



Writing Your C.V. for the Faculty Job Search

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CV/Résumé “Drop-In” Clinic

Currently held by Zoom appointment

Request a meeting with a member of the ASPIRE team via our online form:

<https://docs.google.com/forms/d/e/1FAIpQLSdUp9E67I3JT2348QPmMAaRvvGJAuW98BL8QpXWDa7FtBEFUg/viewform>



- Academic CVs • Industry CVs • Résumés • Biosketches • Cover Letters • LinkedIn Profiles

Common sections on academic CVs

- Name & contact information
- Education and Training
- Grants and Fellowships
- Honors and Awards
- Research Experience
- Professional Memberships
- Teaching Experience
- Academic Service
- Community and Volunteer Work
- Technical Skills
- Patents
- Publications and Presentations
- References

There is no single “right way” to write a CV.

Customize it according to your purpose, your background, and your strengths.

Check standards at the institution you’re applying to.

What not to do

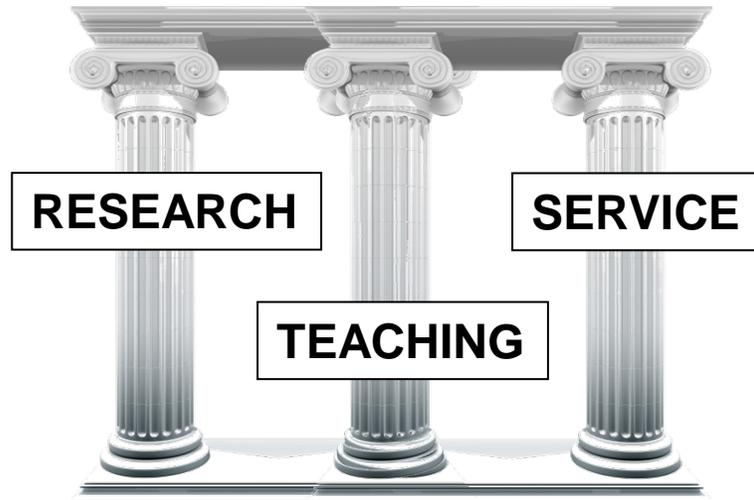
- Don't include personal info. No:
 - Photos
 - Birthdates
 - Race/ethnicity
 - Citizenship
 - Marital/family status
- Lengthy narrative passages
- Solid blocks of text; most entries should be 1-2 lines.
- Allow any typos or errors





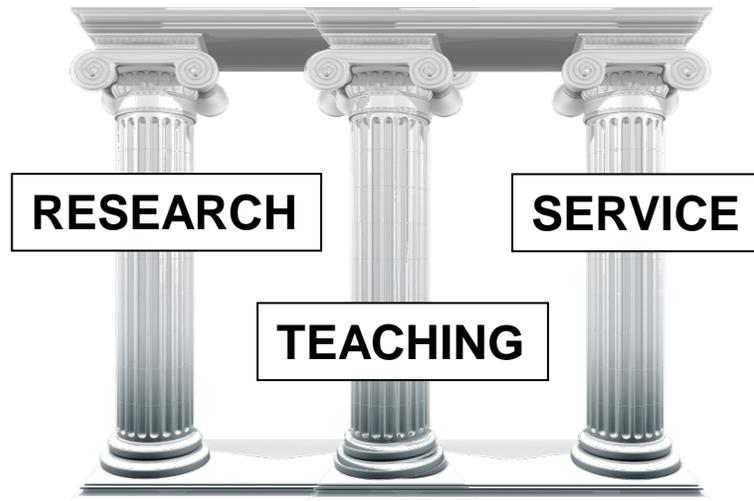
Use criteria for appointment/tenure to organize CV

The “three pillars” of tenure



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At VUSM:

Excellence

in RESEARCH of sufficiently high quality to gain favorable recognition within one’s discipline at the national level

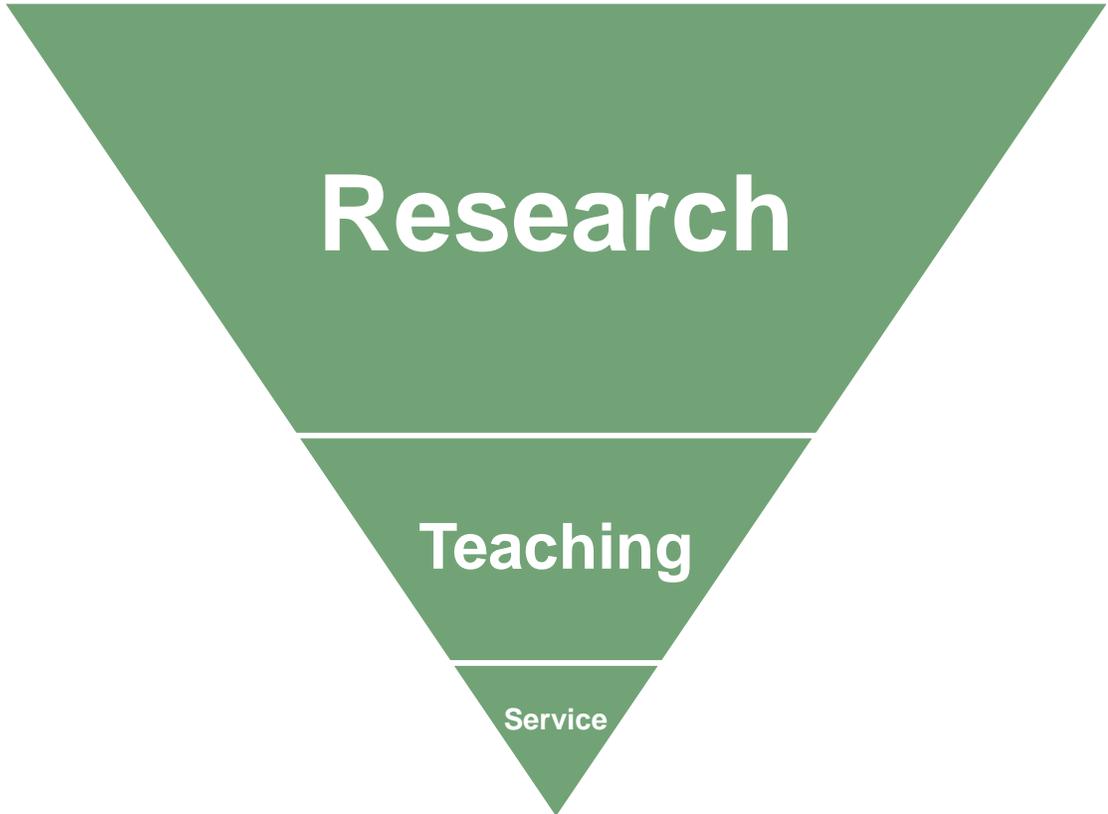
High level of effectiveness
in TEACHING

Satisfactory performance in
SERVICE



The organization and content of your CV should reflect what is important for the position

Research-focused institution



Excellence

in RESEARCH of sufficiently high quality to gain favorable recognition within one's discipline at the national level

High level of effectiveness
in TEACHING

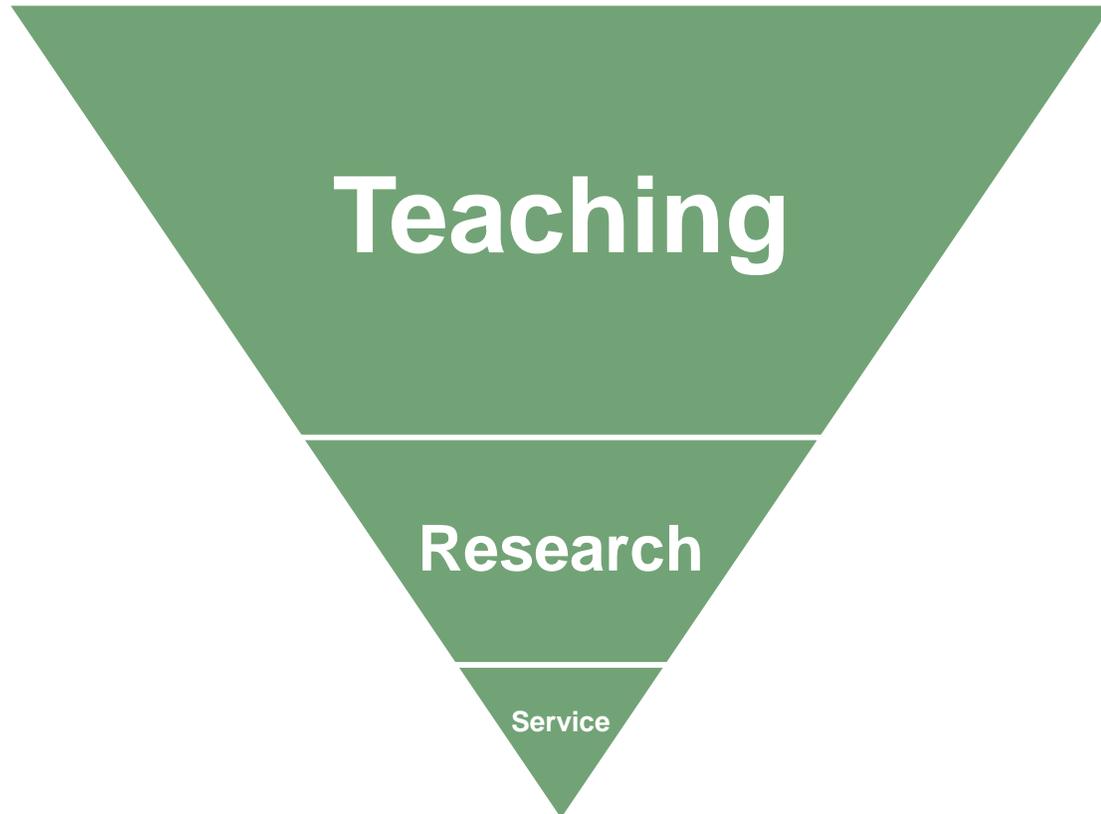
Satisfactory performance in
SERVICE



The organization and content of your CV should reflect what is important for the position

Teaching-focused institution

*Faculty Handbook:
Performance Standards*



Effective **TEACHING**: caring for students, promoting mastery of content, stimulating interest, encouraging students to be responsible members of society

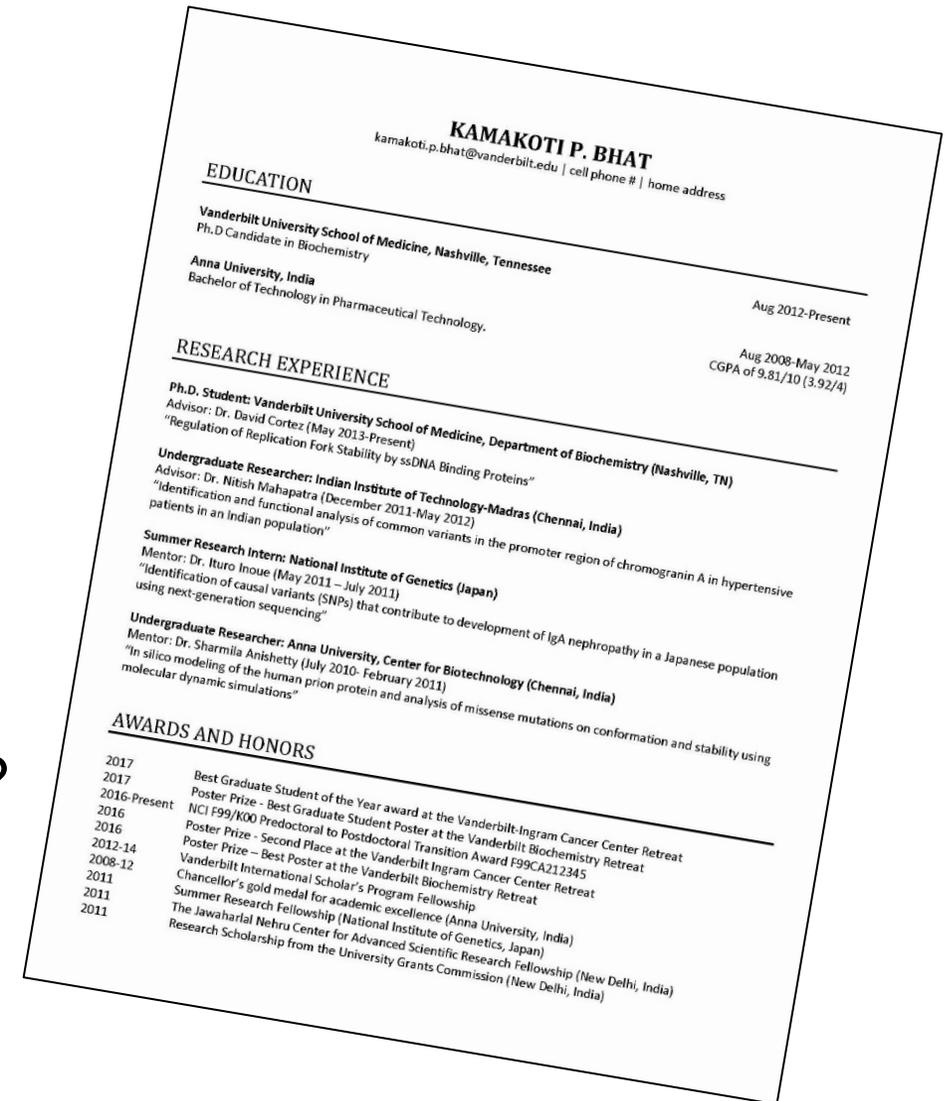
Scholarly and professional activity and achievement through **RESEARCH**, publication, presentation, and grants and awards

SERVICE to the college and community



Use the provided rubric to give feedback:

- Overall look and feel of the document (appearance/formatting)
 - Font(s)/typefaces
 - White space
 - Easy to read
- Content
 - Customized to purpose
 - Order of sections
 - Are their sections that should be included?





CV Review Round-Robin

3- 15 min rounds from 3:30-4:15

- 1) Break into groups of 4
- 2) Form pairs and exchange CVs
 - a. Use a provided rubric for each review
 - b. Take 5 min to review each other's document making notes with the colored pen highlighting suggestions/edits based on the rubric.
 - c. One person gives verbal feedback for 5 min
 - d. Then the other person shares verbal feedback for 5 min
- 3) Three min before end of 15-minute session, moderators will announce time.
- 4) When 15 min is up, moderator will announce to swap CVs with a different partner in your group of 4 and repeat for 15 min.
- 5) All group members discuss their observations and share general feedback



Reflection

- What did you see on your partner's CVs that worked well?
- Did your partner notice anything about your CV that you missed?
- Was there a common mistake or a missed opportunity that you noticed?
- What was something that you learned or a take-away you gained from this session- anything you weren't aware of prior?

Additional Resources

ASPIRE CV/resume review request

<https://medschool.vanderbilt.edu/career-development/individual-appointment-advising/>



Resources page on the ASPIRE website

<https://career.ucsf.edu/gsp/faculty-samples>

