

CV Writing for HRI Graduate Associates

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In the simplest terms, a CV, or curriculum vitae, is a resume, but a resume specifically designed to summarize your scholarly life. In many instances, from your first application for graduate school admission to major grant applications in later stages of your career, your CV will serve as your first--and in some cases *only*--chance to make an impression on committee members, assessors, reviewers, and the like. Thus, more than simply a record of achievement and list of credentials, a CV is a living document that can and often should be tailored (always, of course, honestly and professionally) to suit the needs of the situation or body that asks for one to be submitted.

Below you will find a basic template for an academic CV; it is based on a model that has been commonly recommended to faculty by various bodies at Brock:

- A. Biographical and Contact Information
- B. Formal Education
- C. Academic Distinctions and Awards
- D. Academic Positions
- E. Scholarly Activity
 - 1. Publications
 - a) Monographs
 - b) Edited Collections
 - c) Chapters in Books
 - d) Articles in Refereed Journals
 - e) Essays in Refereed Conference Proceedings
 - f) Book Reviews
 - g) Theses
 - 2. Conference Presentations
 - a) Papers Presented at Conferences and Learned Societies
 - b) Sessions Organized and/or Chaired for Conferences and Learned
 - c) Other Invited Talks
 - 3. Grants Obtained
 - a) Internal Grants
 - b) External Grants
 - 4. Work in Progress
 - a) Books and Chapters in Books
 - b) Articles in Refereed Journals
 - c) Book Reviews
- F. Teaching Activity
 - 1. Courses Taught
 - a) Graduate
 - b) Undergraduate
 - 2. Graduate and Undergraduate Supervision
 - a) Graduate Supervisions

- b) Graduate Thesis and MRP Committees
- c) Undergraduate Supervisions
- 3. Instructional Development
- G. Other Scholarly Activity
 - 1. Service as an Assessor/Referee
 - 2. Presentations and Workshops
 - 3. Memberships in Scholarly or Professional Societies
- H. Service Activity
 - 1. Departmental
 - 2. University
 - 3. Communities

Note that many of these categories simply won't apply to early-stage graduate students: no one expects you to have publications before you are well into doctoral studies, for example, and you will have few, if any chances to serve as an Assessor or Referee until after you've built up a publishing profile. If you don't have anything to list in a particular category, simply do not include that category.

Of course, once you fill in what you do have and eliminate the categories that don't (at least don't yet) apply to you, it may seem like your CV is--to you, at least--frustratingly sparse. If so, you may want to think about adding other categories to highlight important aspects of what you have done: categories such as "Graduate Courses Completed," "Research Assistantships," "Academic Volunteer Work," "Peer Mentoring," are just some of things that you may be able to include in your CV at this stage, but that you will likely want to remove at a later stage. You may have others; if you think it will help to draw attention to or otherwise raise your *academic* profile--not just your general non-academic work history, and almost never scholarly achievements from before your undergraduate career--then find an appropriate place for it in one of the categories or create one that suits.

At the same time, you may in fact have one publication or have given a conference presentation, but you've won several academic prizes, some for fairly substantial sums of money. In that case, change the order of the categories to reflect your strengths and downplay your (perceived) weaknesses. While, to my mind, your contact information and formal education history need to be right up front, whether you are a beginning graduate student or a Full Professor, the other categories can be reorganized either A) to draw attention to major accomplishments or B) to best speak to the criteria of the situation. A CV for a scholarship application, for example, may emphasize past grant or scholarship success, whereas a CV for a Teaching Assistantship may emphasize your teaching experience.

Some other considerations to bear in mind:

Think about how it *looks*: this may seem silly, but a CV that appears haphazardly spaced, or inconsistently numbered, or oddly aligned, or whatever, may suggest to the reader that you are not detail oriented (bad for a potential research assistant), or not a careful record keeper (bad for a potential teaching assistant), or a poor proofreader (bad for a scholarship applicant), or not really interested in your professional persona at all (bad for, well, everything).

Make sure that you are consistent with the internal format of the document. All awards, prizes, and scholarships should be listed the same way, for example, with the full

name of the prize, the body or institution that awarded, the year it was awarded, and the dollar value if applicable:

Graduate Entrance Scholarship; Brock University; Fall 2012; \$6000

Note that the order of things matters less than the fact that you are consistent; maybe you want the date first--fine, just put the date first all the time. The same basic rule of consistency applies to all of the other elements, too:

Teaching Assistant, ENGL 1F91 Literature in English: Tradition and Innovation
(Professor Jane Smith); Fall-Winter 2012-13

Teaching Assistant, ENGL 1F97 The Literature of Trauma and Recovery
(Professor John Doe); Fall-Winter 2011-12

The point is that you want your CV to be easily legible, professionally structured, and, above all, carefully honest and accurate. Always keep in mind that a CV isn't just a record, nor is it always a means to "represent" you; in many cases, it *is* you--at least, it's the only thing that readers will have to make up their minds about you and your grant application, admissions application, job application, and so on. Start building a proper CV now, and keep breathing life into this important, living document.