

Preparing Your Curriculum Vitae

1. CV is the story of your academic life.

- a. CV is used for teaching/research positions in academia or research institutes (including post-doc positions)

2. General Formatting

- a. No space limitations; may be many pages long
- b. Font size = 11/12 (name = 14/16); margins = .7" - 1.0"
- c. May use bullets or narrative paragraph; avoid personal pronouns; avoid full sentences—begin each bullet or “sentence” with a verb
- d. Add last name and page number in footer or header—smaller, italics

3. Contact information: name, address, phone, email.

- a. Do NOT include the following: marital status, country of origin, birthdate, SSN
- b. Use one address (home or campus)—where you want to receive your offer letter; use one email address; may include professional website address (no personal info on webpages)

4. Categories

- a. Education
- b. Research Interests/Areas of Specialization
- c. Research Experience: dissertation is the “star of the show”
- d. Teaching Experience: could precede Research for teaching-heavy positions
- e. Publications (can use subheadings of published, submitted, in preparation, conference proceedings, book chapters, etc); use style for your major journal
- f. Presentations (peer-reviewed regional, national, international meetings)
- g. Professional Experience (non-academic); if pertinent to the position
- h. Technical Skills (if important in 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)
- l. Other headings may be used, if relevant: e.g., K-12 Teaching Experience; International Experience; Technical Reports; placement in CV depends on importance

5. Keep your audience in mind

- a. What is most important to them?
 - i. Research background, interests, and 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 or post-docs)
 - iii. Advisors/Letters of Recommendation: advisors may be called
 - iv. Publications/Presentations/Conferences/Professional Service

6. References on final page of CV

- a. Others may be called, even if not on CV
- b. 3 references, generally; may ask for as many as 5
- c. Include name, title/how they know you, address, phone and email

7. Read, reread, and then have someone else read it

- a. No spelling, grammar mistakes should exist
- b. Check for headings separated from content; create appropriate page breaks
- c. Double-check words in all caps—spell-check does not check them
- d. Don’t give them a reason to eliminate you from the stack!

Helpful Resources:

Website

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

- Vanderbilt has a campus-wide subscription; set up an account from any campus computer. However, many articles/columns do not require a subscription.
- On the topic of CVs, search for “The CV Doctor Returns,” by Julie Miller Vick and Jennifer S. Furlong. This is an annual column, so you can find past years’ columns as well.

Books

Vick, Julia Miller and Jennifer S. Furlong. *The Academic Job Search Handbook*. Philadelphia, PA: University of Pennsylvania Press, 2008 (4th ed). ISBN 978-0-8122-2016-2
--all disciplines

Hume, Kathryn. *Surviving Your Academic Job Hunt: Advice for Humanities PhDs*. New York: Palgrave Macmillan, 2010 (2nd ed.). ISBN 978-0-230-10946-9

Feibelman, Peter J. *A PhD is Not Enough! A Guide to Survival in Science*. New York: Basic Books, 2011 (rev.). ISBN 978-0-465-02533-6

For some lighter reading ☺ :

Toth, Emily. *Ms. Mentor's New and Ever More Impeccable Advice for Women and Men in Academia*. Philadelphia, PA: University of Pennsylvania Press, 2007 (2nd ed). ISBN 978-0-812-22039-1



Ruth Schemmer, Ph.D.
Assistant Dean for Career Development
411 Kirkland ♦ Appts: (615) 343-2727 ♦ Direct: (615) 322-8088 ♦ ruth.schemmer@vanderbilt.edu

Joseph Tenure-Track

1111 Academic Dr.
City, ST 99999
jttrack@emailserver.com
615-555-5555
<http://joseph.tenure-track.website.address>

EDUCATION

Well-known Research University

Ph.D. in Civil Engineering, Water Resources Eng.
Dissertation: *Title of Dissertation*
Advisors: Dr. XX and Dr. YY

City, ST
Expected: May 20XX

Federal University of South American Country

M.Sc. Environmental Engineering
Thesis: *Title of Thesis*
Advisor: Dr. ZZ

City, Country
20XX

Federal University of South American Country

Bachelor in Civil Engineering, Major Sanitary and
Environmental Engineering
Study Abroad: Ecole des Mines de Nantes, France. Systèmes Énergétiques et Environnement (DSEE)

City, Country
20XX

RESEARCH INTERESTS

- GIS applications for environmental, water resources and coastal engineering
- Hurricane storm surge modeling

RESEARCH EXPERIENCE

Civil Engineering Dept., Well-known Research University

Graduate Research Assistant (GRA)

City, ST
Jan 20XX-Present

- Investigating hurricane surge damage in coastal bays as a function of dune and wetland characteristics with application to restoration and climate change. Funded by the Coastal Coordination Council of the General Land Office (GLO).
- Investigating the integration of Geographical Information Systems and hydrodynamics model for hurricane storm surge simulation. Development of a geodatamodel scheme for hurricane storm surge and ArcGIS tools to support ADCIRC and SWAN models.

Additional Research:

- Creating Digital Elevation Models (DEM) using Terrain datasets for watershed delineation from high resolution LiDAR points.
- Working on GIS based evaluations for hurricane-flood damage assessment under global warming scenarios at a coastal city.

University of Arizona, Center for Sustainability of Semi Arid Hydrology and Riparian Areas (SAHRA) and the Udall Center for Public Policy

Visiting Researcher

City, ST
20XX

- Applied GIS tools to support climate change models, and assisted in the development of a proposal for binational water management research between US and Mexico.

TEACHING EXPERIENCE

Civil Engineering Dept., Well-known Research University

Graduate Teaching Assistant (GTA)

City, ST
Aug - Dec 2009

- Tutored and graded 85 students, collaborated in exercise development and taught two classes in Water Resources Engineering

Graduate Teaching Assistant (GTA)

Aug 2008-May 2009

- Tutored and graded 45-80 students per semester, collaborated in exercise development and taught five classes in the course Water Resources Engineering

PUBLICATIONS

Published / Accepted Journal Articles

- Lastname, J.L., A.E. Professor, J.D. Researcher, **J.J. Tenure-Track** and B.L. Postdoc. *Title of Research Article, Name of Journal*, Vol. XX, 645-657, 2010.

In Preparation

- **Tenure-Track, J, J. Lastname,** and F. Researcher. *"Working Title for Paper."*

Conference Presentations

- **Tenure-Track, J, J. Lastname,** and F. Researcher. *"Title of Paper Presented."* **American Geophysical Union (AGU) 2011 Fall Meeting**, San Antonio, TX

ADDITIONAL TRAINING

UNESCO – IHE Institute for Water Education
Applied Groundwater Modeling

Delft, Netherlands
2007

RESEARCH GRANTS

- NSF/National Center for Airborne Laser Mapping NCALM (2011). Project title: "The influence of dunes and barrier islands on hurricane surge in Corpus Christi, TX"

PROFESSIONAL EXPERIENCE

ESRI

Summer Internship

Redlands, California
May – August 2009

- Worked with the Water Resources Team, specifically with Arc Hydro and applications of GIS

HONORS & AWARDS

- 1st Place Student Technical Paper Competition, Graduate Division, 2011 World Environmental and Water Resources Congress; Environmental and Water Resources Institute (EWRI) of ASCE
- John B. Hawley Memorial Fellowship, American Society of Civil Engineers (ASCE), 2010 - 2011

LEADERSHIP

- President, American Water Resources Association, Well-known Research University Student Chapter, 2009-2010 (chapter given AWRA Certificate of Honorable Mention for Outstanding Activities in 2010)

PROFESSIONAL AFFILIATIONS AND SERVICE

- American Society of Civil Engineering (ASCE)
- Environmental and Water Resources Institute (EWRI-ASCE)
- Reviewer: *Journal of Hydrologic Engineering*, American Society of Civil Engineering (3 reviews)

SERVICE TO THE UNIVERSITY

- Member, Well-known Research University Environmental Management System Committee, 2010-2011

PROFESSIONAL CERTIFICATIONS

- Passed the Fundamentals of Engineering (FE) exam on 4/17/2010, State Board of Professional Engineers

TECHNICAL SKILLS

Programming Languages: Visual Basic, C, Java, FORTRAN, PYTHON

Algorithm Development Environments: MATLAB, Visual Studio.

Software Packages: ADCIRC, SWAN, STWAVE, SMS, ArcGIS, GEO HMS, ArcHydro, AutoCAD, Mike 0, 1, 2, Urban, MODFLOW, EPANET, DELFT3D.

REFERENCES

Dr. XX

Dissertation Co-chair

Division Head of Environmental and Water Resources Engineering

Department of Civil Engineering

Well-known Research University

Mailstop 1111

City, ST 99999

Office: (101) 555-5555

xxphd@wellknown.edu

Education PhD Candidate

777 College Street, Apt #1, Small City, ST 98765
(111) 555-5432
EdPhDCandidate@emailprovider.com

EDUCATION

Ph.D. Candidate in Educational Psychology (Educational Technology) Private Research University, Small City, ST Advisor: Dr. Brilliant Advisor (chair)	Expected: May 2013
Master of Science, in Human Resource Development Private Research University, Small City, ST	May 2007
Bachelor of Commerce MMK College, Mumbai, India	Apr 1995

TEACHING EXPERIENCE

Dept of Educational Psychology, Private Research University <i>Lecturer (Summer 2012)</i>	Fall 2011 – Summer 2012
<ul style="list-style-type: none"> Techniques of Research: Created all materials for graduate level online methods course Led online discussions; created and administered exams; interacted with students regularly; evaluated student performance 	
<i>Teaching Assistant (Fall 2011 – Spring 2012)</i>	
<ul style="list-style-type: none"> Graded student assignments; facilitated online discussion threads for 45 senior level students 	
Dept of Educational Technology, Private Research University <i>Teaching Assistant</i>	Summer 2011
<ul style="list-style-type: none"> Designed tutorials for students to use Second Life and Camtasia software 	
Graduate Teaching Academy, Private Research University <i>Group Leader</i>	2010- 2011
<ul style="list-style-type: none"> Led a group of 45 distance students using Blackboard Vista learning management system 	

RESEARCH EXPERIENCE

Dissertation: (Multiple manuscripts)	In Progress
<i>Manuscript 1 (Under Review): The Learner Characteristics, Features of Desktop 3D Virtual Reality Environments, and College Chemistry Instruction: A Structural Equation Modeling Analysis</i>	
<ul style="list-style-type: none"> Designed a quasi-experimental study Developed and administered surveys and tests to ~ 400 undergraduate Chemistry 101 students Created online data collection tool Coordinated with the instructor to collect pre-post test data. 	
<i>Manuscript 2 (In Preparation): A Meta-analysis of the Instructional Effectiveness of Virtual Reality Technologies for Enhancing Cognitive Skills</i>	
<ul style="list-style-type: none"> Conducted extensive literature review using over six databases and 12 journals available electronically. Calculated effect sizes and conducted statistical analysis to infer practical significance of the studies. Used SPSS statistical package to create a variety of graphics depicting the study's outcomes. 	

Other Research Projects:

<i>Title: Contribution of Second Life to five faculty members' course designs</i>	In-Progress
<ul style="list-style-type: none"> Used snowball technique to identify pool of faculty integrating Second Life in courses Conducted semi-structured interviews to know faculty perceptions about Second Life affordances Analyzed interview transcripts for emerging themes; used initial and focus coding method of qualitative research Performed content analysis on course syllabi to understand course designs. 	

INSTRUCTIONAL DESIGN EXPERIENCE

Private Research University Career Center
Instructional Designer/Graduate Assistant

May 2006- Present

- Design online training modules for graduate students using Ispring software tool
- Conceptualize and design computer games using Adobe Flash, Illustrator, and Fireworks to educate international students about dining etiquette
- Develop and edit videos for online presentation of workshops using Camtasia and Adobe Premier Pro

K-12 TEACHING EXPERIENCE

Bandra-Yuwan Religious Education Center, India
Principal

2002 – 2005

- Developed electronic and paper-based teaching resources for elementary to 12th grade students

PUBLICATIONS

Published

- Candidate, E., Advisor, B. & Scholar, T.J. (2012). Title of Paper. *Journal Name*, 59, XXX-xxx.

In preparation

- Candidate, E., and Advisor, B. Working Title of Paper.

CONFERENCE PRESENTATIONS/ PROCEEDINGS:

- Candidate, E. (Accepted, November 2012). Title of Research. Poster. Annual Meeting of the Association of Education, Communication, and Technology, Louisville, KY.
- Candidate, E. (February, 2011). Title of Research. Paper, Annual Meeting of Southwest Educational Research Association, San Antonio, TX.

Invited Talks

- Curriculum and Pedagogy course (graduate students): "Integrating Technology into Education," October, 2010
- Summer Institute Workshop (for public school teachers): "Second Life: Educational Possibilities," June, 2009

AWARDS

- Presidential Award, International Association of Education, Communication, and Technology, 2011
- Participant, NSF Early Career Symposium, International Association of Education, Communication and Technology, 2011

COMPUTER SKILLS

- *Editing Software:* Microsoft Office; Macromedia Dreamweaver; Adobe Flash; Illustrator; Fireworks; Photoshop; Camtasia Studio; Adobe Premier Pro; Inspiration 8; Revolution; Audacity.
- *Course Management Systems:* Blackboard Vista; Moodle; Ispring
- *Statistical Software:* SPSS; AMOS; MPlus; HLM; R

PROFESSIONAL LEADERSHIP ACTIVITIES & SERVICE

- Judge, poster competition of low-cost technology in special education, 2012
- Graduate Student Assembly ITFORUM Representative—AECT, 2012
- AERA Campus Liaison, 2011 - present
- Invited Conference Proposal Reviewer for AERA, 2011- 2012

PROFESSIONAL AFFILIATIONS

American Education Research Association
Association of Education Communication and Technology

REFERENCES

Dr. Brilliant Advisor, Associate Professor
Dissertation Chair
Address
Ph: (101) 555-5555
brilliant.advisor@privateresearch.edu

Anne Sociologist, PhD

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

EDUCATION

PhD Sociology, State University, December 20XX
 Areas of concentration: Social Psychology, Complex Organizations and Research Methods (Quantitative, Qualitative and Experimental)

MA Sociology, University of Metro Area, December 19XX

BBA Business Analysis, State University, May 19XX
 Specialization: Production/Operations Management

PROFESSIONAL EXPERIENCE

University Medical Center, East Coast City, ST, March 20XX to Present

Director, IRB Operations (September 20XX 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 20XX to September 20XX)

RESEARCH

State University, Department of Sociology

Doctoral Candidate

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 20XX

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

Graduate Research Assistant, Summer 19XX – Summer 20XX

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

State University, Department of Sociology

Graduate Assistant Lecturer, Summer 20XX, Fall 20XX, Spring 20XX

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

Graduate Teaching Assistant Summer 20XX – “Research Experience for Undergraduates”

Assisted with specialized undergraduate advanced research methods courses for select students from the State University system who were preparing for graduate school. Contributed to departmental diversity initiative as the students were often from underrepresented populations.

Graduate Teaching Assistant, Fall 19XX, Spring 19XX, Fall 19XX

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

Suburban Community College, Suburbia, ST

Adjunct Instructor, Spring 19XX, Fall 19XX, Spring 19XX

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

University of Metro Area, Department of Sociology

Graduate Teaching Assistant, 19XX-19XX

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

PRESENTATIONS

Invited paper: Anne Sociologist “Title of Paper or Research”. Annual Group Processes Meeting (held in conjunction with American Sociological Association Meetings) Anaheim, CA., 20XX

Pamela Friend, Anne Sociologist, and Jane Advisor “The Title of the Paper” American Sociological Association Meetings, Washington, DC., 20XX

PUBLICATIONS

Sociologist, Anne and Jane Advisor. 20XX. “Title of Article.” In Cathryn Johnson (editor) *Title of Book*. Volume 22. Oxford: Elsevier Science, Ltd.

Chen, Zeng, Jane Advisor, Pam Friend, Anne Sociologist. 20XX. “Title of Article.” *Journal* 65 (3):285-297.

HONORS, AWARDS, GRANTS

- National Science Foundation, Dissertation Award, 20XX - \$7500
- Student Awards Committee, Department of Sociology, State University –Thesis and Dissertation Support Grant, 20XX
- State University Regent's Fellowship, 19XX/19XX

PROFESSIONAL ASSOCIATIONS

American Sociological Association

Public Responsibility in Medicine and Research (PRIM&R)

Applied Research Ethics National Association (ARENA)

REFERENCES

Dr. John Smith
Dean for Research & Development
University Medical Center
Address
Phone
Email

E. Mary Pharma

1000 Elm Rd. Apt. 1 ♦ Middletown, ST 12345
 (979) 555-4445 ♦ mary.pharma@dept.researchcenter.edu

EDUCATION

Research Center University, College Station, TX
 Ph.D., Biochemistry
 Dissertation: "Title"
 Advisor: Dr. Z. Smith

Expected: Aug 20XX

Big State University, Middletown, ST
 M.S., Chemistry
 Thesis: "Title"
 B.S., Pharmacy

May 20XX

Jul 19XX

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, ST
Research Assistant

Aug 20XX- May 20XX

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, Research Center University

Fall 20XX – Spring 20XX

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. 20XX. "Title." *Journal* 99:112-120.

(use whatever style you are using for your dissertation reference section)

Submitted

(articles that you have sent to journals for review)

In Preparation (or In Progress)

(papers you are **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, ST, August 2007

Poster: "Title of Research"

HONORS & AWARDS

Fellowship A

Scholarship B

GRANT-WRITING EXPERIENCE

National Science Foundation, #1000001 (Pending): contributed methods section for grant proposal: "Research Topic"

OTHER EXPERIENCE (or **INDUSTRIAL EXPERIENCE**—if important for your position)

Joe Jones Company, Wichita, ST

Aug 1999 – Aug 2002

Lab Manager

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

SKILLS

Computer:

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

Scientific:

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

Language:

- Fluent in Spanish/English; Basic French

PROFESSIONAL MEMBERSHIPS/SERVICE

American Society of Biochemistry

Reviewer for *Journal of Organic Chemistry*

20XX – 20XX

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

20XX

REFERENCES

Dissertation Advisor:

Dr. Z. Smith, Associate Professor

Dept. of _____

Research Center University

Address

City, ST 00001

(979) 555-4444

zsmith@researchcenter.edu

ACTION VERBS

The underlined words are especially good for emphasizing accomplishments

• Management Skills

Administered
Analyzed
Assigned
Attained
Chaired
Consolidated
Contracted
Coordinated

Delegated
Developed
Directed
Enhanced
Established
Evaluated
Executed
Increased

Improved
Initiated
Instituted
Managed
Motivated
Organized
Oversaw
Planned

Prioritized
Produced
Recommended
Reorganized
Reviewed
Scheduled
Strengthened
Supervised

• Communication Skills

Addressed
Authored
Collaborated
Composed
Contacted
Convinced
Corresponded

Directed
Drafted
Edited
Elicited
Explained
Formulated
Influenced

Interpreted
Lectured
Mediated
Moderated
Negotiated
Persuaded
Promoted

Publicized
Reconciled
Recruited
Resolved
Spoke
Translated
Wrote

• Research Skills

Analyzed
Clarified
Collected
Compared
Conducted
Critiqued

Diagnosed
Evaluated
Examined
Gathered
Extracted
Identified

Interpreted
Interviewed
Investigated
Located
Organized
Researched

Reviewed
Solved
Summarized
Surveyed
Systematized
Tested

• Technical Skills

Adapted
Applied
Assembled
Built
Calculated
Computed

Designed
Developed
Devised
Engineered
Fabricated
Installed

Maintained
Operated
Overhauled
Programmed
Remodeled
Repaired

Replaced
Solved
Standardized
Studied
Upgraded
Utilized

• Teaching Skills

Adapted
Advised
Coached
Communicated
Coordinated

Developed
Enabled
Encouraged
Evaluated
Explained

Facilitated
Focused
Guided
Individualized
Informed

Instructed
Persuaded
Stimulated
Trained
Tutored

ACTION VERBS

The underlined words are especially good for emphasizing accomplishments

• Financial Skills

Administered
Allocated
Analyzed
Appraised
Audited

• Creative Skills

Acted
Adapted
Composed
Conceptualized
Created
Customized
Designed

• Helping Skills

Advocated
Aided
Assessed
Assisted
Clarified
Coached

• Clerical/Detail Skills

Approved
Arranged
Catalogued
Charted
Classified
Coded
Collected
Compiled
Dispatched

• More Verbs for Accomplishments

Achieved
Expanded
Pioneered
Completed

Balanced
Budgeted
Calculated
Computed
Developed

Developed
Directed
Established
Fashioned
Founded
Illustrated
Initiated

Counseled
Demonstrated
Diagnosed
Educated
Encouraged
Expedited

Distributed
Executed
Generated
Implemented
Inspected
Maintained
Monitored
Operated
Organized

Improved
Reduced (losses)
Resolved (problems)
Restored

Estimated
Forecasted
Managed
Marked
Planned

Instituted
Integrated
Introduced
Invented
Modified
Originated
Performed

Facilitated
Familiarized
Guided
Intervened
Motivated
Referred

Prepared
Processed
Purchased
Recorded
Retrieved
Reviewed
Routed
Scheduled
Screened

Spearheaded
Succeeded
Surpassed
Transformed

Projected
Reconciled
Reduced
Researched

Planned
Revised
Revitalized
Shaped
Solved

Rehabilitated
Represented
Resolved
Supported
Volunteered

Set up
Standardized
Specified
Systematized
Tabulated
Updated
Validated
Verified

Won

EXAMPLE ACADEMIC COVER LETTER #1

January 13, 20XX

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 20XX under the supervision of Dr. Sam Doe in the Chemical Engineering Department at Flagship University. My dissertation was entitled, *Models for Multi-Strata Safety Performance Measurements in the Process Industry*. I am currently a post-doc in Dr. Doe's lab.

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 Dr. Doe's lab 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 Business School at Flagship 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 the Chemical Engineering Department of Big State University.

Sincerely yours,

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

EXAMPLE ACADEMIC COVER LETTER #2

1111 Main St., #000
Metropolis, ST 99999
November 30, 20XX

Dr. Jane Doe
Professor, CEIE Search Committee Chair
Mailstop #99
Department of Civil, Environmental, and Infrastructure Engineering
Private Research University
Suburban City, ST 99999

Dear Dr. Doe:

I am applying for the Assistant Professor position in the Department of Civil and Environmental Engineering at Private Research University. My faculty advisor in the Civil Engineering Department of Flagship University, Dr. Frank Researcher, recently informed me of the position opening and, although I am still working toward my Ph.D., suggested that I should consider this opportunity.

The position of Assistant Professor with the Department of Civil and Environmental Engineering is of great interest to me because your department is a highly ranked department in the nation and I am convinced that my unique background in GIS, along with CFD applications to water resources, environmental and coastal engineering, would make me a valuable asset to the department. I am the recipient of a 4 year Fellowship (FLOWREP – Future Leaders of Water Resources Professorate) at Flagship University with a strong focus on research, teaching and professional development. During this year, as I carried on my Ph.D. research and began to submit ongoing research results for publications, I have also been pursuing grant proposal applications, which have already resulted in an NSF/NCALM awarded grant for LiDAR data acquisition.

I am currently working on the quantification of hurricane surge damage in coastal bays as a function of dune and wetland characteristics with application to restoration and climate change. The primary expected outcome of this project is an improved understanding of the benefits of dunes and wetlands for hurricane surge mitigation. These benefits will be quantified using physics-based numerical models and geospatial damage analyses. These outcomes will provide coastal planners and managers with scientifically sound information to assess natural hazard vulnerability and coastal development strategies. These results will include parametric models relating spatial inundation and property damages for a coastal city of a coastal city to dune and wetlands configuration. I am also working on the integration of GIS and Computational Fluid Dynamics (CFD), specifically focusing on a framework to integrate high performance computing hurricane storm surge modeling and GIS using a customized geodatamodel “ArcStormSurge,” automated file exchange and ArcGIS tools for pre and post processing model input/output.

My teaching experience includes being a Teaching Assistant for three semesters of water resources engineering at the Civil Engineering Department of Flagship University. I have also lectured on several occasions for the GIS applications for civil engineering undergraduate and graduate classes and I developed and taught a summer short course on GIS applications for water resources engineering. From these teaching activities, I received the Outstanding Teaching Assistant Award from the Flagship University Civil Engineering Department for 20XX. To improve my teaching

EXAMPLE ACADEMIC COVER LETTER #2

skills and gain more theoretical background on the teaching and learning processes, I joined the Graduate Teaching Academy at Flagship University.

Additionally, to increase my understanding of the world and the people that we are trying to model, I have lived, traveled, studied or worked in more than 20 countries. My research is also adaptive and strongly collaborative. I am seeking a cooperative environment where I can develop a leading and innovative research program that builds on my water resources background, but also ties to the existing network, collaborates with the strengths of the department and fills in the empty spaces. Please refer to the enclosed CV which provides additional information about my experience, education, and group work qualities.

In closing, I am very interested in starting my faculty career joining the Department of Civil and Environmental Engineering. At your convenience, I will be happy to discuss my qualifications and the value I can bring to Private Research University. I have included my CV, research statement, and teaching philosophy. My letters of reference will be sent under separate cover. Should you need to reach me, please do so by phone at (101) 555-5555 or email me at *Sam.Engineer@emailserver.com*. I look forward to hearing from you.

Sincerely,

Sam Engineer

EXAMPLE ACADEMIC COVER LETTER #3

Date

Search Committee, Dept. of Architecture
1000 Old Main Bldg.
Regional State University
City, ST 99999

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 Private Research University, College City, by August 20XX, 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 Private Research 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 Private Research 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 20XX).

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

Sincerely,

Shirley Wright
Address
City State Zip
Phone
Email