

CV and résumé preparation

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Organization

Academic life:

- Research
- Teaching
- Service

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How much detail do you need?

Activity

Choose one of the sample CVs, and answer the following questions:

- What sort of job does this person have?
- What sort of job does this person want?
- What are this person's main achievements?

Make it easy for the hiring committee to interpret your CV.

Choose a candidate

Research Postdoc

[Named after a person] Assistant Professorship - 7/1/2011:

The Department of Mathematics at the [Research University], is committed to academic excellence and diversity within the faculty, staff and student body. We are seeking an outstanding candidate for a special three-year assistant professorship, the [Named after a person] Assistant Professorship, pending funding approval. We encourage applications in any area of pure mathematics, applied mathematics, or statistics. The nine-month salary is \$58,100. This is a three-year nonrenewable appointment. Applicants should possess a recent Ph.D. degree (received no earlier than 2008) in Mathematics.

Candidates should have excellent teaching skills and excellent research potential. Candidates with teaching and research interests compatible with current faculty are sought. The successful candidate will have demonstrated a commitment to excellence through leadership in teaching, research or service towards building an equitable and diverse scholarly environment. For full consideration, applications should be submitted by December 1, 2011 to www.mathjobs.org

Choose a candidate

Liberal arts university

The Department of Mathematics and Computer Science at the [Liberal Arts University] is seeking to fill a tenure-track Mathematics position at the rank of Assistant Professor to begin September, 2014.

Specialization is open, with preference given to candidates who can teach courses in real analysis. Teaching responsibilities will include courses throughout the undergraduate mathematics curriculum with an emphasis on the candidate's areas of expertise. Please follow the below link for additional details and application instructions:

Who were those people?

Candidate 1: Hired by Quest University (Liberal Arts)

Candidate 2: Hired by MathCEP, University of Minnesota (Math Centre at a research University)

Candidate 3: Hired by MathCEP, University of Minnesota

Candidate 4: Went on to get an MS in Computer Science, and now is Manager, Scotiabank

Candidate 5: Hired as a research postdoc, University of Copenhagen

Candidate 6: Hired by University of Puget Sound (Liberal Arts University)

What goes on your CV?

Brainstorm:

On a piece of paper, write down what sort of job you want.

List three accomplishments that you know you need to make sure a hiring committee knows about.

Example:

I want a teaching-focused position that allows me the flexibility to continue to research.

- One of only 5 graduate students per year to win the campus-wide teaching award.
- Mentored several undergraduate researcher teams, resulting in two graph theory papers (submitted and in preparation).
- Demonstrated interest and ability in SoTL (Scholarship of Teaching and Learning) research: one paper accepted, and two sessions organized at national conferences.

Résumé vs. CV

Disclaimer my only non-academic work experience is limited to

- Secretarial work in my parents' travel agency (junior high and high school)
- Working behind the pie counter at the British Pantry (one summer in University)

So let's consult:

"So what are you going to do with that?": Finding Careers Outside Academia (revised edition) by Susan Basalla and Maggie Debelius.

What skills do you actually have?

Examples:

- Taught tutorials for various Math and Stats courses
- Marked 100- and 300-level Math and Stats courses
- Worked behind the pie counter at the British Pantry

Write: what skills would you acquire from those activities?

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- Your field of study, and maybe one award if it was really good. (p. 110)
- Formatted in an appealing, sometimes creative, way. Has brief sentences of description. No more than 1 page. (p. 110)

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Reverse Chronological Résumé

Advantages: “This style is great for someone whose current job is in the field that they want to enter.” (p. 106). Emphasize either companies or positions.

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Skills-based Résumé

Advantages: More accommodating of “unusual career paths” (like an academic looking for a non-academic job) (p.107) Can grab attention if skills listed are exactly those the employer needs.

Disadvantages: Be sure to “show, not tell” – and don’t just “[add] subheadings for research and writing skills to [your] CV and call it a résumé” (p.107).