

APPENDIX I

SUGGESTIONS FOR PREPARING CURRICULUM VITAE

In the job market a well organized and neatly presented c.v. can make the difference between serious consideration of your candidacy and instant rejection.

For professional employment purposes a c.v. can omit certain kinds of information which may be desirable for publicity or similar uses. Too much detail makes the reading of hundreds of vitae difficult for those who also must examine them.

We have worked out the enclosed suggested format and the following suggestions:

1. ADDRESS

Be sure to include your zip code and area code number.

2. EDUCATION

Do not include high school. College or graduate school grade point averages are superfluous.

3. PROFESSIONAL EMPLOYMENT

Omit summer or short term jobs unless relevant.

Omit elaborate course and research project description.

Omit months in employment chronology. 9/98-6/99 is more confusing to read than 1998-1999.

Give only title of position rather than an elaborate description of duties.

Distinguish between teaching assistantships and regular faculty appointments, such as lecturer or instructor.

4. PROFESSIONAL ACTIVITIES

Include only those activities which contribute to your professional picture. Undergraduate activities and community service projects may round out the picture of a candidate but are not a substitute for your professional activities.

5. PUBLICATIONS

This should include only already completed publications, or those in press. Addresses, invited papers, etc. should be listed separately. Do not include book reviews or other contributions to local newspapers, house organs, etc. unless they constitute your major occupation. Omit references to projected work.

6. REFERENCES

References should be recent ones with complete addresses, and should be listed only with the consent of the person named. This avoids negative references and embarrassment to candidates. Also, while references from the family minister or a good neighbor are interesting for personal reasons, they are irrelevant for professional evaluation.

You may check verbally whether people are willing to write a letter of recommendation for you, but it is necessary to follow up in writing. State clearly the purpose for which the letter is intended- i.e., for a general file of your credentials and oriented to either faculty or administrative posts (or both), or for a specific professional opening. With your written request, enclose a stamped envelope addressed to the intended recipient of the reference and a stamped, self-addressed postcard to let you know when the recommendation has actually been sent.

7. EXTRANEIOUS DETAIL

Much material may be of interest in rounding out a candidate's personal life but its place in a curriculum vitae is of doubtful value. The following are examples of information some consider extraneous.

- a) References to health or physical appearance
- b) References to your marital status
- c) Hobbies
- d) Job objectives (should go in a covering letter)
- e) Geographical preferences
- f) Children's names, ages or academic status
- g) Social Security number
- h) Any statements in the first or third person

The following is a horrible but typical example of much superfluous detail:

Secondary Education: Flower Hill Academy, El Paso, Texas. Graduated with high distinction in June, 1984; elected to National Honor Society, Res Gestae Chapter, Flower Hill Academy.

Undergraduate Education: Western College, Oxford, Ohio, 1984-87. Pennsylvania State College, State College, Pa. Summer 1987. (Took off a year because of ill

health). St. Ambrose College, Davenport, Iowa. Fall 1988-June 1989. Graduated cum laude with a major in history and a minor in music. Dean's list for two semesters, elected to Phi Lambda Xi National Honorary Society.

Graduate Education: Juniper-Sierra University, 1992 to Present. Major in historio-anthropology (cultural, social, ethnic, history of linguistics) and minor in psycho-historical studies. Elected to Tau Omega Mu (national women's honorary) in 1994. Doctoral examinations passed and admitted to candidacy for the Ph.D. degree 3 June 1999. My advisor will be Dr. Hugo R. Barnett, director of dissertations.

INSTEAD OF:

St. Ambrose	History	B.A. 1989
Juniper-Sierra U.	Anthropology	M.A. 1994
Juniper-Sierra U.	Hist.-Anthro	ABD 1999

8. GENERAL APPEARANCE

All vitae and correspondence should be typed or laser printed. Use good bond paper of standard 8 1/2 x 11" size, and a good clear font or typeface to ensure good reproduction of the c.v. You are likely to need to 100-200 copies of your c.v. in the job-hunting process; the best and cheapest duplicating process is laser printing.

9. COVERING LETTER

No matter how many places you are applying to, do not under any circumstances send form letters. Take the trouble to find out the chairperson's name and what the general strengths and interests of the department or institution are. Emphasize your possible contribution to their program.

While many of the points mentioned above may sound out of place or foolish, they have all been pulled from many of the vitae in our files!

HIGHER EDUCATION RESOURCE SERVICES CURRICULUM VITAE

Name

Address Home Telephone
 Office Telephone

Date and Place of Birth (Optional)

Education

Institution Major Degree and Year

(If incomplete Ph.D. give date degree is expected)

Ph.D. Dissertation Title

(Give name of advisor)

Fellowship

(Graduate and Post-doctoral)

Honors

(Omit number of terms on Dean's list, GPA's, or undergraduate fellowships)

Membership in Professional Societies

Professional Employment

(Include only rank or title, department, name of institution and dates. List last position first).

Other Professional Activities

Seminars and Invited Lectures

Grants and Awards

Advisory Committees

Service on Boards, etc.

Research-Teaching Interests

Short description of current and planned research or teaching interests. (A few phrases will do).

Publications

1. Books
2. Papers (sample reprints of your best papers are good)

(Append separately if list is long).

References

List Names and Addresses of three Current References or the Institutional Placement Service if your dossier includes current references.