

Professional Methods Spring 2007
Preliminary Notes on Academic CV's

- Start with full contact info: physical address; phone numbers, e-mail address, personal web page URL.
- Education, BA through Ph.D. (including, e.g., LSA Institute); include thesis title and thesis supervisor (and expected completion date, if not already complete)
- Awards: all scholarships, fellowships, assistantships, prizes
- Professional Memberships: should include organizations such as NELS, LSA and GLOW
- Conference and workshop presentations; conference and workshop sessions chaired
- Invited talks
- Publications: Include journal articles, conference proceedings; working papers; include things in press and even things submitted (as 'under review'; if you don't have any of these, send some things out right away)
- Professional experience: All teaching, TAing, reviewing, committee work, all separated by categories
For teaching experience, make sure to indicate when you had full responsibility for a course or section; when you didn't, indicate just what your responsibilities were
- Areas/courses you've taught, would be prepared to teach immediately, or would be prepared to teach given some preparation
- Research areas you've done work in or are planning to do work in
- Languages (separately, those you are fluent in; those you can get along in; those you can read; those you have done research on)

Some things an academic search committee will be looking for:

- Solid evidence the candidate is on their way toward getting their PhD
- How careful the candidate is (i.e., no typos, materials on time, etc.)
- How well a candidate meshes with their research areas