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Curriculum vitae and cover letter

ADVANCE at Northeastern University, Northeastern University

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ADVANCE at Northeastern Future Faculty Workshop

Curriculum Vitae
and
Cover Letter

Kay Onan
March 2, 2012

Curriculum Vitae: What is it?

Curriculum vitae = “course of life”
(sometimes called CV or *vita*)

*Comprehensive list of academic qualifications
and experiences*

For those of us who didn't study Latin:

- Plural is *curricula vitae* (or simply *vitae*)
- *Curriculum vita* is incorrect

Curriculum Vitae vs. Résumé

- CV – comprehensive document
- Résumé
 - Shorter, often a page
 - Usually includes only information relevant for a specific job
 - Usually focuses on skills – what can you DO more than what you KNOW
 - Often starts with an statement of objective or position sought

CV Preparation

- Summary of your professional qualifications
 - Clarity
 - Language
 - Format
 - Conciseness
- Don't give appearance of padding with:
 - High school accomplishments
 - Wide margins
 - Excessive details
- Obtain copies of several vitae from individuals who are a bit ahead of you in professional development

CV Preparation

- Don't include personal information – picture, social security number, marital status, birth date
 - Different norms apply if you are applying to jobs outside the US
- List hobbies and outside interests only if they enhance your qualifications
- Should references be included?

CV: Style

- Not the place to be overly creative
- Follow norms but avoid templates
 - Don't bind yourself to specific categories
 - Use headings to your advantage
- Be sure information can be found
 - Careful use of headings, indenting, bolding
- CV will be different at different points in your career
 - Make it work for you now

CV: Style

- Use parallel construction
- BE CONSISTENT in capitalization, font use, line spacing, punctuation
- Avoid acronyms
- Review for misspellings and typographical errors
- PROOFREAD and PROOFREAD again
- Ask a colleague, your advisor, your family to review

Common Sections

- Document heading optional
- Identification –
 - Name
 - Address
 - Phone number
 - E-mail address
- Do not include an “Objective” statement in an academic CV

Common Sections

- **Education**
 - Institution, (state), degrees, minors, years
 - Dissertation title
 - Advisor name(s)
- Can list Latin honors, not rank in class
- List non-degree work only if relevant to your application
- Use reverse chronological ordering

Common Sections

- Another way – not so common in science and engineering – add a section
- **Dissertation and Abstract**
 - Title
 - Abstract of a few sentences
 - Advisor(s)
 - Committee members
- You will be asked for a research statement

Common Sections

- **Postdoctoral Research**
- Can be a separate section – especially if you have had a couple of post-docs
- Include years, institution, project title, director/advisor/supervisor
- Often part of **Education, Professional Experience** or **Research Experience** section

Common Sections

- **Professional Experience**
 - Generally an employment section
 - Reverse chronological order
 - List institution, title, years
 - Can list post-doctoral positions
 - Can list teaching assistant positions though these are often found in a teaching section
- May not need this section at this point in your career – information may fit in Teaching or Research Experience section

Common Sections

- **Honors and Awards**
 - Include fellowships, prizes, academic honors in the discipline, Phi Beta Kappa, Tau Beta Pi
 - Can include grants
 - Give a short description of award if what it represents is not self-evident, e.g., what is a James B. Duke fellowship?
- List undergraduate awards only if they are exceptional or particularly relevant

Common Sections

- Next sections can vary in content and placement and are dependent on where you are in your career and what you are emphasizing with your CV
- Will likely want to highlight research experience and interests and teaching experience and interests
- Use active verbs to stress what you have done and accomplished

Which Comes First?

Teaching or Research

- The next section of your CV is dependent on what you want to emphasize
- **Research Experience** should be next if you are applying to a research institution
- If you are applying to a smaller, more teaching oriented institution, **Teaching Experience** can come next
 - Must also include research section

Common Sections

- **Research Experience**
- Can include positions held – including post-docs
- with a statement describing experience
- Can describe projects, techniques acquired, laboratories with which you are affiliated
- Can be a place to “name drop”

Common Sections

- **Research Interests**
- Since you will likely be providing a research statement, this section may not be necessary
- Can be a separate section that describes interests that may not be clear from the experiences you have listed above
- Can give a taste of your future research plans

Common Sections

- If you have won significant grant funds, you might want a separate **Grants** section or perhaps a **Grants and Fellowships** section – instead of, or besides, **Honors and Awards**
- Include agency, dates, name of project, amount awarded
- If there are several authors, indicate your role, e.g. PI, co-PI

Common Sections

- **Publications**
- Use field-specific bibliographic citations
- Can highlight your name in the author list
- Separate kinds of publications – peer-reviewed journals from trade journals, patents
- Can include as publications those *in press*
- Do not co-mingle published works with manuscripts in progress or manuscripts under review

Common Sections

- **Presentations**
- List professional talks and posters
 - Include job talks
- Give name of conference or institution, location, date, paper/poster title, authors
 - You can highlight your name or indicate who presented

Common Sections

- **Teaching Experience**
- List all full-time and part-time teaching
 - This may be where your teaching assistantship duties belong
- Give your title, institution, dates, name of course, size of course
- Can include both formal and informal teaching, e.g. mentoring students
- Often good to include a brief description of your responsibilities - use action verbs

Common Sections

- **Professional Qualifications**
 - E.g., PADI Open Water open water diver, secondary math teaching certification, Preparing Future Faculty certificate
- **Special Skills**
 - E.g., Languages, particular computer applications
- **Professional Affiliations**

Common Sections

- **Service**
 - List departmental or university service, e.g. committees and role
 - List service to the profession or community, if it is relevant
- May be a place to highlight leadership
- Particularly important if you are applying to a teaching institution

Review Questions

- Is your CV well-designed, organized, easy to read and attractive?
- Are headings appropriate and clearly labelled?
- Can sections of interest be found easily?
- Has your advisor and at least one other person reviewed it?

Questions to Ask Yourself (or Others)

- With one published paper should you have a separate Publications section?
- If you were an RA for 2 years and a TA for 1 semester, do you have separate Research Experience and Teaching Experience sections?
 - Do 2 smaller sections look weaker?
- Should awards and honors be listed separately or in the Education section?

Curriculum Vitae

James Connolly

675 Sterling Place, Brooklyn NY 11216

E-mail: jcc@university.edu

Cell: 973-555-1234

PROFESSIONAL EXPERIENCE

- 2008-present Assistant Professor, Northeastern University,
Boston, Massachusetts
- 2007-2008 Senior postdoctoral research associate at Duke University,
Durham, North Carolina
- 2004-2007 Part-time instructor/research associate at Duke University,
Durham, North Carolina

EDUCATION

- 2000-2004 Duke University, Durham, North Carolina
Ph.D. in physical chemistry under Andrew McPhail
Dissertation title: Structural and Conformational
Studies by X-Ray Diffraction Methods: I. Phosphorus
and Sulfur Heterocycles II. Sesquiterpene Lactones
- 1996-2000 Concordia College, Moorhead, Minnesota
B.A. *summa cum laude* in chemistry and German

Curriculum Vitae

CHRISTOPHER J. MARKS

430 Nahant Road
Nahant, MA 01908

Mobile: (608) 558-2190
Email: marks.c@husky.neu.edu

EDUCATION

Northeastern University, Boston, MA Expected Completion Date: Fall 2010
Three Seas Program, **Professional Masters of Science** in Marine Biology
GPA: 3.9 / 4.0

- Rigorous, wide-ranging marine biological studies in three diverse locations:
 - NEU Marine Science Center, Nahant, MA
 - Gump Marine Station, Moorea, French Polynesia
 - Friday Harbor Laboratories, San Juan Island, WA

Illinois Wesleyan University, Bloomington, IL May 2008
Bachelor of Arts in Biology. Minor in Psychology
GPA: 3.1 / 4.0, Dean's List

RELATED EDUCATION

Bermuda Institute of Ocean Sciences (BIOS), Bermuda June 2007
Microbial Oceanography Coursework

- Investigated the genomics, biogeochemistry, and ecology of oceanic microbial ecosystems.
- Presented research results to senior research scientists and advisors.

Curriculum Vitae

Annalee Jung
 112 – 50th Ave., Apt. 7
 Forest Hills, NY 11375
 (937) 555-2317
 a.jung@nyu.edu

EDUCATION

2010	M.A., Humanities and Social Thought New York University	New York, New York
2006	B.A., Comparative Literature/Art History Brown University	Providence, Rhode Island

MASTER'S THESIS

New York University

Title:	“Archiving Bodies: Trauma’s Epistemological and Biological Effects in the Post-Apocalyptic Fiction of Walter Miller and Octavia Butler”	
Abstract:	I argue that the effects of the trauma of nuclear war on subsequent generations in Miller’s and Butler’s novels range from straightforward biological changes to less tangible permutations in knowledge, connected through the act of writing. I show how nuclear apocalypse leaves imprints on memory, history, and knowledge, causing—or writing—epistemological and psychic wounds, revealed in the compulsively copied archives of generations of survivors who attempt to rebuild civilization. I compare these written archives to human and post-human bodies mutated and traumatized by nuclear war, bodies which effectively have apocalypse engraved onto the flesh, thus becoming archives themselves.	
Advisors:	Shireen Patell (Main Advisor), Robert Dimit	

UNDERGRADUATE HONORS THESIS

Brown University

Title:	“‘Hindurchgehen’: Intertextuality and Dialogue in Paul Celan’s Poetry”	
Abstract:	I explore the theme of passing through (“hindurchgehen”) in the context of Paul Celan’s post-Holocaust poetry, arguing that his poems, composed in the “murderer/mother tongue” of German, can be read both as a conversation between themselves and as a dialogue that breaks through the darkness of history towards the reader.	
Advisors:	Ravit Reichman (Main Advisor), Zachary Sng, Suzanne Stewart-Steinberg	

HONORS AND AWARDS

- 2006 Magna cum Laude, Brown University
 2006 Honors in Comparative Literature, Brown University
 2005 Brown University German Department Grant to Study at Humboldt University of Berlin
 2003-04 Dean's List, Fall and Spring, Cornell University
 2002-03 Dean's List, Fall and Spring, Binghamton University

PUBLICATIONS

- “(An)Archiving after the Apocalypse: The Death Drive, Representation, and the Rise and Fall and Rise of Civilization in Miller’s *A Canticle for Leibowitz*.” *Strategies of Critique* 1.2 (2010) <<https://pi.library.yorku.ca/ojs/index.php/socj/article/view/30979>>.

PAPERS AND CONFERENCES

- 9/2010 “Pastiche: Recycling Animals and Language in Margaret Atwood’s *Oryx and Crake*.” Recycling Conference, Stony Brook Department of Comparative Literary and Cultural Studies, New York.
- 4/2010 “(An)Archiving after the Apocalypse: The Death Drive, Representation, and the Rise and Fall and Rise of Civilization in Miller’s *A Canticle for Leibowitz*.” *Strategies of Critique* XXIV: The Future (TBD) Conference, York University Graduate Programme in Social and Political Thought, Toronto.
- 4/2010 “The Ontology of a Novel: Reading Dennis Cooper’s *Period* alongside André Bazin’s ‘The Ontology of the Photographic Image.’” Literature and the MassProduced Image Conference, New York University Graduate English Organization, New York.
- 4/2007 “The Burden of History: Colonialism and Monumental History in Virginia Woolf’s *Mrs. Dalloway*.” Identities Colloquium, New York University Draper Student Organization, New York.

RESEARCH INTERESTS

- Twentieth- and twenty-first-century American and British literature
 Modernism and postmodernism
 Post-apocalyptic and dystopian fiction
 Holocaust literature
 War literature
 Trauma theory
 Queer theory and gender studies
 Continental philosophy, especially post-structuralism and psychoanalysis

Cover Letter - Role

- Letter of application
- To express your interest in the position
- To interpret your qualifications for the position
- To show how you are a perfect fit for the position
- To highlight aspects of your CV
- To elaborate on aspects of your CV
- To give you a voice and personality
- To show how your work is interesting, innovative, field-changing

“The academic job letter is an odd genre that contains an uncomfortable mix of elements. In content it is part intellectual autobiography, part academic transcript, part probing and analytical exploration of ideas, part list of accomplishments. In style it mixes exposition, narrative, and theory-speak with the blaring hype of a toothpaste ad and the quiet concision of a lyric poem. It is an impossible combination to execute with grace, and we accept the fact that most job letters fall into the category of a horse designed by a committee.”

Excerpt from Dennis Baron, “To Whom It May Concern: Reading Job Applications,” *Chronicle of Higher Education*, December 21, 2001.

Cover Letter Tips

- Know your audience
 - All in your discipline?
 - Interdisciplinary?
- Customize the letter to the position
- Use the language of the job ad
- Draw attention to what is most important in your CV
- Do not send reader to your web site for essential information

Cover Letter Tips

- Be sure it is clear to which position you are applying – there may be several searches in the department
- Make it long enough to contain substance, not so long as to become irritating
- Grammar, spelling and punctuation must be perfect
- Writing should be engaging – show you are a clear communicator

Letter Structure

- First paragraph – research interest

“I wish to apply for the faculty position in the Department of Chemistry and Biochemistry at California Polytechnic Institute advertised in the December 17th issue of *Science*. Currently I am a postdoctoral fellow at the University of California at San Francisco in the Department of Pharmaceutical Chemistry in the laboratory of Dr. Jean-Pierre Raffarin.”

Letter Structure

- First paragraph – teaching interest

“I am writing to apply for the position of Assistant Professor of Biology in the areas of bioinformatics and molecular biology. My graduate work at the University of California at Davis centered on the mechanism of translation initiation in prokaryotes. I am currently engaged in postdoctoral research in bioinformatics at the Gladstone Institutes at the University of California, San Francisco. Having benefited from close interactions with the faculty as an undergraduate at Xavier University, I wish to give back as a teacher and mentor to the next generation.”

- Could have mentioned advisor by name

Letter Structure - Paragraphs 2 - 4

- Meat of the letter
- Expand upon your statement of fit for the job
- Substantial discussions of your qualifications
- Guide the reader, don't just refer him/her to your CV
- Avoid jargon, especially when applying for an interdisciplinary position

Letter Structure - Paragraphs 2 - 4

- For a research position, discuss research experiences and interests first
- For a teaching position, discuss teaching experiences and interests first
- Great if you can show connections between your research and your teaching
- Mention experience with new pedagogies or new classroom technology

Let the reader know you

- You should “toot your own horn”

Examples

“Beyond my research successes, including five papers to date and others in preparation, I have been fortunate to obtain a wide range of teaching experiences.”

“I have continued to do science outreach as a postdoctoral fellow, volunteering with the”

Easy - but Bad - Letter

It is with great pleasure that I write to you regarding the opening in your department. I will complete my doctorate in Mechanical Engineering from the Northeastern University in May 2012. I have enclosed my curriculum vitae for your consideration.

Same Old, Same Old

- Make them want you
 - CV shows the depth of your experience
 - Letter is an intelligent discussion of qualifications
 - Letter clearly makes case for your fit for the job
- Materials impeccable
 - Perfect grammar, spelling, punctuation
- Rely on colleagues to help you present your best self

Questions?

