

NAME

Contact Information

Education

2010 M.A. in *field* from *University*
2006 Certificate in *Qualification* from *Institution*
2005 B.A. in *field* from *University*

Employment

2010-- Research scientist in *field* at *Institution*
2006-10 Instructor in *field* at *University*
2005-06 Assistant Instructor in *field* at *University*

Awards and Honors

2012 *University teaching prize or Scholarship or Best paper award or...*

Grants

2011-13 *Government Research Agency grant #AB333, Title/Topic, \$amount*

Research Experience

Research on *topic* (2012--)

Studied *question* using *methods*. Obtained *results*. I was responsible for *this part of the analysis and writing*. This work led to publications 1 and 2.

Research on *topic* (2010-12)

Studied *question* using *equipment* and *techniques*. Obtained *results*. I made *measurements* and *analyzed the data*. This work led to publication 3.

Teaching Experience

Instructor in *field* at *University* (2006-2010)

Taught Physics 102 (introductory electromagnetism). Delivered the course lectures, wrote and graded the exams, assigned the homework, supervised teaching assistants.

Assistant Instructor in *field* at *University* (2005-2006)

Assisted the instructor teaching Physics 101 (introductory mechanics). Helped to grade homework and exams. Led problem-solving sessions for students.

Publications

1. [newest] Full title, authors, complete bibliographic information on publication.
2. ...
3. [oldest] Full title, authors, complete bibliographic information on publication.

Note: This is a rough CV sketch that illustrates some items discussed in the workshop. You can also include service, leadership, outreach, languages, technical skills... Words in italics are place-holders for the detail you would insert.

Suggestions for Critiquing a CV

Structure:

- Headings clear and visible?
- Reverse chronological listing (newest first)?
- Concise text?
- Consistent organization?
- Use of fonts, styles, indentation, bullets to make content clear, neat & appealing?

Accomplishments Explained Clearly?

- No use of local jargon
- Ambiguous job titles made clear by a supporting sentence
- The nature of applicant's teaching roles and experience made clear
- Responsibilities, topics, methods in research described
- Publications clearly linked to research topics / projects

Other Special Qualifications Conveyed? [below, a few possible examples are listed]

- Leadership qualities and roles
- Special efforts to help students or junior researchers
- Technical qualifications and skills
- Language skills
- Work on public outreach or on women-in-science issues

Overall:

- Does the reader come away with a correct understanding of what the person has accomplished and what kinds of skills or experiences s/he has?
- Does the reader feel that all of the necessary information was clearly presented and easy to find?
- Does the reader have a sense that this is an individual with unique and interesting experiences (rather than thinking this CV looks exactly like many others)?