i>College of Engineering, University of Illinois</i> • Participated in the organization of the Principal's Scholars Program 20XX GEAR UP College Bound Summer Program, where a group of minority children from elementary and middle school visited the college to learn about different paths in engineering. • Prepared a bridge design competition using popsicle sticks and glue, where the children demonstrated their skills and their creativity.	July 20XX
Student Assistant <i>Office of International Student and Scholar Services (ISSS), University of Illinois</i> • Assisted with check-in procedures for incoming international students. • Helped incoming international students with information on procedures and resources for their successful arrival on campus.	July 20XX



Thank you

Q&A

Presented by:

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Career and Experiential Learning Department
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