Preparing an Academic CV

(and other components of a job application)

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Computational Fluid Dynamics Research Group

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Purpose of this talk

- Mostly about how to write a CV for an academic job or grad school application.
- I will not force/cajole you into a specific format or style.
- A CV is a very personal affair and should be tailored to YOU.
- My aim is simply to present some

guidelines, options and tips.

Outline

Outline

What is a CV?

Definition (Latin):

curriculum vitae = *[the] course of [my] life*

Plural: *curricula vitae*

Lazy plural: *CVs* (yuck, but we're stuck with it)

Never: *curriculum vita*

CV versus résumé

Curriculum vitae	Résumé
Long and detailed	Short and concise (2 pages)
Focus on academic training and related pursuits that demonstrate potential as a scholar/researcher	Summarize background and experience that demonstrate your ability to perform in a specific position
For academic positions	For non-academic positions
Tells the reader what you know	*Tells the reader what you know how to do*

Source:
"CVs and Resumes for Graduate Students"
Center for Student Professional Development, Rice University

Required categories in a CV

- Complete name: no short-forms, centered on page 1
- Contact information: address, phone, e-mail, web page
- Citizenship
- Education: post-secondary only
- Research interests: keywords on 1–2 lines
- Employment
- Awards and scholarships
- Professional memberships
- Teaching experience
- Publications and presentations

Drop a category if there is nothing to include there.

Other categories

- Research funding
- Academic service: journal reviewing, editorships, committees, granting councils, ...
- Mentorship and student supervision
- Community service
- Outreach activities

Some of these may not apply to early-career researchers.

What not to include in a CV

- Personal information: age, photo, religion, marital status, family information, sexual preference
- Social insurance number
- Hobbies
- Every job you've had since age 16
- Bad grammar

Caveat: European CVs

In Europe, it's common to include the following:

- Date of birth, marital status, children
- Gender
- High school education
- Photograph
- Less enthusiasm (people are more muted or humble)

What to avoid

- **Spelling and grammar errors:** check it, have someone else check it, then check it again!
- Wacky Fonts or a mix of fonts. Stay clean and simple:

  Helvetica or Palatino or Times New Roman
- Too much/too little white space
- Shading or color: anything that won't photocopy/scan well
- Coloured or thick/fancy paper
- Inconsistency: in wording, fonts, format, ...

A few other tips

- Most academic CVs list items in reverse chronological order (latest to earliest) – be consistent.
- Don't include absolutely everything – be selective.
- Try to tailor your CV to the job.
- A disorganized (or sloppy) CV is a possible sign of a disorganized (or lazy) person. And it is an easy criterion for filtering out job applicants when struggling with a large number of applications!

Contact information and citizenship

- Should be at the top of the first page
- There are many ways to format this information
- DON'T include "Curriculum Vitae" in title (or make it small)
- Make your name big and bold

CURRICULUM VITA

Todd James Arbogast

May 23, 2003

Personal Data

Birth:	December 9, 1957, Minneapolis, Minnesota.
Current Address:	Department of Mathematics; C1200, The University of Texas at Austin, Austin, Texas 78712.
Phone:	(512) 471-0166 (512) 475-8628 FAX: (512) 471-8694
Electronic Mail:	arbogast@ices.utexas.edu

Contact information and citizenship

- Should be at the top of the first page
- There are many ways to format this information
- DON'T include "Curriculum Vitae" in title (or make it small)
- Make your name big and bold

CURRICULUM VITAE

SEYED M. MOGHADAS

Institute for Biodiagnostics
National Research Council Canada
435 Ellice Avenue
Winnipeg, Manitoba
Canada R3B 1Y6

Phone: (204) 984-6573
Fax: (204) 984-5472
E-mail: Seyed.Moghadas@nrc-cnrc.gc.ca
URL: www.uwinnipeg.ca/~smoghada
Citizenship: Canada

Education

- List all degrees, reverse chronological
- Include titles of all theses
- Include supervisor's name (this helps provide context to your early publication record)

Education

Ph.D. (Mathematics)	University of Chicago	1987
S.M. (Mathematics)	University of Chicago	1983
B.S. (Mathematics, with high distinction)	University of Minnesota	1981
B.S. (Physics, with high distinction)	University of Minnesota	1981

Education

- List all degrees, reverse chronological
- Include titles of all theses
- Include supervisor's name (this helps provide context to your early publication record)

EDUCATION

PhD (Applied Mathematics, 2000)	Sharif University of Technology PhD Thesis: "*On the Existence of Limit Cycles in Gause-Type Predator-Prey Systems*"
MSc (Applied Mathematics, 1995)	Isfahan University of Technology
BSc (Pure Mathematics, 1993)	Isfahan University of Technology

Employment

- List all jobs, postdocs, RA appointments, etc.
- Include date ranges
- Explain any gaps!

Professional Experience

Professor	The University of Texas at Austin	2001–
Associate Professor	The University of Texas at Austin	1995–01
Assistant & Associate Professor	Rice University	1993–95
Faculty Fellow	Rice University	1992–93
Visiting Assistant Professor	Rice University	1990–92
NSF Postdoctoral Research Fellow	University of Houston	1989–90
Assistant Professor	Purdue University	1988–91
Research Assistant Professor	Purdue University	1987–88
Visitor	Institute for Mathematics and its Applications, University of Minnesota	1986–87
Lecturer	University of Chicago	1983–86

Employment

- List all jobs, postdocs, RA appointments, etc.
- Include date ranges
- Explain any gaps!

EMPLOYMENT

Jan 2006–Present	Research Officer, IBD-NRC
Jan 2003–Dec 2005	NSERC Postdoctoral, Biomedical Informatics, IBD-NRC
Sep 2001–Dec 2002	Postdoctoral, Department of Mathematics, The University of Manitoba

Awards

- Include scholarships, fellowships, awards, prizes
- Provide details of awarding organization
- You can (but don't have to) include dollar amounts
- If it's a BIG prize, then provide context for a reader who may not know this

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Honors and Awards

The President's Associates Centennial Teaching Fellowship in Mathematics,
1997–1998 (The University of Texas at Austin)
National Science Foundation Mathematical Sciences Postdoctoral Research Fellowship,
1989–1992 (University of Houston and Rice University)
Robert R. McCormick Fellowship, 1981–1984 (University of Chicago)
Sigma Pi Sigma (physics) and Tau Beta Pi (engineering) honor societies
Century Fund Scholarship, 1976–1977 (University of Minnesota)

Awards

- Include scholarships, fellowships, awards, prizes
- Provide details of awarding organization
- You can (but don't have to) include dollar amounts
- If it's a BIG prize, then provide context for a reader who may not know this

FELLOWSHIPS & AWARDS

2003–2005	NSERC Postdoctoral Fellowship, Institute for Biodiagnostics (IBD–NRC)
2001–2002	Postdoctoral Fellowship, Department of Mathematics, The University of Manitoba
2000	Fellowship, Second School on the Mathematics of Economics, ICTP–Italy
1996	Fellowship, School on Nonlinear Functional Analysis and its Applications to Differential Equations, ICTP–Italy
1995	First rank position, Graduate School of Mathematics
1993	First rank position, Undergraduate School of Mathematics

Teaching experience

- Include tutorials and full teaching assignments (if applicable)
- List course names (numbers are also useful to determine course level)
- Make it clear if you were responsible for teaching a full class

TEACHING EXPERIENCE

Fall 2005, Fall 2007	Linear Algebra I (The University of Winnipeg)
Fall 2006, Winter 2008	Numerical Methods (The University of Winnipeg)

Publications and presentations

- Give complete references with original authorship order
- Indicate as "under review", "accepted" or "in preparation"
- Don't mix refereed/non-refereed papers

Publications

Articles in Journals and Other Refereed Works

[1] T. Arbogast. Analysis of the simulation of single phase flow through a naturally fractured reservoir. *SIAM J. Numer. Anal.*, 26:12–29, 1989.

[2] T. Arbogast. On the simulation of incompressible, miscible displacement in a naturally fractured petroleum reservoir. *R.A.I.R.O. Modél. Math. Anal. Numér*, 23:5–51, 1989.

[3] T. Arbogast and F. A. Milner. A finite difference method for a two-sex model of population dynamics. *SIAM J. Numer. Anal.*, 26:1474–1486, 1989.

[4] T. Arbogast, J. Douglas, Jr., and U. Hornung. Derivation of the double porosity model of single phase flow via homogenization theory. *SIAM J. Math. Anal.*, 21:823–836, 1990.

Lectures, Conferences, and Service to Other Universities

Invited Presentations

1. "Analysis of a two-scale, locally conservative subgrid upscaling approximation for elliptic problems," University of Chicago, Chicago, Illinous, May 21, 2003.
2. "Modeling flow in vuggy porous media," Purdue University, West Lafayette, Indiana, May 19, 2003.
3. "Analysis of a two-scale, locally conservative subgrid upscaling approximation for elliptic problems," Seventh SIAM Conference on Mathematical and Computational Issues in the

Publications and presentations

- Give complete references with original authorship order
- Indicate as "under review", "accepted" or "in preparation"
- Don't mix refereed/non-refereed papers

PUBLICATIONS

2008 **Moghadas SM,** Management of drug-resistance in the population: influenza as a case study. *Proceedings of the Royal Society of London B – Biological Sciences* 275: 1163–1169.

Moghadas SM, Bowman CS, Röst G, Wu J, Population-wide emergence of antiviral resistance during pandemic influenza. *PLoS One* 3(3): e1839.

Alexander ME, **Moghadas SM,** Röst G, Wu J, A delay differential model for pandemic influenza with antiviral treatment. *Bulletin of Mathematical Biology* 70: 382–397.

2

SEYED M. MOGHADAS CURRICULUM VITAE APRIL 2008

Moghadas SM, Corbett BD, Limit cycles in a generalized Gause-type predator-prey model. *Chaos, Solitons & Fractals* 37: 1343–1355.

2007 Alexander ME, Bowman CS, Feng Z, Gardam M, **Moghadas SM**, Röst G, Wu J, Yan P,

Professional memberships

- List years you were a member
- Include officer or committee positions (SIAM Chapter)

Professional Societies

American Mathematical Society
Society for Industrial and Applied Mathematics
Society of Petroleum Engineers

References

- List 3-4 references
- More on references later . . .

REFERENCES

Professor J. Wu (Canada Research Chair)
Department of Mathematics & Statistics
York University
Toronto, Ontario
Canada M3J 1P3
wujh@mathstat.yorku.ca

Dr. N.J. Pizzi
Institute for Biodiagnostics
National Research Council Canada
Winnipeg, Manitoba
Canada R3B 1Y6
nick.pizzi@nrc-cnrc.gc.ca

Professor P.N. Shivakumar
Department of Mathematics
University of Manitoba
Winnipeg, Manitoba
Canada R3T 2N2
shivaku@cc.umanitoba.ca

Professor J. Babb (Chair)
Department of Mathematics and Statistics
The University of Winnipeg
515 Portage Avenue
Winnipeg, Manitoba
Canada R3B 2E9
j.babb@uwinnipeg.ca

Outline

Keeping it current

- The first time you write your CV can be a daunting task!
- The next several (many?) iterations will also take a lot of time to fine-tune organization and formatting.
- After a while, you will settle on a style and format you like.
- My advice: Every time you do something significant, take the time to enter it in your CV document.

CV versions

You will eventually have to create different CV versions with different purposes:

- Your own personal "everything" CV
- Internal employment review
- Research-focused jobs
- Teaching-focused jobs
- Scholarships or fellowships
- Grant applications
- Award nominations
- One-page biographical sketch (NSF)

Roughly in order of decreasing length $\longrightarrow$

CV versions (cont'd)

If you want to be organized and save yourself a lot of time then ...

- Maintain a "trunk" version containing everything
- Support a few different "branch" versions, using separate files or "if-then-else" constructs (LaTeX: `ifthen.sty`)
- All should be regularly updated

Your web page

In today's on-line world, your professional web page is an absolutely essential complement to your CV:

- Potential employers will always check your web site
- Make sure the information is correct, up-to-date, error-free
- Focus on research and current projects
- Try to add some cool graphical or interactive features that highlight your background and interests
- Maintain a separate personal web page, but don't mix the two
- Keep it professional!
- What about LinkedIn?

Outline

LaTeX templates

- Use LaTeX or it won't look professional (to mathematicians)
- There are many, many LaTeX CV templates available on-line . . . look around!

  http://www.latextemplates.com/cat/curricula-vitae

  https://www.sharelatex.com/templates/cv-or-resume

  http://www.math.nyu.edu/student_resources/misc.php

A few examples follow . . .

res.cls:

John Doe

CONTACT INFORMATION

Courant Institute of Mathematical Sciences
Department of Mathematics
New York University
251 Mercer Street
New York, New York 10012 USA

(212)998-3169
johndoe@cims.nyu.edu
http://www.cims.nyu.edu/~johndoe

RESEARCH INTERESTS

Dynamical systems, probability, and ergodic theory– especially chaotic systems, hyperbolicity, and applications to mathematical physics.

EDUCATION

Courant Institute of Mathematical Sciences, New York University

Ph.D. Candidate, Mathematics (expected May XXXX)

- Dissertation Topic:
- Advisor:

M.S. in Mathematics, May 1996

University of California at Berkeley

B.A. in Mathematics, May 1992

- Highest honors in mathematics, highest distinction in general scholarship
- Minor in physics

PUBLICATIONS

J. Doe, *A simple piston problem in one dimension,* submitted to Nonlinearity (May 1998).

A. Smith and J. Doe, *Semiclassical generalization of the Darboux-Christoffel formula,* J. Math. Phys. **43** (1996), no. 10, 4668-4680.

CONFERENCE TALKS

A simple piston problem, 95^{th} Statistical Mechanics Conference, Rutgers University. (May 1996)

A simple piston problem, Workshop on Dynamical Systems and Related Topics, University of Maryland, College Park. (March 1996)

OTHER TALKS

The notorious piston problem and some recent results obtained by averaging, Séminaire interne, École normale supérieure de Lyon, France. (December 1995)

The notorious piston problem and some recent results obtained by averaging, Seminar in Nonlinear Systems, Stevens Institute of Technology. (November 1995)

Anosov's averaging theorem and an application, Young Person's Seminar, Time at work trimester on dynamical systems, Institut Henri Poincaré, Paris, France. (July 1995)

Ergodicity and averaging: A discussion of a theorem due to Anosov and a possible application, Dynamical System Seminar, New York University. (March 1995)

moderncv.cls:

hollykrieger

"They can kill you, but the legalities of eating you are quite a bit dicier" - David Foster Wallace

Education

2007–present **MS, Mathematics (expected 2008)**, *University of Illinois at Chicago*, *Chicago, IL*.

2006–2007 **Graduate Study**, *Michigan State University*, *East Lansing, MI*.

2001–2006 **BS, Mathematics with High Distinction**, *University of Illinois at Urbana-Champaign*, *Urbana, IL*.

Experience

Research

2007 **Independent Summer Research**, Urbana, IL.
- Studied approximations of functions in L_p spaces for $0 < p < 1$
- Supervised by Richard S. Laugesen

2005 **Undergraduate Research Course**, *Urbana, IL*.
- Studied invariant polynomials in several complex variables on subgroups of the unitary group
- Supervised by Bruce Reznick and John P. D'Angelo

Teaching

2007–present **Graduate Teaching Assistant**, *University of Illinois at Chicago.*
Supervised an online section of Beginning Algebra

2006–2007 **Graduate Teaching Assistant**, *Michigan State University.*
Created and taught stand-alone courses in Business Calculus and Mathematics for Teachers

2004–2006 **Undergraduate Teaching Assistant**, *University of Illinois at Urbana-Champaign.*
Taught a discussion section for Calculus I

Languages

Icelandic **reading proficient** *language classes taken at Háskóla Íslands, Reykjavík*

Italian **reading proficient** *language classes taken at University of Illinois*

Computer skills

Math Packages Mathematica, Matlab

Programming Languages Java, C++

Other Interests

I also enjoy travel, music, and good food and wine.

851 S. Morgan • Chicago, IL 60607
☎ 312.996.2132 • ✉ hkrieger@uic.edu

moderncv.cls:

Dimitrios I. Diochnos

Computer Scientist

Office 1211
Science and Engineering Offices
851 South Morgan street
Chicago, IL 60606, U.S.A
☎ *+1 312 413 8263*
✉ *diochnos [AT] math.uic.edu*
http://www.di.uoa.gr/~stud1098

Personal Information

Father's Name	Ioannis
Date of Birth	April 13, 1980
Place of Birth	Cholargos, Attika, Hellas
Nationality	Hellenic
Marital Status	Single

Education

2007 – now **Working for my Ph.D. in Mathematical Computer Science.**, *Department of Mathematics, Statistics, and Computer Science*, University of Illinois at Chicago, USA.
Home: http://www.math.uic.edu.

2007 **M.Sc. in Logic, Theory of Algorithms and Computation**, *Department of Mathematics*, National and Kapodistrian University of Athens, Hellas.
Home: http://mpla.math.uoa.gr.
GPA: 8.4 out of 10.0
Master Thesis

title	*Real Solving on Algebraic Systems of Small Dimension*
supervisors	Professors Ioannis Z. Emiris, Elias Koutsoupias and Evagelos Raptis
description	Algorithms for real solving of polynomial systems of small dimension via Sturm sequences. An algebraic library in Maple has been created as part of the implementation.

2004 **Ptychion (4-year Bachelor) in Computer Science**, *Department of Informatics and Telecommunications*, National and Kapodistrian University of Athens, Hellas.
Home: http://www.di.uoa.gr.
GPA: 7.4 out of 10.0
Undergraduate Thesis

title	*Application of Reinforcement Learning and Combinatorial Search to One-Player Games*
supervisors	Professor Panagiotis Stamatopoulos
description	Augmenting learning process of classical *reinforcement-learning* agents through combinatorial search techniques and an application in game *Solo*.

Scholarships

Undergraduate I fulfilled my undergraduate studies under scholarship by "Zossima Brothers" foundation.

Languages

Greek	Fluent (mother tongue)
English	Cambridge First Certificate in English, Dec 1994
German	Goethe-Institut Zertifikat Deutsch als Fremdsprache, May 1995.

Important questions to ask yourself

- Is it well-designed, professional, organized and attractive?
- Are bold/italic fonts used appropriately?
- Are categories of information clearly labeled?
- Is it easy to find certain sections of interest?
- Has your advisor, and at least one other person, reviewed and critiqued it?
- Have you avoided using acronyms? (Simon Fraser University, not SFU)
- Has it been proofread *several times* to eliminate typographical errors?

Adapted from:
K. Johansen-Trottier, "The Academic Job Search: A Practical Overview"
(Stanford Career Planning and Placement Center)

Outline

Typical postdoc job advertisement

MathJobs.Org New Employer * View Jobs * Registered Employers * Contact Us * Help

Mathematics, Tulane University

Position ID: TulaneMath-POSTDOCFELLOW [#6525]
Position Title: Postdoctoral Research Fellow
Position Type: Postdoctoral
Position Location: New Orleans, Louisiana 70118, United States [map]
Subject Area: Mathematical and Computational Biofluids
Application Deadline: 2015/04/01 (posted 2014/10/17, listed until 2015/04/29)
Position Description: Apply

Tulane University Postdoctoral Research Fellow

The biofluids group at Tulane University in New Orleans, with members from both the Department of Mathematics and the Department of Biomedical Engineering, invites applications for two Postdoctoral Research Fellows to participate in the NSF-funded Research Training Group in "Mathematical and Computational Biofluids". These RTG postdocs will work on research projects that span mathematical analysis, development of numerical methods, modeling of complex biological systems, and high-performance computing. Moreover, the postdocs will be given the opportunity to do an internship in a wet-lab where experiments are integrated with their research project.

The successful candidate will have recently received a Ph.D. in Mathematics, Biomedical Engineering, Physics, Mechanical Engineering, Computer Science, or a related field. The appointment is initially for one year, and may be renewed for a total appointment period of three-years. The RTG postdoc will teach one course per semester in the Department of Mathematics at Tulane, and will participate in other mentoring activities in the biofluids program. NSF-RTG postdoctoral positions are available only to US citizens and permanent residents.

Applicants are requested to submit current CV, research and teaching statements, and three references through www.mathjobs.org . Applications completed before December15, 2014 will be given full consideration. Questions about the RTG may be addressed to Prof. Lisa Fauci (fauci@tulane.edu).

Tulane University is an Affirmative Action/Equal Opportunity/ADA Employer that is committed to increasing the diversity of its workforce. We therefore encourage applications from under- represented groups.

Application Materials Required:

Submit the following items online at this website:
- Cover Letter
- Curriculum Vitae
- Research Statement
- Teaching Statement
- Three Reference Letters (to be submitted by the reference writers at this site)

And anything else requested in the position description.

Components of an application

A complete academic (postdoc or faculty) job application package normally consists of:

- Cover letter
- CV
- [Academic transcripts]
- Research statement
- Teaching statement
- Letters of reference (at least 3)
- Preprints (unpublished) or reprints (published), usually 2–3
- AMS cover sheet (for North America only)

Samples of all of these are easy to find on-line.

Cover letter

- Length should be 1 page, maybe 2.
- Essential components:
  - Opening: address a specific person (department or committee chair).
  - Paragraph 1: identify the position you are applying for, and say why you are interested in it.
  - Paragraph 2: overview of your research, highlight your top achievements.
  - Paragraph 3: mention enclosures, thank the committee for their consideration.
- If someone at the school you are applying to works in your area, then mention common points of interest and possibilities for collaboration.
- Should be impeccably error free!

Research statement

- Should be 3-5 pages long, plus references (1 page).
- Format is variable, but I suggest the following sections:
  - Introduction and overview of interests/projects ($<$ 1 page).
  - Thesis summary.
  - Other research projects.
  - Future plans (may be embedded in other sections).
- Project descriptions should include a (brief) literature review.
- You should give some indication of how your research plans will take you into projects/areas independent of your thesis advisor.

Teaching statement

- Describe your teaching philosphy, record and plans/goals.
- Should be 1-2 pages in length.
- Can be directed specifically to the program(s) offered by the target university: address issues of major/minor/service courses, class size, interdisciplinarity, specialty programs, technology, flipped classrooms, . . .
- Summarize teaching evaluations.
- Try to obtain testimonials from colleagues or students.
- More important for teaching-focused universities, who may require a more extensive **teaching dossier**.

Letters of reference

- Your letters of recommendation need to be first rate. Be careful about who you ask.
- Ideally, you want letters from:
  - Your thesis advisor (required)
  - Another faculty member who knows you well
  - A separate teaching reference (workshop coordinator?)
  - Someone from outside SFU who knows your research (the more well-known they are the better)
- Make sure to ask their permission first.
- Send all of your application materials to your references, and let them know what jobs you are applying for.
- Cultivate your letter-writers early! (see my web page)

AMS cover sheet

AMS Standard Cover Sheet

This cover sheet is provided as an aid to departments in processing job applications. It should be included with your other application material. Please print or type. Do not send this form to the AMS.

Last (Family) Name: *Stockie*

First Name or Initial: *John*

Middle Name or Initial: *M.*

Address through June 1999:

Department of Mathematics and Statistics
Simon Fraser University
Burnaby, British Columbia, V5A 1S6 Canada

Home Phone
(604) 222-3749

e-mail address
jms@sfu.ca

Current Institutional Affiliation:

Department of Mathematics and Statistics, Simon Fraser University

Work Phone
(604) 291-4814

Highest Degree and Source *Ph.D. University of British Columbia*

Year of Ph.D. (optional) *1997*

Ph.D. Advisor: *Brian R. Wetton*

If the Ph.D. is not presently held, date on which you expect to receive it:

Indicate the mathematical subject area(s) in which you have done research using, if applicable, the 1991 Mathematics Subject Classification. If listing more than one number, list first the one number which best describes your current primary interest.

Primary Interest *65M06*

Secondary Interests (optional) *76M20, 65M12*

Give a very brief synopsis of your current research interests in the box below (e.g. finite group actions on four-manifolds). Avoid special mathematical symbols.

moving grid methods for hyperbolic conservation laws

Most recent position held, if any, post Ph.D.

University or Company *Simon Fraser University*

Position Title *PIMS Postdoctoral Fellow* Dates *Sept. 1997 to present*

Indicate the position for which you are applying and position posting code, if applicable

Assistant Professor Position

If unsuccessful for this position, would you like to be considered for a temporary position?

☐ Yes ☒ No If yes, please check the appropriate boxes.

☐ Postdoctoral Position ☐ 2+ Year Position ☐ 1 Year Position

List the names and affiliations of up to four individuals who will provide letters of recommendation if asked.

Mark the box provided for each individual whom you have already asked to send a letter.

☒ 1. *Uri M. Ascher, Computer Science, University of British Columbia, ascher@cs.ubc.ca*

☒ 2. *Robert D. Russell, Mathematics and Statistics, Simon Fraser University, rdr@sfu.ca*

☒ 3. *Brian R. Wetton, Mathematics, University of British Columbia, wetton@math.ubc.ca*

☐ 4.

Back to the résumé

DON'T FORGET:

- What works in academia does NOT apply in the business world.
- Non-academic employers are looking for something very different.
- Their focus is on skills and not achievements.

See this interview:

http://www.universityaffairs.ca/career-advice/career-advice-article/video-mistakes-students-make-job-searching

Outline

Your homework assignment

1. Find a LaTeX CV template on-line (if you haven't already).
2. Create (or update) your CV with your latest activities.
3. Adjust the template format based on what you've heard today.
4. Swap your draft with someone else in the group and critique each other's CV.
5. Bring your CV to me on/before the next group meeting (Feb 20).

References I

- Heather A. Lewis and John S. Caughman.
  Tips for the job search: Applying for academic and postdoctoral positions.
  AMS Notices, 53(9):1021–1026, 2006.
- Richard M. Reis.
  Tomorrow's Professor: Preparing for Academic Careers in Science and Engineering.
  IEEE Press, New York, 1997.
- Federico Rosei and Tudor Johnston.
  Survival Skills for Scientists.
  Imperial College Press, London, 2006.
- Roel Snieder and Ken Larner.
  The Art of Being a Scientist: A Guide for Graduate Students and Their Mentors.
  Cambridge University Press, 2009.