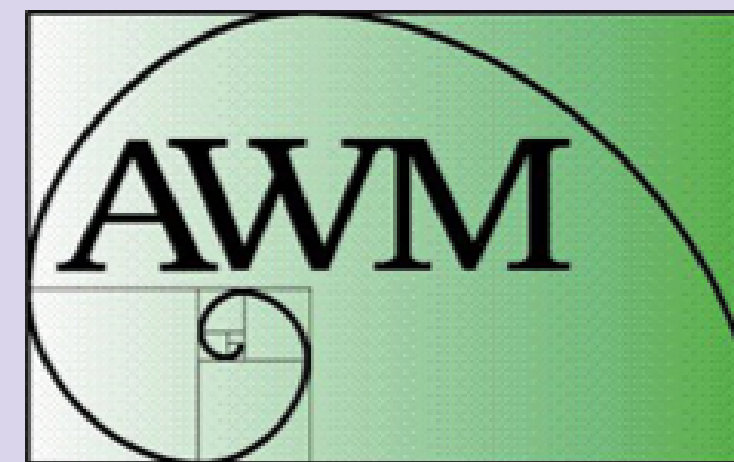


CV WORKSHOP

Lucy Martinez



Association for Women in Mathematics

OVERLEAF TEMPLATES



LaTeX and Modules

- Using LaTeX vs Google Docs vs Word
- Easier to keep a tex file for commenting out vs deleting
- What is a CV? curriculum vitae (course of life)
 - provides a summary of your experience in academia
 - long (comprehensive list) not short!
 - there is no limit on the number of pages (unless a max length is mentioned)
 - if max: focus on most important content

MODULES

Personal
Information

Education

Research and
Publications

Presentations
and Posters

Fellowships,
Awards, Grants

Teaching
Experience

Mentoring
Experience

Workshops/
Conferences

Service

Personal Information

- Do include: citizenship (if relevant), phone, email, website (more on this for next workshop)
- Do not include: birthday, home address, a picture
- Think of your audience: what do they want to see/not need to see?

Education

- The obvious: list previous degrees (including the current one or an in progress one), and where you earned them
- The less obvious:
 - if you are selling yourself as a student: notable experience (summer schools) and classes/textbooks

Research and Publications

- Research projects: whether it led to a publication or not
 - brief description: REU/independent study/etc, field of math, and who you worked with
- Publications: include citation, link, and date
 - in progress (must be in a status that you are proud of): *Parking functions*, with Lucy Martinez. In progress
 - submitted/preprint in ArXiv: *Parking functions*, with Lucy Martinez. Submitted. <https://arxiv.org/abs/2410.08057>
 - under review: *Parking functions*, with Lucy Martinez. Under Review. <https://arxiv.org/abs/2410.08057>

Presentations and Posters

- Did you present a talk or poster on your research?
 - can do separate sections for posters and talks if you have a lot
 - or can make it clear with individual listings
- Include name of talk/poster, name of event, location and date
 - Ex: AMS 2019 Fall Central Section Meeting, University of Wisconsin, *Chip-firing games and more*, October 2019

Fellowships/Awards/Grants

- You successfully applied for a travel grant (from school or otherwise)?
- You won an award for a talk or poster?
- You got to use a portion of the funding that your advisor got for travel or research?

Enter with the dollar amount

- Ex: SIAM Student Travel Award (\$800), May 2021

Teaching Experience

- Tutoring position, workshop tutor, department recitation leader, or instructor
- Less obvious: did you lead problem sessions? (even if it was for one day)
- Include: position title, dates, and place

Mentoring Experience

- Mentoring is different than teaching!
 - Research supervision
 - Direct reading mentor
 - Mentor in the math club
 - Mentor in outreach programs
 - Peer mentoring: mentored first-year grad students on orientation day
- Include: role and dates

Workshops and Conferences

- Separate from presentations: you can list selected conferences that you attended such as JMM, MAA section meeting, etc
- Did you go to any topics workshops at a math institute, your university, other places?
- Include: name of workshop/conference, and dates

Service

- Volunteer work with your school: math field day, math circle, estimathon, etc.
- Student organizations: student chapters of AMS, AWM, SACNAS, etc., or math and outreach organizations
- Any planning committees: did you help organize any of the above? serve on student council?
- Ex: organizer, founder or co-founder, facilitator/host
 - Co-founder and Co-president of the Stockton Women in Math (SWIM), AWM Chapter, September 2020 - May 2021

Tips

- Organization:
 - have clear titles for each module/section
 - consider adjusting the order of your modules depending on what you are applying to
 - use reverse chronological order (newest to oldest)
- Consistent format:
 - use **bold** and *italics* to help the reader
 - clean, efficient, easily readable

Tips (2)

- Action words: active, not passive verbs
 - Tasked with compiling data for *project name* vs.
 - Compiled data for *project name*
- Use quantitative language:
 - awarded a grant for \$1,000
 - mentored 5 students, etc
- Check for grammar, spelling, capitalization, etc
- Update often!