CV WORKSHOP

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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!