

CRAFTING THE WINNING CURRICULUM VITAE (CV)

SURVIVAL SKILLS FOR GRADUATE STUDENTS
MISSISSIPPI STATE UNIVERSITY LIBRARIES



MISSISSIPPI STATE UNIVERSITY™
OFFICE OF RESEARCH AND
ECONOMIC DEVELOPMENT

Dr. Deborah Lee
Mississippi State University Libraries
dlee@library.msstate.edu



SURVIVAL SKILLS FOR GRADUATE STUDENTS WORKSHOPS

MISSISSIPPI STATE UNIVERSITY LIBRARIES

[HTTP://GUIDES.LIBRARY.MSSTATE.EDU/SSFGS](http://guides.library.msstate.edu/ssfgs)

DR. DEBORAH LEE

PROFESSOR AND COORDINATOR, GRADUATE STUDENT SERVICES





Help Research Guides

[Mississippi State University Libraries](#) > [Research Guides](#) > [Event Guides](#) > [Survival Skills for Graduate Students \(SSFGS\)](#) > Workshop Handouts and Slides

Survival Skills for Graduate Students (SSFGS)

Search this Guide

SEARCH

This guide provides resources related to the Survival Skills for Graduate Students workshops, including supplemental material and podcasts.

Start Here

Workshop Handouts and Slides

[Survival Skills for Graduate Students Online Workshops](#)

[Demystifying the Dissertation Process](#)

[Developing a Literature Review](#)

[Avoiding Plagiarism: Tips and Strategies for Graduate Students](#)

[Publishing 101: Navigating the Academic Publishing Process](#)

[Before You Sign: Understanding Your Rights as an Author](#)

Survival Skills for Graduate Students Online Workshops

The Survival Skills for Graduate Students workshop series is offered every fall and spring semester by the Graduate Student Services Department of the Mississippi State University Libraries. Online versions of most workshops are also provided, using Blackboard Collaborate. This page provides archived sessions using the Blackboard Collaborate system and copies of all handouts provided during the on campus workshop. Sight and hearing impaired users who need alternative access to recordings or handouts should contact the [Graduate Student Services Department](#).

Demystifying the Dissertation Process

This workshop provides strategies for starting and finishing a dissertation or thesis.

- [Demystifying the Dissertation Process PowerPoint Slides \(PDF\)](#)
Presentation slides to accompany the Demystifying the Dissertation Process workshop. PDF File.
- [Demystifying the Dissertation Process Handout \(PDF\)](#)

SESSION OVERVIEW

- Purpose of a Curriculum Vitae
- Content Do's and Don'ts
- Formatting Considerations

CURRICULUM VITAE VS. RESUME

- CV: used for academic positions, with an emphasis on teaching and/or research.
 - Seldom restricted in terms of length.
 - Used for employment and throughout an academic or research career.
- Resume: used for most other types of job searches.
 - Often restricted to one or two pages.
 - Primarily used for employment outside of higher education.

CV BEST PRACTICES

- No one “right” way to do a CV.
- There are generally accepted ways of presenting your information; break the “rules” if you have a good reason. You are telling your story....make it count!
- **ALWAYS** follow instructions, if they exist.

PURPOSE(S) OF A CV

- Employment (academia)
- Grants
- Awards
- Professional Roles
 - Editorial Positions
- Accreditation

PURPOSE OF A CV IN A JOB SEARCH

- For the applicant:
 - First introduction to the hiring committee
 - Creates interest in the applicant
- For the search committee or employer:
 - Screening tool
 - Initial assessment
 - Potential source of interview questions

APPLICATION PACKET MAY INCLUDE:

- Cover Letter
- Curriculum Vitae
- Official Application (Form)
- Research Statement or Agenda
- Letters of Recommendation
- Teaching Statement or Philosophy
- Course Evaluations
- Writing Samples
- Transcripts

PREPARATION CONSIDERATIONS

- CVs are generally written in outline form (NOT as a narrative).
- Your document should be professional and up-to-date.
- Consider Times New Roman Font, 12 or 10 point font; use headings and spacing consistently.
- Proofread everything.
- This is not the place to be cute! Avoid trendy fonts or graphics.

MSU CURRICULUM VITAE GUIDE



MISSISSIPPI STATE
UNIVERSITY™

Curriculum Vitae Guide

Office of the Provost & Executive Vice President
Division of Academic Affairs

Provost and Executive Vice President: Jerome A. Gilbert, Ph.D.

College of Agriculture and Life Sciences

College of Architecture, Art and Design

College of Arts and Sciences

College of Business

College of Education

College of Engineering

College of Forest Resources

College of Veterinary Medicine

MISSISSIPPI STATE UNIVERSITY LIBRARIES

WRITING YOUR CV

- Use Action/Active Verbs
 - NO: My duties included supervision of three undergraduate lab assistants.
 - Better: Supervised three undergraduate lab assistants.
- Verb Tense Matters
 - Present vs past tense

COMPONENTS OF A CV

- Varies, depending on the applicant and position.
- Value of multiple versions.
 - The order of content can be varied to meet the audience or purpose of the CV.
- Core Information vs Selected Material.

CONTACT INFORMATION

- Name, address, phone number, and email address
 - Home vs work contact information
- Social media information?

EDUCATION

- Usually the first section after contact information.
- List in REVERSE chronological order
 - PhD (include title and dissertation advisor)
 - MA and/or BA/BS
- Include institution, degree, year, major and/or areas of specialization.

RELEVANT/PROFESSIONAL EXPERIENCE

- List full or part-time appointments, in reverse chronological order.
- Include: title of position, place, date of employment and perhaps a *brief* description of duties.
- Include: teaching assistantships, research assistantships, internships, practicums, and field experiences.
- Omit irrelevant employment or move it to another section.

TEACHING AND RESEARCH INTERESTS

- Teaching: areas of experience or interest
- Research: projected areas of future interest (broadly defined; note that this is NOT the research statement.)
- List each section separately.
- Be prepared to discuss your choices in the interview.

PUBLICATIONS AND PRESENTATIONS

- Consider categorizing your contributions: journal articles, books, book chapters.
 - List categories in the order valued by your discipline.
- Provide full citations for research contributions: author(s), title, journal (or press), page numbers.
- If it is not clear from your categories, indicate which contributions are peer-reviewed or invited.
- May or may not include works under review or in-progress.

PRESENTATIONS

- Consider categorizing by level (state, regional, national, or international).
- Indicate whether your contribution is peer-reviewed, invited, or contributed.
- May or may not include works under review or in-progress.

GRANTS

- Provide complete information about your grant: funding agency, date, amount requested an/or awarded.
- Be very clear about your role: Principal Investigator (PI), Co-PI, consultant, senior personnel, research assistant, etc....
- Note whether the grant is internal or external.

SERVICE OR PROFESSIONAL ACTIVITIES

- Department or university committee work
- Professional association committees
- Service as a discussant at a conference
- Community service (maybe)
- Professional memberships (may be included as service or listed a separate section)

HONORS/AWARDS

- Use only if relevant: academic or professional awards or recognition.
- List details: name of award, awarding agency or department, and date.

OTHER SECTIONS

- Military Service
- Immigration Status
- Skills
- Languages
- References (ONLY when appropriate and as a separate page at the end of the CV)
 - References Available Upon Request.

WHAT NOT TO INCLUDE

- Personal information: health, physical appearance, age, marital status, children
- Objective (this is often found on a resume but not a CV)
- Social Security Number
- Salary Requirements
- Courses

A CASE STUDY: FINN MCDOUGALL

- Completing his doctorate in mathematics.
- Currently applying to four positions:
 - Pharmaceutical Company (private-sector)
 - Post-doc at a major research university
 - Tenure-Track job at a research university
 - Tenure-track job at a 4-year liberal arts college

Curriculum Vita

Finn McDougall
PhD Candidate

Objective: Tenure track position in Mathematics

Personal Information:

- PO Box 5555, Starkville, MS 39760
- (662) 324-1111
- Married, 2 children

Education

Mississippi State University, Department of Mathematics and Statistics,
Ph.D. 2018.

Somewhere Else University, Department of Mathematics, M.S. and B.S.,
2014.

Glory Days High School, Birmingham, Alabama. 2012.

Teaching Experience: None

Publications

Review of Stochastic Modelling Approaches by John Smith. *Journal of Impactful Research*. 2015.

"Mathematical Proofs for Economists." With Big Name. *Journal of Impactful Research*. 2016. (Peer Reviewed)

Modeling the Interactions Between Plant Diseases. Dissertation, 2018.
Committee: Dr. Big Name (Chair), Dr. Ima Expert, and Dr. Notta Around

Gabriel José de la Concordia García Márquez (Aracataca, 6 de marzo de 1927 - Ciudad de México, 17 de abril de 2014) fue un escritor, guionista, editor y periodista colombiano. En 1982 recibió el Premio Nobel de Literatura. Fue conocido familiarmente y por sus amigos como Gabito (hipocorístico guajiro de Gabriel), o por su apócope Gabo, desde que Eduardo Zalamea Borda, subdirector del diario *El Espectador*, comenzara a llamarlo así. Está relacionado de manera inherente con el realismo mágico y su obra más conocida, la novela *Cien años de soledad*, es considerada una de las más representativas de este movimiento literario e incluso se considera que por el éxito de la novela es que tal término se aplica a la literatura surgida a partir de los años 1960 en América Latina. En 2007, la Real Academia Española y la Asociación de Academias de la Lengua Española lanzaron una edición popular conmemorativa de esta novela, por considerarla parte de los grandes clásicos hispánicos de todos los tiempos.

Grants

Total Grants: \$450,000 as a Principal Investigator and Research Assistant.

Courses

MAT 6000: Complex Algebra

MAT 7000: Linear Algebra

MAT 9000: Stochastic Modles

Skills

LaTeX, Excel, Word, PowerPoint, C++

Languages: English and Spanish

References

QUESTIONS?



MISSISSIPPI STATE UNIVERSITY™
UNIVERSITY LIBRARIES

Dr. Deborah Lee

dlee@library.msstate.edu

**Your feedback on this session is greatly
appreciated!**