



Creating and Maintaining an Effective Scientific Curriculum Vitae (CV), and Strategies to Make it Better

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research-groups.usask.ca/price/



- Who needs a resumé?
 - Technicians in biomedical science
 - Clinical health care positions
 - Research managers (administrative)
 - Industry (Big Pharma and other corporations)

Goal of Resumé

- To Provide:
 - **Brief** description that summarizes education and professional experience **relevant** to the position that you are applying for.



Resumé should be less than 3 pages

1. Title of position you are seeking under your name and address
2. Bullets tailored to the position
3. Education with dates of graduation
4. Professional Experience
5. Resumés can be easily constructed from your CV!
6. Build your resumé to match each job (CV generally the same)
7. LinkedIn (<https://www.linkedin.com/>) – use to build your page and to search others



- **Who needs a Curriculum Vitae (CV)?**
 - Academics, both educators and researchers
 - M.Sc, Ph.D. and M.D./Ph.D.
 - Good blog for more info on making a good CV!
 - <http://theprofessorisin.com/2016/08/19/dr-karens-rules-of-the-academic-cv/>



Vita vs. Vitae

(pronounced VEE-tye, not VEE-tay)

- The correct term for the CV is the “curriculum vitae”
- Latin meaning “[the] course of [my] life”
- “vitae” is plural for the word “vita”
- but in the case of curriculum vitae,
it is a modifier for the singular word “curriculum”
- Multiple CVs are “curricula vitae”
- Your CV is your “curriculum vitae”
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Goal of Curriculum Vitae

- **To Provide:**
 - Accurate and concise up-to-date information to indicate your qualifications and generate interest without exaggeration or inaccuracies.

Information about:

- Education (professional or research experience if applying for position lower than faculty appointment)
- Awards, reflecting intellectual creativity
- Grants
- Publications
- Patents
- Teaching experience



Update **CONSTANTLY**

- Your CV is an ongoing “living” document that needs constant attention, this document describes your professional career **now**
- **Not 2 years ago**
- You may be required **within days** to send a up-to-date CV for award applications, conference travel funding
- Much easier to **update as you go** (e.g. add a paper, conference presentation immediately after completing)

How long should a CV be?

- No set limit
 - Graduate student: 1-4 pages
 - Postdoctoral Fellow: 2-6 pages
 - Experienced professional: 5 pages or more (I've seen 20-40 pages)
 - Very long CV from an established professor often chopped down for specific applications (e.g. only publications within the last 5 years)
- A “padded” CV = poor impression
 - Small travel award (e.g. \$100 award, unless nothing else to put)
 - Submitted manuscripts OK, not “in preparation”

Sample Category Headings

Education

Dissertation
Master's Project
Thesis

Professional Competencies

Areas of Expertise
Areas of Concentration in Graduate Study
Internships

Teaching Interests

Teaching Experience

Research Interests

Research Assistantships
Postdoctoral Experience
Research Appointments
Research Experience

Publications

Abstracts
Scholarly Works
Books
Chapters
Editorial Boards
Professional Papers
Technical Papers
Refereed Journal Articles
Editorial Appointments
Articles/Monographs
Book Reviews

Research Grants

Funded Projects
Grants and Contracts
Patents



Sample Category Headings

Professional Experience

Academic Appointments
Professional Summary
Related Experience
Administrative Experience
Consulting Experience

Academic Service

Advising
University Involvement
Outreach
Leadership
University Assignments

Professional Development

Professional Association Advisory Boards
Advisory Committees
National Boards
Professional Activities

Conference Participation

Conference Presentations
Conference Leadership
Workshop Presentations
Invited Lectures
Lectures and Colloquia

Awards

Scholarships
Fellowships
Honors
Activities and Distinctions
Professional Recognition
Prizes

Professional Memberships

Affiliations
Memberships in Scholarly Societies
Professional Organizations
Honorary Societies
Professional Societies

Professional Certification

Certification
Licensure
Endorsements
Special Training

Foreign Study

Study Abroad
Travel Abroad
International Projects
Languages
Language Competencies



What should/should not the CV contain?

Personal information:

- Include
 - Name, business address, phone number(s)
 - e-mail address (**professional**)
- Do not include
 - Age, gender, marital status, religion, ethnic background, race or other personal information irrelevant to the position
- Optional
 - Home address, cell phone number
 - Use good judgment
 - Visa status (some American companies only hire Americans, usually specify on application)

Educational and Professional Experience

- State in chronological order, including location in the world and dates attended:

- Postgraduate professional experience
 - What/who/where
(industry/government/school/department/program)
 - Name of mentor if you did a postdoctoral fellowship

- Graduate degree(s)
 - School/Department/Program
 - Thesis/dissertation titles
 - Name of mentor
 - Associated certificates

- Undergraduate degree(s)
 - Major/minors

Honors and Awards

- State name of honor
- Granting institution or agency, and date
- Explain meaning of honor/award/scholarship
 - especially if awarded in another country
 - Even something large such as NSERC – other countries might not be familiar with it
- Use metrics if possible (e.g. 1st place presentation award top out of 5 people in a session, or out of 100?)
- Bursaries OK, can remove in future as your CV grows
- Some agencies like to separate “competitive” vs “non-competitive” awards
- **Avoid acronyms!**

Research Activities

- 1. Peer reviewed full manuscripts: (should be up front!)
 - All authors (**bold your name**)
 - Indicate with * and description underneath if you are co-first author (*these authors contributed equally to this work)
 - Title of manuscript
 - Title of scientific journal
 - Volume and page numbers
 - Year
 - include all submitted and accepted, normally not “in progress” manuscripts (ask your mentor in your specific case)
- 2. Books, book chapters, monographs
 - Ditto above
- 3. Published abstracts of research presented at scientific meetings or invited symposia/workshops (oral or poster)
 - Ditto above
- 5. Invited seminars
 - Include date, location, title of seminar (on-campus separate)

Tips and General Order

- *Order of items is flexible, but this is a general guide:*
 1. Personal info, contact info
 2. Academic background/education
 3. Research interests (key words, no paragraphs)
 4. Publications, patents
 5. Research funding (as PI)
 6. Awards and honors (fellowship, scholarships, travel, etc)
- Work experience (summary, no paragraphs or detailed sentences explaining duties)
- Invited lectures section
 - On-campus lectures separate (padding if with other invited lectures)
- Teaching, differentiate between TA work and "instructor of record" (teaching a class)
- **Endnote – not for CV, just general tip. USE IT!**



Grants

- Present, pending, past funded grants
 - Title and 1-2 sentence description
 - State if you are principle investigator (PI) or co-investigator
 - Source
 - Dollar amount (Direct Costs and/or Total Award), Year(s) of award

- Grant applications submitted, not yet reviewed
 - Ditto above (time, money, etc.)

- Do Not Include:
 - Grant applications submitted and reviewed but not awarded (e.g. rejected grants)

Teaching Experience

- **CV - Mentoring of students in the lab**
 - **Dates, locations (name if research mentoring)**
- Teaching dossier (for teaching jobs, or if requested)
 - Courses taught (# hours of lecture)
 - Courses developed
 - Educational innovations
 - Teaching evaluations
 - Everything above suited for teaching dossier

Academic/Professional Service

- Committees
 - Chair, Member
 - Institutional and departmental

- Manuscript Review – List Journal names

- Grant Review
 - Organization, e.g. NIH, AHA etc.
 - Regular, Ad Hoc

- Optional
 - Community Service
 - Volunteer work which indicates leadership
 - Media (interviews, news articles, etc.)

Other Information

- Foreign Language Abilities/Skills
- Volunteer/Service
 - may or may not be work-related
- References
 - ~~specify references; either full contact information or~~
 - **“references available upon request” at the end**
 - If requested for specific job, include on CV



Reference Letters?

- Gets easier the more advanced you get in your career and education
 - M.Sc. or P.h.D. Advisor, past employers
- Harder when undergraduate
 - Professors who taught you in undergraduate courses have a hard time finding much to say
 - Attended class, achieved X% grade, asked intuitive questions, etc.
- At least – build a relationship with professors so that they will remember you
 - Attend office hours, ask good questions, do well
- Ideally – perform research or volunteering during your undergraduate degree
 - Much easier to write a convincing reference letter for someone who worked in your lab doing research
 - Make sure not to completely slack-off and blow up the lab!



Before you send your CV & cover letter

Curriculum Vitae at top of 1st page!

- Put **date of preparation** in PDF file name, be sure it is up-to-date!
 - Be sure your current version is formatted for the position you are applying for!

PROOF, PROOF, PROOF!

- Check accuracy of citations!
- Check spelling and grammar!
- Be sure final copy looks professional
 - Neat and clean
 - Printed accurately
 - On high quality paper or .pdf
 - Check hard copy or .pdf carefully

Sending out your CV

- CV often sent with cover letter
 - Accompanied by a cover letter highlighting important points (when asked for in job posting)
 - Describe your work experience in relation to the specific position sought
 - Provide detailed description of research interests
 - CV is generic – list of facts about your education, achievements, awards, etc.
 - Cover letter tailored to specific job or award being applied for

Some employers' dislikes (not science specific)

- **typos** 61%
- **inappropriate e-mail addresses** 35%
- decorative paper 20%
- with a photo 13%



Canadian Common CV

- Lots of Professors use this website
- Do you need one as a graduate student/postdoc?
- Used by many granting applications
- NSERC, SHRF, Michael Smith, CIHR
- When submitting a grant or fellowship application, you will be asked to complete and submit a Canadian Common CV
- Fill out all of your CV information on the Canadian Common CV website, it will then populate the required CV for each application based on what each organization requires
- **Don't need one until you are applying for a grant/fellowship/scholarship that specifically requires it**
- **Time consuming, so if you are certain of continuing in science and have some free time, wouldn't hurt to get started early**

