Building an Academic CV
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Steps for building a CV

(1) Choose and modify a template.

- http://www.latextemplates.com/cat/curricula-vitae
- Search online for other templates
- Find a CV that you like and request a copy of the .tex file (and appropriate .sty files)

(2) Input your own information.

(3) Profit!

Features of a good CV

- "Easy on the eyes"

- Correct spelling and grammar

- Clearly marked sections

- Standard font size (no cheating!) and reasonable style

- Bulleted lists, no long paragraphs of information

- Important information is listed *first* and stands out from the "extra" information. (If you need to read any part of a sentence to figure out what the award is called, it's not obvious enough. On the other hand, the award date is secondary information that doesn't need to be placed in bold font.)

- Name on every page

FAQs about CVs

- **What is the purpose of a CV?** CVs are one of the first pieces of information that potential employers will see in your applications. Consider it as a "first impression" of who you are – the way it's styled and written should reflect the image you want to portray. Typos, punctuation errors, and incorrect or irrelevant information do not help.

- **Will one CV serve every possible need?** Simply put, no. For your (eventual) website, you should only upload a single CV. However, depending on the type of position you want, you may need to organize the material differently. For instance, frontloading your research papers, presentations, and related awards is significantly less relevant for a purely teaching position.

  Another good practice is to have a second CV that contains "everything" about your academic history: every award/honor, paper, presentation, etc. As we will discuss below, not everything should be displayed on your "public" CV. That doesn't mean it has no value and you never know when that information may become relevant again.

- **How do I know whether something is appropriate for my CV?** A good rule of thumb is the following:

  - Applying to college: everything counts.
  - Applying to graduate school: high school doesn't count.
  - Applying for post-graduate positions: college doesn't count.

  There are exceptions to all of these. For instance, although your college GPA becomes an outdated measure of your academic performance,[1] winning national awards are still relevant.

- **How much exposition should there be in my CV?** Very little, if any. Your teaching philosophy should be saved for a teaching statement; research projects for your research statement; personal details for... possibly nothing.

  All that being said, short remarks can be relevant. For instance, if applying to positions where non-mathematicians are viewing your CV, it may be important to note that publications in math are authored alphabetically.

  "Discrepancies" in your CV should also be specifically addressed.[2]

- **How often should I update my CV?** Now and any time something changes. In the midst of the chaos that life can become, it's easy to forget little things ("oh yeah, I once did a thing") and then it never gets recorded. Don't let this happen (any more)!

- **What if I don't trust you and I want other people to verify some of these considerations?** Here are a couple additional sources to consider:

  - `https://mathoverflow.net/questions/79044/what-items-must-appear-on-a-mathematicians-cv`
  - Dan Margalit's presentation on "How to write a teaching statement, CV and design a web page": `http://people.math.gatech.edu/~dmargalit7/tsr/Teach-web-cv_2014.pdf`

  NOTE: Both of these references influenced some content in this document.

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[1] Presuming it ever did.

[2] No good examples come to mind. A bad example is when you've taken the same class multiple times but they covered different topics.

What belongs in my CV?

- Personal information:

  - Name
  - Address (e.g., math department)
  - Phone number
  - Email address
  - Website address

- Academic history:

  - Every degree-awarding institution should be listed.
  - Every degree should be listed (B.A., B.S., M.A., A.M., Ph.D., etc.) complete with the award date (expected date, if appropriate) and subject.
  - Unless you're applying to graduate programs, the GPAs for those degrees are no longer relevant. However, latin honors should still be recorded.

  Examples:

  - A.M. in Mathematics, Dartmouth College, November 2014
  - B.A. in Mathematics and Mathematics, The College of Wooster, May 2013

- Research publications:

  - Any (relevant) papers on which you are an author should be cited (journal/proceeds, issue, year, other authors, etc.).
  - Include papers that are in preparation, submitted, or accepted.
  - **Do not** include "planned papers" for which you don't already have results.

- Research presentations:

  - Any (relevant) talks and posters should be listed, including location and approximate date (month and year should suffice).
  - It is *especially* important to note if a specific talk or poster was an *invited* talk. This is a distinction noting that you did not *apply* to give a talk/poster at a conference/university/etc. but, instead, the organizers found you and specifically invited you to come out to give a talk.
  - List presentations that are *confirmed* (even if they haven't happened yet).
  - **Do not** list presentations that you are hoping/expecting to give. You don't *know* that they're happening yet and it's absurd to count your chickens before the eggs are laid.

- Teaching:

  - Include any classes you've taught, TA'd, or otherwise supervised.
  - "Teaching a class" is not the same at every institution and it is relevant to specify your responsibilities in each role.

- Awards/honors:

  - It's hard to determine what does and doesn't count as "acceptable" for this category. Unfortunately, we can only provide so much guidance.[3]

  - Do include fellowships (Dartmouth Graduate Fellowship, GAANN, NSF fellowships, etc.) and grants (e.g., AMS sectional travel grant).

  - Do include departmental honors, NSF honorable mentions, and the like.

  - Do include professional memberships and honors societies (e.g., AMS, MAA, SIAM, Phi Beta Kappa).

- Professional development:

  - Include (relevant) "extra" responsibilities you've assumed (running an outreach event, open house, etc.) with a brief explanation as needed.

  - Listing DCAL workshops that you've attended can emphasize your teaching interests.

  - Teaching seminars, while more common now, do not typically require as many contact hours as Dartmouth's program does. List it and briefly expound upon the program.

  - There's a lot that *might* qualify here.

- Outreach and other stuff:

  - JHU-CTY, Sonia Kovalevsky Day, math camps, volunteering, etc. can all be relevant information for your CV.

  - Other information can be useful, although the above headings are more common.

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[3]This is decidedly one of the hardest points of a CV and requires significant care. You don't want to undervalue your achievements and ignore certain honors, but you also don't want to appear desperate for content.