

## Crafting a Research CV

### GENERAL FORMATTING RULES

- Aim for visual clarity.
- Include only essential information and details relevant to the specific position.
- Single-spaced with one or two full returns between sections.
- One inch margins on all four sides.
- No fancy fonts. Use 11 or 12 point font throughout.

### HEADING MATERIAL

- Name at top, centered, in 14 or 16 point font.
- Include institutional or home address, telephone, email.
  - Use your academic email address or a professional sounding personal email address (i.e., *not* hotdude@baddecision.com).
- Last name and page number in the heading after the first page.
- Optional: "Curriculum Vitae," centered, 12 point font immediately underneath or above your name.

### ORDER OF SECTIONS AND ENTRIES

1. **Education** (list in reverse chronological order)
  - a. List by degree, not by institution.
    - i. Do not spell out your degree's full name (e.g., Doctor of Philosophy). Abbreviate instead (e.g., Ph.D., M.A., B.S. etc.)
  - b. For each degree, give program, institution, and year of completion or expected completion. Don't give starting dates.
  - c. Dissertation/thesis title, and perhaps dissertation/thesis committee if you're ABD.
    - i. Optional: *Very brief* overview of dissertation project.
  - d. Don't include anything from undergrad beyond the degree information unless it's truly exceptional (magna cum laude, Fulbright Fellowship, etc.).
2. **Publications** (list in reverse chronological order)
  - a. Formal, readable citations using your discipline's format.
  - b. Include "Forthcoming" and "Under Consideration" entries.
3. **Awards and Honors** (list in reverse chronological order)
  - a. May be combined with "Grants and Fellowships" section.
  - b. Give name of award, date you received the award or honor, and institutional location.
4. **Grants and Fellowships** (list in reverse chronological order)
  - a. May be combined with "Awards and Honors" section.
  - b. Give name of award, date you received the award or honor, and institutional location.
  - c. Including the \$ amount of awards varies by field. It is less common in the Humanities and more common in the Sciences to list the amount. Check with your advisor or someone in your field for specific advice on this issue.

5. **Conference Activity and Participation** (list in reverse chronological order)
  - a. Can be divided into subheadings: Papers Presented, Poster Presentations, Panels Organized (can also be considered service), Discussant, etc.
  - b. Include name of presentation, name of conference, location and date (*year or month and year*).
  - c. Future conference participation should be listed here if the presentation has been officially accepted.
6. **Campus or Departmental Talks and Presentations** (list in reverse chronological order)
  - a. List talks given at home institution.
  - b. Give title, institutional location, and date (*year or month and year*).
  - c. Be careful using guest lectures here or elsewhere, as they can seem like padding. Only include if they are in your field and relevant to a specific position.
7. **Teaching Experience**
  - a. Can be subdivided in various ways: area or field of teaching, institutional location, course level, or some combination of these categories.
  - b. For each entry, give course name, institution, and date of the course.
    - i. Give course titles, but not course numbers. No one outside your home campus will know what a particular course number means.
  - c. Generally, it's easier to read if listed by course, rather than by date.
    - i. If you've taught the same course several times, this organization allows you to highlight experience without listing the same class over and over.
  - d. For research positions, avoid giving descriptions of teaching duties and responsibilities.
    - i. Exception: Some graduate student instructors independently design and teach classes. You should note these unique responsibilities to highlight that you were a sole instructor.
8. **Research Experience** (list in reverse chronological order)
  - a. Research Assistant experience or special research skills.
  - b. Can include a very brief overview of the experience if the research was a team effort and/or on a complex, multi-year project.
9. **Departmental Service** (list in reverse chronological order)
  - a. Can combine with university and professional service sections and labeled as "Other Academic Experience."
  - b. Can include committee work, departmental governance, etc.
10. **University Service** (list in reverse chronological order)
  - a. Can combine with departmental and professional service sections and labeled as "Other Academic Experience."
  - b. Can include involvement with student groups, alternative-academic experience (tutoring, academic support services, etc.), student government, etc.
11. **Professional Service** (list in reverse chronological order)
  - a. Can combine with departmental and university service sections and labeled as "Other Academic Experience."
  - b. Include journal manuscript review work, leadership within professional organizations, conference organization, etc.

- c. Some people put conference panel organizing under service. Check with your advisor or someone in your field for specific advice regarding placement of this type of entry.
- 12. Community Service or Outreach** (optional; list in reverse chronological order)
  - a. This includes work with libraries and schools, public lectures, etc.
  - b. Include only if relevant to the academic qualifications of the position.
- 13. Media Coverage** (optional; list in reverse chronological order)
  - a. Coverage of your work by the media.
  - b. Put entries in formal, readable citations using your discipline's format.
- 14. Related Professional Skills** (optional; list in reverse chronological order)
  - a. Specific technical skills not listed elsewhere in the CV. These might include familiarity with specific programming languages (Python, C++), experience with specific lab equipment (Hot Isostatic Press (HIP), Mass Spectrometer), or techniques (Western blot, DNA isolation).
  - b. This section is uncommon in Humanities CVs.
  - c. Include only if relevant to academic qualifications or the specific position.
- 15. Areas of Expertise/Teaching Areas/Courses Prepared To Teach** (optional)
  - a. Brief list of course titles or keywords representing areas of research expertise and/or teaching preparation.
  - b. No more than 10 courses or keywords should be listed here.
  - c. Entries and their order should be tailored to the position.
- 16. Languages** (very optional)
  - a. Proficiency in reading, speaking, and writing clearly demarcated using terms such as: native, fluent, excellent, conversational, good, can read with dictionary, etc.
  - b. Include only if absolutely relevant to academic qualifications or the specific position.
- 17. Professional Memberships or Affiliations**
  - a. List the professional organizations of which you are a member.
  - b. Only relevant organizations should be included.
- 18. References** (optional)
  - a. Give name and full professional title. Do not refer to references as "Dr. XXX" or "Professor XXX;" this makes you look like a graduate student.
  - b. Give full institutional contact information along with telephone and email.
  - c. Do not give narrative verbiage or explanation of these references (e.g., "Ph.D. Committee Member," etc.).
    - i. Exception: You can identify your teaching reference as "Teaching Reference." This is usually the last reference listed.

#### **FURTHER RESOURCES**

- UCR Career Center: [careers.ucr.edu](http://careers.ucr.edu)
- The Professor Is In: [theprofessorisin.com](http://theprofessorisin.com)
- The Chronicle of Higher Education: [chronicle.com](http://chronicle.com)
- Online Writing Lab at Purdue: [owl.english.purdue.edu](http://owl.english.purdue.edu)