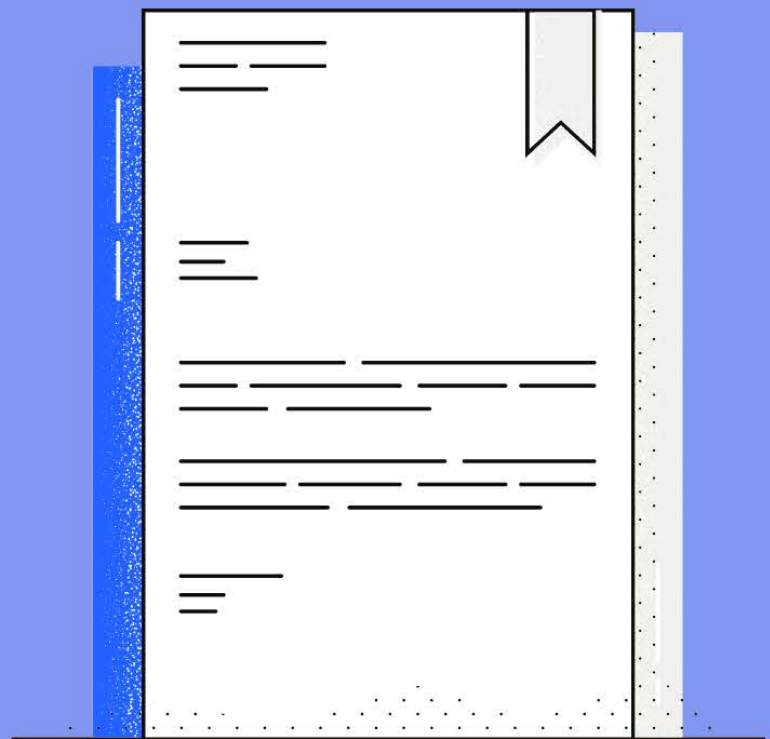


APPLY

A companion workbook to help you prepare, draft, and review your application documents so you can put your best application forward.

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Faculty Careers Program of Study: Apply Stage
Published by The Center for Graduate Career Success
PO Box 6811 Denver, CO, 80206

<https://gradcareersuccess.com/>

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How to Make the Most Out of This Workbook

This workbook is designed to accompany video lessons in the Apply Module of the Faculty Careers Program of Study.

Completing this module and these activities will help you draft and edit the main components of your application package for a faculty position.

This workbook contains activities that will help you plan and prepare for writing your important documents, and also draft and review those documents so you can put your best application forward.

As you watch the video lessons, take time to pause the videos when prompted and complete the activities in this workbook. Doing so will help you apply what you're learning to help you write documents that are unique to you and address what hiring committees are looking for.

-Your Beyond The Professoriate Team-

Lesson 1: How to Write Your CV

Activities

Gather Information

You've accomplished a lot over the course of your graduate degree and postdoc. Take a moment to reflect on everything you've done. Use the space below to make a list of everything you'll want to include in your CV and make note of any additional information you'll need to gather to include in your CV (such as project titles, names of collaborators, etc).

Set SMART Goals

Gathering information, drafting and editing a CV will require dedicated time. Set SMART goals, with appropriate deadlines to help you with this process.

And as you write, be sure to consult the guidelines and checklist over the next few pages to help you write your most effective document.

Here are some examples of SMART goals to get you started:

- Spend 30 minutes on **Monday** gathering a list of all my publications.
- Spend **1 hour on Tuesday and Thursday** drafting my research experience and teaching experience section of my CV.
- On **Friday**, book appointment with Career Advisor at the end of the month to review my CV.

SMART goal 1:

SMART goal 2:

SMART goal 3:

What to Include in Your CV

As you draft your CV, here is a brief summary of important information you'll want to include in each section. Please be sure to consult with your own department and discipline to learn about any specific items or details you'll need to include in your CV.

Name, Contact Information, and Education

For your name and contact information you'll want to be sure to include:

- Your full name
- Your street or mailing address
- Your email address
- Your phone number where you can be reached

You will then want to create a section heading for your education section where you will list each of the degrees you have earned. For each degree you earned you'll want to include the following details:

- The degree you earned (PhD, Master's, etc)
- The institution where you earned the degree
- The subject area
- The year you earned the degree
- Your thesis title and advisor's name (if it is common to include in your discipline)

Research Experience

For each experience in your list, you will want to include the following details:

- Your title (Postdoctoral fellow, doctoral researcher, research assistant, etc)
- The department and institution where you held the position
- A few descriptive bullet points to describe the experience
- Dates you held the position

Teaching Experience

For each experience in your list, you will want to include the following details:

- The type of position (Adjunct, teaching assistant, guest lecturer, etc)
- The subject area and/or course
- The department and institution where you held the position
- A few descriptive bullet points to help the reader understand your role and responsibilities
- Dates you held the position

Note that you will want to rearrange your final CV so that this component comes before research experience if you are applying to a teaching-intensive role. You may also want to

create sub-headings to organize your experience in a way that brings your most impressive experience (ie. lectureships vs. teaching assistantships) to the top of your list.

Fellowships/Grants/Honors/Awards

For each item in your list of fellowships and grants, you will want to include the following details:

- Title of the fellowship or grant
- The amount per year
- The number of years the fellowship or grant was held
- A brief description of the fellowship or grant if it is not commonly known
- Dates you held the fellowship or grant

For each item in your list of honors and awards, you will want to include the following details:

- Title of the honor or award
- Remuneration (if applicable)
- Dates you were awarded the honor or award

Academic Service

For each experience in your list, you will want to include the following details:

- The title of your position (President, Graduate Student Committee, etc)
- The department and institution where you held the position
- A few descriptive bullet points to help the reader understand your role and responsibilities
- Dates you held the position

Professional Societies

For each item in your list, you will want to include the following details:

- The name of the professional organization or society
- The dates you were associated with them, were a member, were affiliated, etc. (If you are currently a member you can list the date to present)

Publications

Important tips for this section:

- Follow whatever citation style is appropriate for your discipline
- Use the same style for your entire list
- Bold your own name so the reader can easily find you in the list of authors
- Denote with a symbol if there was equal contribution, even if your name appears second
- You can include articles that have been submitted or that are under review
- DO NOT include articles that you hope to write or are currently writing that have not been submitted

Note that you may want to arrange your publications under subheadings (peer reviewed articles, review articles, etc) if you have a number of them.

Presentations

Important tips for this section:

- Follow whatever citation style is appropriate for your discipline
- Use the same style for your entire list
- Bold your own name so the reader can easily find you in the list of authors

Note that you may want to arrange your publications under subheadings (invited presentations, oral presentations, poster presentations, etc) if you have a number of them and want to highlight the most prestigious ones first.

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