

Notes on Academic CVs

- (1) Start with full contact info: physical address; phone numbers, e-mail address, professional web page URL.
- (2) Education, BA through Ph.D. (including, e.g., LSA Institute); include thesis title and thesis supervisor (and expected completion date, if not already complete)
- (3) Awards: all scholarships, fellowships, assistantships, prizes
Include undergraduate honors and fellowships if they are relevant to your field or indicate exceptional academic achievement (e.g., summa cum laude, Phi Beta Kappa, etc.).
- (4) Research experience: This category can include postdoctoral, dissertation, and undergraduate and internship research. Typically, you describe your project(s) (including any techniques you mastered) and list the affiliated lab and/or professor.
- (5) Professional Memberships: should include, for linguists, organizations such as NELS, LSA and GLOW
- (6) Conference and workshop presentations; conference and workshop sessions chaired
- (7) Invited talks
- (8) 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**.
Don't list an article as "forthcoming" until you can report an expected publication date.
- (9) Professional experience: Everything professionally relevant; nothing professionally irrelevant: reviewing, committee work, e.g., Colloquium Committee, Editor of Working Papers, role in organizing a conference or workshop, etc. (esp. ones where you had a lead role), all separated by categories; college or university committees
- all conference and workshop presentations, sessions chaired, etc. (include intra-departmental workshops)
- (10) All teaching, TAing, etc. [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]
For each position, list your title, dates (or semester and year), and the name (not just the number) of each course you taught.
- (11) Areas/courses you would be prepared to teach immediately, or would be prepared to teach given some preparation

- (12) Research areas you've done work in or are planning to do work in
- (13) Languages (separately, those you are fluent in; those you can get along in; those you can read; those you have done research on)
- (14) Computer skills
- (15) Experimental skills
- (16) 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
- (17) Have your CV reviewed by a faculty member in your department before you send it out
- (18) Information on CVs is often arranged in reverse chronological order, listing the most recent degree, position, publication, or award first.
- (19) You might arrange the information on your CV differently for different audiences. For instance, list your research, publications, presentations, and awards first when applying to research institutions; list your teaching experience first when applying to smaller liberal arts colleges or community colleges and add a section on community service
- (20) At the end of the CV, list the names, titles, and academic affiliations of your references, listing your dissertation director/advisor first, followed by other members of your committee or other advisors who know your work well. It can be useful to have a letter from someone who isn't one of your professors (and isn't even at your university) but who knows your work. (Check with the people you want to list to make sure they consent.) It is fairly common to include the mailing and/or e-mail addresses and telephone numbers of your references.