

Preparing Your Curriculum Vitae

1. **Contact information: name, address, phone, email.**
 - a. No personal information for U.S. institutions: marital status, country of origin, age, SSN.
 - b. Personal information more typical on European CV.
 - c. Use one address (home or office)—where you want them to send an offer letter; use one email address

2. **CV is the story of your academic life.**
 - a. No space limitations; may be many pages long.
 - b. It is not a resume, i.e. a snapshot of experience.

3. **Categories**
 - a. Education
 - b. Research Interests
 - c. Research Experience
 - d. Teaching Experience
 - e. Professional Experience (non-academic)
 - f. Publications (can be broken down into subheadings of published, submitted and in preparation); other subheadings: conference proceedings, book chapters
 - g. Presentations
 - h. Technical Skills (if important to your discipline)
 - i. Professional Affiliations/Service (reviewer, organizer)
 - j. Other Information: language skill, interests
 - k. References (make sure they all fit together—start a new page if needed)

4. **Keep your audience in mind**
 - a. What is most important to them?
 - i. Research background, research interests, research plans; include title of dissertation and advisor's name. Then add details about your research.
 - ii. Teaching background (may be less important for research-heavy jobs)
 - iii. Advisors: they will be called
 - iv. Publications (if extensive list, put at end of CV)
 - v. Presentations/Conferences/Professional Service

5. **References should be included on final page of CV.**
 - a. Others may be called, even if not on CV.
 - b. 2-3 references
 - c. Include name, title, address, phone and email.

6. **Read, reread, and then have someone else read it.**
 - a. No spelling, grammar mistakes should exist.
 - b. Check for headings separated from content. Make appropriate page breaks.



Ruth Schemmer, Ph.D.
Associate Director for Graduate Student Services
209 Koldus ♦ (979) 845-5139 ♦ ruths@tamu.edu

Helpful Books and Website:

Website

The Chronicle of Higher Education: <http://chronicle.com/jobs>

Extremely helpful site about job searching for PhD's. Access is not password protected and archived articles may be retrieved through Search process.

Specifically, see: <http://chronicle.com/jobs/2005/07/03.htm>

"The CV Doctor Returns," by Julie Miller Vick and Jennifer S. Furlong.

(also search on The CV Doctor Returns to get each year's columns)

Books in Career Center Library

Heiberger, Mary Morris and Julia Miller Vick. *The Academic Job Search Handbook*.

Philadelphia, PA: University of Pennsylvania Press, 2008. ISBN 978-0-8122-2016-2 (In Career Center Library for browsing only)

Jackson, Acy L. and C. Kathleen Geckeis. *How to Prepare Your Curriculum Vitae*. New York: McGraw-Hill Books. ISBN 0-07-139044-8 (in Career Center Library for browsing only)

Related Books on Amazon.com

A Ph.D. Is Not Enough: A Guide to Survival in Science (Paperback)

by [Peter J. Feibelman](#) "My scientific career almost never happened..." ([more](#))

SIPs: [postdoctoral adviser](#), [postdoctoral job](#), [industrial lab](#), [postdoctoral position](#), [government lab](#) ([more](#))

★★★★☆ (29 customer reviews)

Tomorrow's Professor : Preparing for Careers in Science and Engineering (Paperback)

by [Richard M. Reis](#) "Tongue-in-cheek as his comment may be, Shultz is hinting at something important about how colleges and universities differ from industry, government, labor unions, churches, hospitals,..." ([more](#))

SIPs: [academic job talk](#), [postdoc institution](#), [faculty efficiency](#), [your current institution](#), [tenure path](#) ([more](#))

CAPs: [Stanford University](#), [University of California](#), [San Jose State University](#), [National Science Foundation](#), [The Academic Enterprise](#) ([more](#))

★★★★☆ (11 customer reviews)

Surviving Your Academic Job Hunt : Advice for Humanities Ph.D.s (Paperback)

by [Kathryn Hume](#)

The Chicago Guide to Your Academic Career: A Portable Mentor for Scholars from Graduate School Through Tenure (Paperback)

by [John A. Goldsmith](#), [John Komlos](#), [Penny Schine Gold](#)

★★★★☆ (2 customer reviews)

Ms. Mentor's Impeccable Advice for Women in Academia (Paperback)

by [Emily Toth](#) "Anne, a straight-A student through high school and a summa cum laude from Bryn Mawr, has fallen in love with art history..." ([more](#))

SIPs: [her ivory tower](#), [sage readers](#), [tenure denial](#), [academic women](#), [get tenure](#) ([more](#))

CAPs: [Slouching Toward Tenure](#), [The Rite of Passage](#), [African American](#), [Affirmative Action](#), [Tenure Diary](#) ([more](#))

★★★★☆ (21 customer reviews)

Joe Jones, Ph.D.

Mary Kay O'Connor Process Safety Center
 The Texas A&M University System, 3574 TAMU
 College Station, Texas 77843-3574
 Phone (979) 555-9999; Cell: (979) 555-0000
joejones@email.com

EDUCATION

- | | |
|---|------|
| Ph.D., Mary Kay O'Connor Process Safety Center
Chemical Engineering (Interdisciplinary Doctoral Program)
Texas A&M University, College Station, Texas | 2003 |
| M.S., Management and Safety Engineering
Ben-Gurion University, Israel | 1998 |
| B.S., Mechanical Engineering
Ben-Gurion University, Israel | 1986 |

RESEARCH EXPERIENCE

Dissertation: *"Models for Multi-Strata Safety Performance Measurements in the Process Industry."*

- Designed models to conduct industrial safety performance measurements, while distinguishing among three disciplines within the spectrum of process safety: measurements within Facilities, Benchmarking of Process Safety Elements among Facilities, and assessment of Industrial Safety Performance nationally

Process Safety Center, Texas A&M University 2003-present
Assistant Research Scientist (Post-doc)

- *Co-Investigator:* Identifying the surface characteristics of the practices of organizational climate as well as of the underlying values of the organization (culture)
- *Investigator and Project Manager:* Propane Industry Incident Data Collection project for the Propane Education and Research Council (total funded budget, including phases 1 & 2, \$479,000)
- *Lead Human Reliability Analyst,* Newport Chemical Demilitarization Facility; New-Port, IN
- *Quantitative Risk Analyst,* Newport Chemical Demilitarization Facility; New-Port, IN
- *Investigator:* developed leading indicators to measure safety performance of OSHA Process Safety Management elements, using the Analytic Hierarchy Process methodology.
- *Project Manager:* Emergency Planning Data Collection for the N. TX Council of Governments.
- *Investigator:* Benchmarking of Emergency Preparedness and Response Programs in the process industries.
- *Investigator:* Developed a methodology for improving process safety by using failure rate databases and process safety performance measurements techniques.
- *Investigator:* - Benchmarking of Management of Change program practices in the process industry.

TEACHING EXPERIENCE

Indian Oil Corporation Ltd. (IOCL), New Delhi, India 2005
 Training IOCL engineers in a variety of Process Safety subjects

- Three days HAZOP training
- 1 ½ days Process Safety Management
- 1 ½ days Safety Instrumented Systems (SIS, SIL)

Dept. of Chemical Engineering, Texas A&M University 2002-present
Instructor, spring 2005 (Currently)

- "System Safety Engineering"
 - 45 undergraduate students

Instructor, spring 2004

- Taught "System Safety Engineering"
 - Total of 50 undergraduate students

Instructor, Fall 2004

Teaching Assistant, Fall 2003

- Assisted with "Process Safety Engineering" course

PUBLICATIONS

Published:

1. J. Jones, H. H. West, W. J. Rogers, J.P. Gupta and M.S. Mannan, "Use of Failure Rate Databases and Process Safety Performance Measurements to Improve Process Safety", Journal of Hazardous Material, 104(2003).

Submitted:

1. M. Sam Mannan, Harry H. West, Kiran Krishna, Abdulrehman A. Aldeeb, Nir Jones, Sanjeev R. Saraf, and Michela Gentile, "The Legacy of Bhopal: The Impact Over the Last 20 Years and Future Direction", International Conference on the 20th Anniversary of Bhopal Gas Tragedy 'Bhopal and its Effect on Process Safety', Journal of Loss Prevention in the Process Industries, Submitted.

In Preparation:

1. J. Jones, H. H. West, and M. Sam Mannan, "Use of Analytic Hierarchy Process to Measure safety performance of OSHA Process Safety Management elements"

Symposia

1. Y. Qiao, J. Jones, W. J. Rogers, M. Sam Mannan, "Quantitative Risk Analysis for Hazardous Material Transportation", the Process Plant Safety Symposium session of the spring 2005 National American Institute of Chemical Engineers meeting, accepted.

Book Chapter

1. Emergency Planning chapter for the 3rd edition of "Loss Prevention in the Process Industries, Hazard Identification, Assessment and Control, (Frank Lees) Butterworth Heinemann Pub.

REPORTS & ACTIVITIES RELATED TO FUNDED PROJECTS

1. Human Reliability Analysis of the Newport Chemical Agent Demilitarization Facility. Completed in November 2004.
2. Quantitative Risk Analysis of the Newport Chemical Agent Demilitarization Facility. On-going.

REVIEWING EXPERIENCE

1. Paper review: "Toward Process Benchmarking in the Refining Industry: An Integral Methodology, Operational and Technological Diagnosis."
2. Proposal Review: Review of a proposal for the International Science & Technology Center: "New methods and technologies for accident prevention at oil and gas pipelines."

INDUSTRY/OTHER EXPERIENCE

Rotem Amfert Group (Subsidiary of Israel Chemicals) Negev, Israel <i>Maintenance Manager</i>	1999-2000
Fine Chemical Division, Dead Sea Bromine Compounds Group (Subsidiary of Israel Chemicals), Israel. <i>Maintenance Manager</i>	1998-1999

PROFESSIONAL SEMINARS & COURSES

1. Reducing Human Error - the Mary Kay O'Connor Process Safety Center, Texas A&M University, October 2004.
2. Grant Writing Seminar – August 2004 – Texas A&M University.
3. Layer of Protection Analysis, SIS-Tech, Houston Texas – August 2003.

REFERENCES

Professor X
 Mary Kay O'Connor Process Safety Center
 Chemical Engineering Department
 Texas A&M University System
 College Station, TX 77843-3122
 Ph: (979) 862-3985
profx@tamu.edu

Anne Smith, PhD

31 Silver St. • Suburban City, MA 01010 • (111) 555-2222 (H) • (111) 555-3333 (C)
 annesmith@email.edu

EDUCATION

- PhD** Sociology, Texas A&M University, December 2001
 Areas of concentration: Social Psychology, Complex Organizations and
 Research Methods (Quantitative, Qualitative and Experimental)
- MA** Sociology, University of Houston, December 1997
- BBA** Business Analysis, Texas A&M University, May 1989
 Specialization: Production/Operations Management

PROFESSIONAL EXPERIENCE

Beth Israel Deaconess Medical Center, Boston, MA *March 2002 to Present*

Director, IRB Operations, September 2003 to Present

Provide leadership and administrative oversight for all operations supporting the Committee on Clinical Investigations (CCI), the Institutional Review Board for the institution. Manage administrative staff of twelve employees, including administrators, protocol coordinators, liaison/auditors, and intake staff. Serve as Committee member, Vice Chair, and Executive Committee member. Provide operational interface between the Committee Chair, Vice Chairs, administrative staff, Research and Academic Affairs, legal and compliance, and the clinical research community. Serve as regulatory/ethical resource for CCI members, staff and researchers. Provide oversight of internal for-cause, and not-for-cause audits. Develop and implement CCI policies and procedures, related administrative operations in compliance with applicable federal and state regulations, and institutional policies related to human subject research.

Lead IRB Administrator, March 2002 to September 2003

RESEARCH

Texas A&M University, Department of Sociology

Doctoral Candidate, 1997-2001

Dissertation: "Sources of Legitimation and the Formation and Flexibility of Group Routines" (small group experimental research and theory construction). Conducted social psychological experiment with XX participants, including both experimental and control groups. Examined effects of *independent variable* on *dependent variable*. Key findings: When x increased, participants decreased in measures of y. Funded by National Science Foundation Dissertation Awards – Invited paper presented at the annual Group Process meetings in Anaheim, CA, August 2001.

Research Assistant, Fall 2001

Managed data for organizational research on corporate form change. Coordinated workshops for Preparing Future Faculty (PFF) program.

Graduate Research Assistant, Summer 1999 – Summer 2001

Developed research proposal for an experimental study of cooperation and social dilemmas, conducted group experiments and statistical analysis. Supervised and trained undergraduate and graduate research assistants.

University of Houston, Department of Sociology

Masters Candidate 1995-1997

Thesis: "Mary Kay Cosmetics: A Sociological Analysis of Recruitment and Commitment Mechanisms" (qualitative research)

Various Independent Projects

- Qualitative and quantitative data analysis for a program evaluation of a juvenile boot camp facility (1996)
- Data management and analysis for quality of life research as part of a phase two clinical trial in cancer patients (1996/1997)
- In depth interviewing for qualitative cross cultural study of "fictive kinship" (1996)

TEACHING EXPERIENCE

Texas A&M University, Department of Sociology

Graduate Assistant Lecturer Summer 2000, Fall 2000, Spring 2001

Developed course syllabus, class lectures, and taught introductory courses ranging in size from 45 to 100 students.

Graduate Teaching Assistant Summer 2000 – “Research Experience for Undergraduates”

Assisted with specialized undergraduate advanced research methods courses for select students from the Texas A&M University system who were preparing for graduate school. These students were often from underrepresented populations.

Graduate Teaching Assistant Fall 1998, Spring 1999, Fall 1999

Assisted students with undergraduate advanced research methods courses by providing individual tutoring and group review sessions. Assisted professors with grading and record keeping.

Kingwood Community College, Kingwood Texas

Adjunct Instructor Spring 1996, Fall 1996, Spring 1997

Developed course syllabus, class lectures, and taught introductory sociology courses ranging in size from 15 to 30 students.

University of Houston, Department of Sociology

Graduate Teaching Assistant 1995-1997

Assisted with introductory sociology courses, undergraduate social statistics course, and Social Science Data Lab.

PRESENTATIONS

Invited paper: Anne Smith “Sources of Legitimation and the Formation and Flexibility of Group Routines”

Annual Group Processes Meeting (held in conjunction with American Sociological Association Meetings) Anaheim, CA., 2001

Pamela Hunter-Holmes, Anne Smith, and Jane Sell “The Shape of Gains and Losses: An Experimental Test of the Value Function” American Sociological Association Meetings, Washington, DC., 2000

PUBLICATIONS

Smith, Anne and Jane Solis. 2004. “Sources of Legitimation and Their Effects on Group Routines: A Theoretical Analysis.” In Cathryn Johnson (editor) *Research in Sociology of Organizations*. Volume 22. Oxford: Elsevier Science, Ltd.

Zeng Chen, Jane Solis, Pam Hill, Anne Smith. 2002. “Cross-Cultural Comparison of Cooperation in Public Good and Resource Good Settings.” *Social Psychology Quarterly* 65(3):285-297.

HONORS, AWARDS, GRANTS

- National Science Foundation, Dissertation Award, 2001 - \$7500
- Student Awards Committee, Department of Sociology, Texas A&M University –Thesis and Dissertation Support Grant, 2000
- Texas A&M University Regent's Fellowship, 1997/1998

PROFESSIONAL ASSOCIATIONS

American Sociological Association

Public Responsibility in Medicine and Research (PRIM&R)

Applied Research Ethics National Association (ARENA)

REFERENCES

Dr. X

Address

Phone

Email

Mary Smith

1000 Elm Rd. Apt. 1 ♦ Middletown, TX 12345
(979) 555-4445 ♦ jdoe@dept.tamu.edu

EDUCATION

Texas A&M University, College Station, TX
Ph.D., Biochemistry; GPR 3.93
Dissertation: "Title"
Advisor: Dr. Z. Smith

Expected: Aug 2009

Big State University, Middletown, TX
M.S., Chemistry, GPR 3.89
Thesis: "Title"
B.S., Pharmacy, GPR 3.75

May 2004

Jul 1999

RESEARCH INTERESTS

Biochemistry, Pharmaceuticals, Optical Imaging

RESEARCH EXPERIENCE

Dissertation: "Title"

Advisor: Dr. Z. Smith

- Analyzed the effects of X on Y
- Utilized X processes...
- Key contributions or findings: (*this should be the part that tells them about the significance of your study—what did you accomplish?*)
 - 1) Contribution A
 - 2) Contribution B

Big State University, Middletown, IN

Aug 2002- May 2004

Research Assistant

Thesis: "The Study of X as it relates to Y"

- Incorporated Tryptophan (Trp) Analogs into the Phosphofructokinase from *Bacillus stearothermophilus* (BsPFK).
- Explored the mechanisms of a chemotaxis system (Transmembrane Serine Receptor, Tsr) in *Escherichia coli*.
- Measured ligand-binding properties (dissociation constant and stoichiometry) of the periplasmic domain of Tsr using both fluorescence spectrometry and isothermal titration calorimetry.
- Developed a spectrophotometric method using proteins on native cell membrane.
- Studied the inhibition effect of ligand-bound Tsr on a complexed histidine kinase activity using coupled enzyme activity assay and radioactive assay.

TEACHING INTERESTS

Organic Chemistry, Analytical Chemistry, Organic Synthesis (graduate level)

TEACHING EXPERIENCE

Dept. of Chemistry, Texas A&M University

Fall 2006 – Spring 2007

Teaching Assistant

- Assisted with Organic Chemistry course (45 students each semester)
- Prepared all lectures and exams; evaluated student performance and assigned grades
- Implemented new lab processes for senior level course

Guest Lecturer

- Lectured in Intro to Chemistry course in professor's absence; 3 times during the semester

PUBLICATIONS

Published

Author, First, Second Author. 2007. "Title." *Journal* 99:112-120.

(use whatever style your dissertation uses for references)

Submitted

(articles that you have sent to journals for review)

In Preparation (or In Progress)

(papers you are currently and actively working on)

Book Chapter

CONFERENCE PRESENTATIONS

American Biophysics Association Annual Meeting, New York, NY, Feb 2008

Poster: "Purification and Characterization of the Periplasmic Domain of Serine Chemoreceptor"

The Center for the Study of Biochemistry, Noname, TX, August 2007

Poster: "Purification and Characterization of the Periplasmic Domain of Serine Chemoreceptor"

HONORS & AWARDS

Fellowship A

Scholarship B

OTHER EXPERIENCE (or INDUSTRIAL EXPERIENCE)

Joe Jones Company, Wichita, KS

Aug 1999 – Aug 2002

Lab Manager

- Performed tests on XX to determine YY...
- Contributed written portion to grant application for XX...

SKILLS

Language:

- Fluent in Spanish/English; Basic French

Computer:

- C++, HTML, Perl, SAS, Stata, GIS...

Scientific:

- Proficient in...
- Familiar with...

PROFESSIONAL MEMBERSHIPS/SERVICE

American Society of Biochemistry

Reviewer for *Journal of Organic Chemistry*

2005 - 2007

Session Organizer, Southwestern Association of Chemists, San Antonio, TX

2008

REFERENCES

Dissertation Advisor:

Dr. Mary Brown, Associate Professor

Dept. of _____

Texas A&M University

Address

City, ST 00001

(979) 555-4444

name@tamu.edu

Committee Member:

Dr. Jane Smith, Professor

Dept. of _____

Texas A&M University

Address

City, ST 00001

(979) 555-6666

name2@tamu.edu

EXAMPLE ACADEMIC COVER LETTER #1

January 13, 2005

Dr. John Smith
111 Academic Bldg
Big State University
Smalltown, ST 00001

Dear Dr. Smith,

I would like to apply for the position of assistant professor of Occupational Safety in your department. I completed my Ph.D. in December 2003 under the supervision of Professor M. Sam Mannan at the Chemical Engineering Department - the Mary Kay O'Connor **Process Safety Center**, at Texas A&M University. My dissertation was entitled, *Models for Multi-Strata Safety Performance Measurements in the Process Industry*.

My publication record includes articles in peer-reviewed journals such as the *Journal of Hazardous Material* and *Process Safety Progress*. Several other publications are currently under review. In addition, I authored the "Emergency Planning" chapter of the 3rd version of the prestigious tome *Loss Prevention in the Process Industries, Hazard Identification, and Assessment and Control*, by Frank Lees. For a complete list of my publication record, I refer you to my resume.

In reference to your announcement, I have considerable experience in securing external funding and managing large-scale research projects. For example, I serve as Project Manager for numerous projects funded by the state and federal government, as well as industry associations, with budgets ranging from \$15,000 to over \$400,000. In addition, I prepared several other proposals for the Mary Kay O'Connor Process Safety Center for RFP's from the Department of Homeland Security, the National Science Foundation, and other industrial entities.

My professional experience includes roles as a safety engineer and a maintenance manager for a combined 11 years with Rotem Amfert in Israel and at Fine Chemical Division, Dead Sea Bromine Compounds Group (subsidiary of one of the largest corporations in Israel-- Israel Chemicals). My service also includes positions as project manager, maintenance manager and departmental safety engineer at the N.R.C.N. in Israel. While my private sector experience offered a great deal of success, my PhD program revealed that I have a talent and passion for teaching and research. Therefore, the academic position at your institution is particularly interesting to me as the next step in my career goal.

During my graduate studies I served as a teaching assistant for several courses, including the Process Safety Engineering graduate course. It was during these opportunities that I recognized my enthusiasm for communicating complex concepts in an accessible manner. In my postdoctoral position I have taught "System Safety Engineering" and "Industrial Safety Engineering." My evaluations are consistently high and students often comment that I "present the course material in a logical and easy to understand way", and "use a variety of channels of teaching" and that they "appreciate [my] availability outside of class." I have been asked to consider teaching "Industrial Hygiene" and "Product Safety" in the future as well.

EXAMPLE ACADEMIC COVER LETTER #1

Currently I mentor four graduate students; two pursuing a PhD, and two pursuing Master's degrees. Their areas of research cover risk assessment, hazardous materials transport, data mining, and process optimization.

I maintain a penchant for collaboration both within my college, and across the university. For example, I have successfully sought opportunities to work with faculty from the Mays Business School at Texas A&M University in developing Cyber Infrastructure of Chemical Incident Data, which involves construction, integration and modeling of large-scale data sets, data mining, and statistical modeling.

Attached are my CV, contact information for three references, and a statement of career goals, including teaching and research. I thank you for the opportunity to be considered for the position of assistant professor in your department.

Sincerely yours,

Jane Jones, Ph.D.
123 Elm Dr.
Any City, TX 11110
(979) 444-4444
jones@emailserver.com

EXAMPLE ACADEMIC COVER LETTER #2

Date

Search Committee, Dept. of XXXX
1000 Old Main Bldg.
XXXX University
City, ST Zip

Dear Search Committee Chair:

I am applying for a tenure-track assistant professor position in your department, as announced at <http://www.mydiscipline.org>. I expect to complete my Ph.D. in Architecture at Texas A&M University, College Station, by August 2003, under the supervision of Dr. James Doe.

I am particularly interested in this position because of your stated desire for an individual with “relevant construction-oriented computer experience and full-time construction management”. I believe you will find my background in both architecture and construction management to be well-suited to this position’s requirements.

I have gained extensive research and teaching experience at Texas A&M University over the past five years. My current research assesses the impact of information and communication technologies on the design and construction industry with a particular focus on knowledge management. Other research projects I have conducted include E-commerce in the AEC industry, simulation modeling of construction processes, and database system modeling for construction processes. In addition to the aforementioned research experience, I also worked for two semesters as a teaching assistant for an upper-level Construction Science course: Construction Project Controls. This assistantship afforded me the opportunity to construct exams, guide students through independent projects, and evaluate their performance. I also guest lectured on an as-needed basis.

My substantial work experience in construction and architectural firms includes handling international project contracts, estimating, and scheduling. With a variety of computer and networking skills, I developed numerous database applications, web applications, and network systems, while working as a research assistant at Texas A&M University.

Enclosed are my curriculum vita, which includes the names and addresses of three references, a statement of research interests, a statement of teaching interests, and two recent publications (Construction Science Journal 1:111-125 and Science of Architecture, January 2003).

Thank you for your consideration. I look forward to hearing from you soon.

Sincerely,

Shirley Wright
Address
City State Zip
Phone
Email