

Spring 2014

Curriculum Vitae

Keep It Simple and Plan for Success

- ORGANIZATION
- CLARITY
- CONSISTENCY

Keeping a file of information about your academic career

- CV as a living document
- Make a folder
- Put info on everything you do that might be relevant to a CV
- Update CV once a year

Essential Information

- Personal Information
- Education
 - These MUST be present and MUST go first

GENERAL RULES

No abbreviations

No age, marital status, ethnicity

Professional email addresses only (smith@umail.ucsb.edu)

NOT smithhottiepants@yahoo.com

AN EXAMPLE

Beth E. Schneider

Department of Sociology

University of California, Santa Barbara

Santa Barbara, CA 93117

Schneider@soc.ucsb.edu

805-893-3300

For the rest....

- Always put items in **reverse chronological order**
- Only use sections when appropriate
- Check with your faculty mentor about specific style for discipline
- Edit more than once

EXAMPLE:

Professor – education material

EDUCATION

PhD **University of Massachusetts, Amherst,**
Sociology, 1981

MA **University of Michigan,** Sociology, 1968

BA **Hofstra University,** Sociology, 1966
Honors Thesis: TITLE

EXAMPLE:

UCSB Student – education material

University of California, Santa Barbara

- Double Major: History and English
- Minor: Black Studies
- *Bachelor of Arts*, expected Spring 2014
- Cumulative G.P.A.: 3.9

OTHER INFORMATION

Only include section if you have information to share

- RESEARCH INTERESTS
- PUBLICATIONS
- RESEARCH EXPERIENCE
- RESEARCH PRESENTATIONS
- HONORS AND AWARDS
- TEACHING EXPERIENCE
- LEADERSHIP
- PROFESSIONAL MEMBERSHIPS
- LANGUAGES

RESEARCH PRESENTATIONS

“TITLE,” Summer Undergraduate and Graduate Research Colloquium, August 2013 (oral)

“TITLE,” UCSB College of Letters and Sciences, Undergraduate Research Colloquium, May 2013 (poster)

AWARDS

- Honorable Mention - UCSB Undergraduate Research Colloquium Spring 2012
- Dean's Honors, Fall 2010 – Fall 2012
- **WHAT ABOUT AWARDS
GOTTEN IN HIGH SCHOOL?**

LEADERSHIP

- This is not a resume for a job
- Keep it simple
- Example
 - President, Black Student Union, 2012-2014
 - Organizer, Women of Color Conference, March 2014 (two-day system-wide meeting)

What not to do? What to do?

- DO NOT:
 - Use different font sizes
 - Mix different style features
 - Use colored paper
 - Engage in exaggeration
- DO:
 - Update regularly
 - Seek comments from professional staff