

**C. Standard Components (order varies)** → not the content, always include everything unless that's expected (e.g. grant proposals)

1. Name
2. Address(es), phone number(s), email address(es), web site(es)
3. Education (reverse chronology) → not inclusive dates, no GPAs
4. Teaching Experience (reverse chronology, with inclusive dates) → includes tutoring
5. Teaching Interests → Be prepared to answer questions like, "What textbook might you use for that course?"
6. Publications
  - a. Books
  - b. Book Chapters
  - c. Peer-Reviewed Journal Articles
  - d. Other Journal Articles
  - e. Conference Proceedings
  - f. Scholarly Web Sites
  - g. Book Reviews
7. Works Submitted → These help the search committee extrapolate where you'll be in several years towards getting tenure
8. Works in Progress
9. Conference Presentations → Mostly for conferences w/ no proceedings
10. Research Experience (reverse chronology, with inclusive dates)
11. Research Interests → more narrow than teaching interests, shows depth of knowledge
12. Grants → Also list the rejected ones, including the amount is a judgment call; tens of thousands + include
13. Service
  - a. Department → Committee work, (advising?)
  - b. College
  - c. Institutional
  - d. Profession → Reviewing papers
  - e. Community → Should be related to or contribute to your expertise or shows engagement with students
14. Other Professional Experience (reverse chronology, with inclusive dates)
15. Honors and Awards
16. Professional Development → PFF
17. Professional Memberships → Don't list years
18. Language Proficiency (degree of fluency in reading, speaking, or writing)
19. References (in order of preference, with full contact information)  
→ Don't include on web version

**D. Relationship between Your CV and Your Letter of Application**

1. Letter points to specifics in CV.
2. Letter explains some items in CV.
2. Letter is more tailored to the job ad than CV is.

Media coverage  
Invited talks  
Poster Presentations