



# The CV Workshop

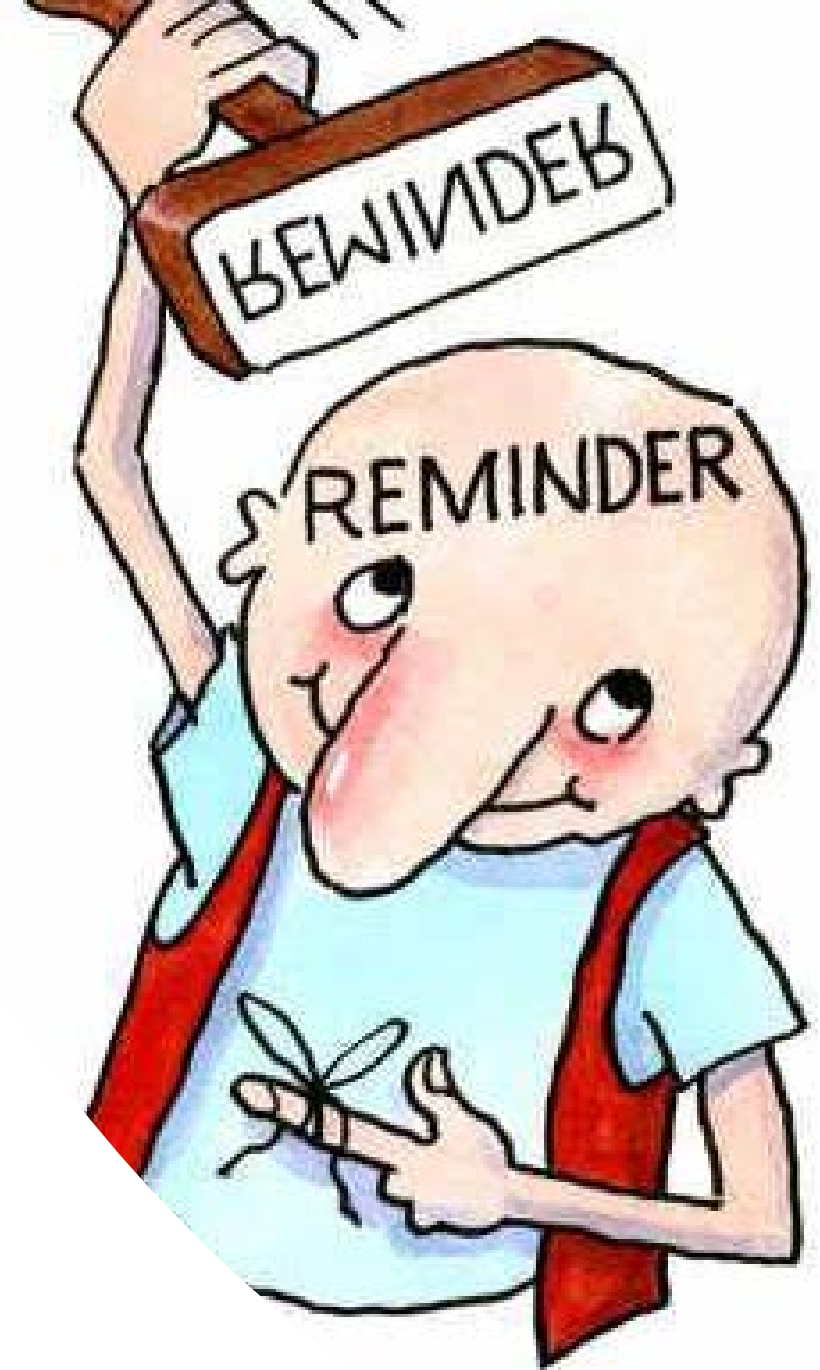
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With Dr. Nathan Long, President

# Some caveats...

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- This workshop is based on my observations and experiences along with anecdotes with colleagues over 20+ years in higher education.
- I am not a professional career counselor 😊...so this should be considered when thinking about the materials today.
- My goal is to help you – as I have others – in crafting a good CV and job searching strategies that can support you in your goals. And...
- Seek out others who you trust including your faculty advisors, colleagues, and those in the field of interest.





# What I hope you gain...

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- Understand and Deal with Some of the Confusion Surrounding CVs, Cover Letters, and Resumes
- An Ability to Recognize the Core Differences & Similarities between Resumes and CV
- Understanding the Importance of Knowing Yourself and the Organizations to which You're Applying
- Breaking the One Size Fits All Approach to CV/Cover Letter Writing
- Getting Efficient with Your Materials Preparation
- Knowing the Basic Elements of the CV and Key Learnings
- Ability to Apply Quick Tips

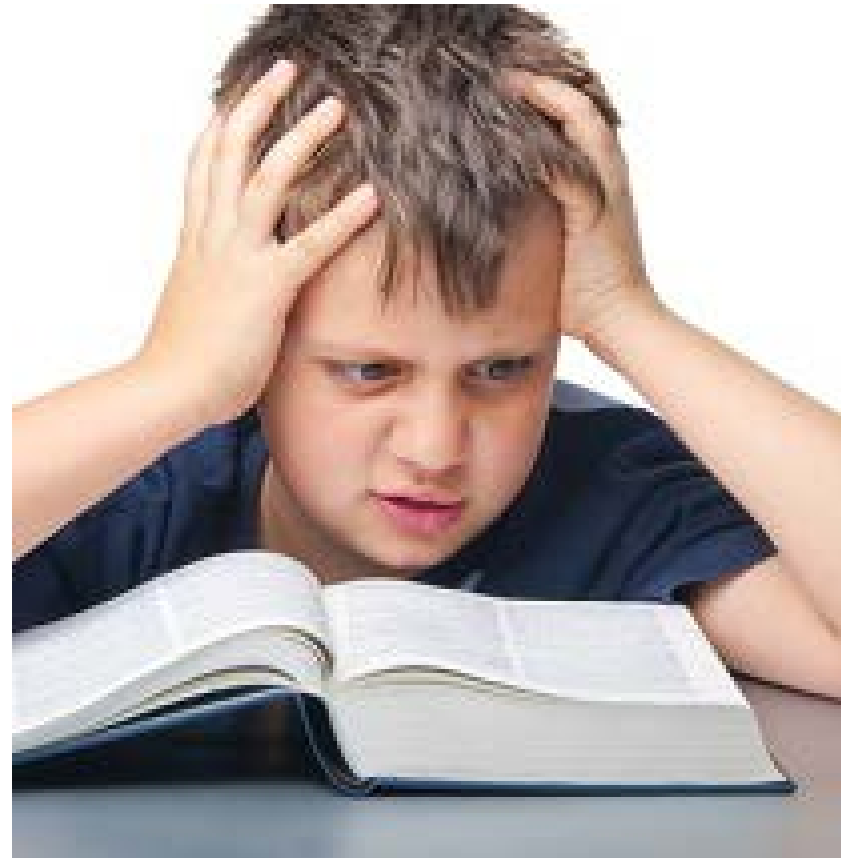
A 3D maze background with white text overlaid. The maze is made of dark grey walls and is viewed from an elevated perspective. The text is centered in the middle of the maze.

Why am I So Confused?  
Am I Alone?

# Many Reasons, Much Confusion..

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- Diverse employers, diverse expectations...
- Shifting industry standards on what is “the best”...
- Which one do I use when?
- How long? How much?
- To whom do you address? Your audience never feels “set”...
- It’s all about the format...or it isn’t...
- Any others?



# My Experience...You're Not Alone...

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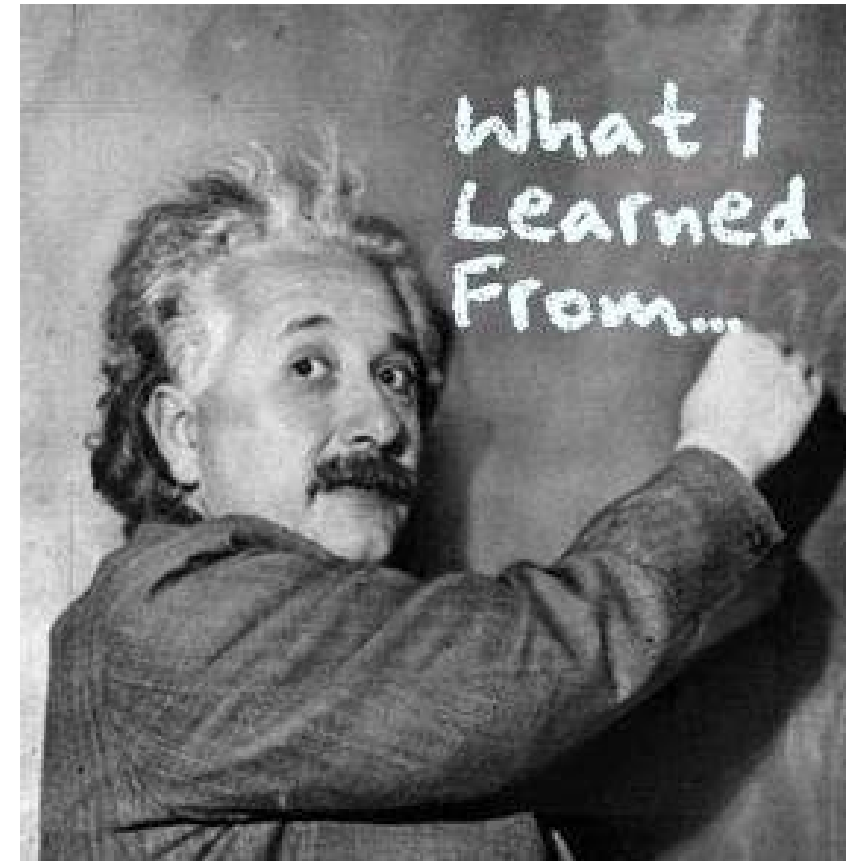
- Cover letters
  - Stilted
  - Disconnected
- Resumes
  - Super short
  - Uninteresting
  - No sense of who I am
- My CV
  - Lengthy
  - Derivative
  - Lacking in clarity
  - Wandering



# School of Hard Knocks – Lessons Learned...

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- People want to know who you are within reason...yet you must know yourself...
- People care who you are...yet you must get to know them as well as you can...
- Length typically does not impress...relevance and appropriateness is essential:  $\text{Content} + R + A = CV$
- Creativity is important...yet the audience matters...
- Proof-reading matters...from Peace to Peach Leaders...
- Materials = Potential for interview





# My First Rule: Know Thyself

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- Who are you? What defines you? What are your core values?
- What is your personal mission? Where do you want to go?
- What is your vision for the *future you* in terms of work? Of life?
- What is your ideal working environment? What energizes you? What matters to you in terms of colleagues?
- What modality are you comfortable in? Really important question! (Online v. F2F – Some Notes)



# My Second Rule: Know the Organization



- Who is the organization?
  - What is their mission?
  - Who do they serve?
  - What is their vision for the future?
- How does this organization fit into your life?
  - How do you see yourself fitting in?
  - Do the mission/values align with yours?
  - Do the employees seem dedicated to their work?
  - How does the workplace culture present itself online and by word-of-mouth?



# My Third Rule: One Size Does Not Fit All...

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- Whether a CV, Cover Letter, or Resume
  - Standardized templates can be the kiss of death
- Let who you are shine through as it connects to the role/organization: Rule #1 applies - authenticity within bounds makes sense
- Connecting **your** work to the work of **the** organization is essential: Rule #2 applies – align with job description, connect with mission/vision
- Creativity can be good in your materials getting noticed: Is this the focus of the culture?



# My Fourth Rule: If You Won't Read It, They Won't

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- Are you compelling?
- Are you clear enough?
- Detailed enough?
- Concise enough?

# Discussion

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- You might find yourself agreeing or disagreeing with what I have just presented. Let's process for a moment...
  - What makes sense?
  - What stands out?
  - Where have you experienced confusion or frustration in the job search process?




CVs, Resumes, Cover Letters...OH MY!



# The CV or Curriculum Vitae

- Traditionally, a **written overview of one's life's work**. In academia, that typically means...
  - Education
    - Your Degrees |
    - Your Thesis and Dissertation Topic
  - Employment (though not always)
  - Teaching
  - Scholarship
  - Service: Institutional, Community
  - Grants, Awards
  - Structure: Chronological, Relevance
  - References...upon request...



Just the facts...

# The Resume...

- Most typically, an overview of the jobs, roles, positions you've held...essentially French for ...a summary...includes
  - Personal Contact Information
  - Education (just the facts)
  - Objective for the Resume
  - Years and dates
  - Position and titles
  - Short descriptions of the work
  - References...upon request

# Is a CV the Same as a Resume?

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- In the U.S. CV is typically different than a resume (think expanded)
- Around the globe, the terms can be interchangeable
  - UK for example uses a CV approach for most jobs
  - Some countries say CV = resume in US terms
- Key considerations...
  - Know which is being referenced/requested (if you're applying outside the US)
  - Know the organization to which you're applying
  - If you can, seek out examples from those who work at the organization through online profiles, network, etc.



# Is a CV the Same as a Resume?

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## Curriculum Vitae

- Personal Contact Information
- Education
- Employment (though not always)
- Teaching
- Scholarship
- Service: Institutional, Community
- Grants, Awards
- Structure
- References...upon request...

## Resume

- Personal Contact Information
- Education (just the facts)
- Objective for the Resume
- Years and dates
- Position and titles
- Short descriptions of the work
- References...upon request




# The Cover Letter...

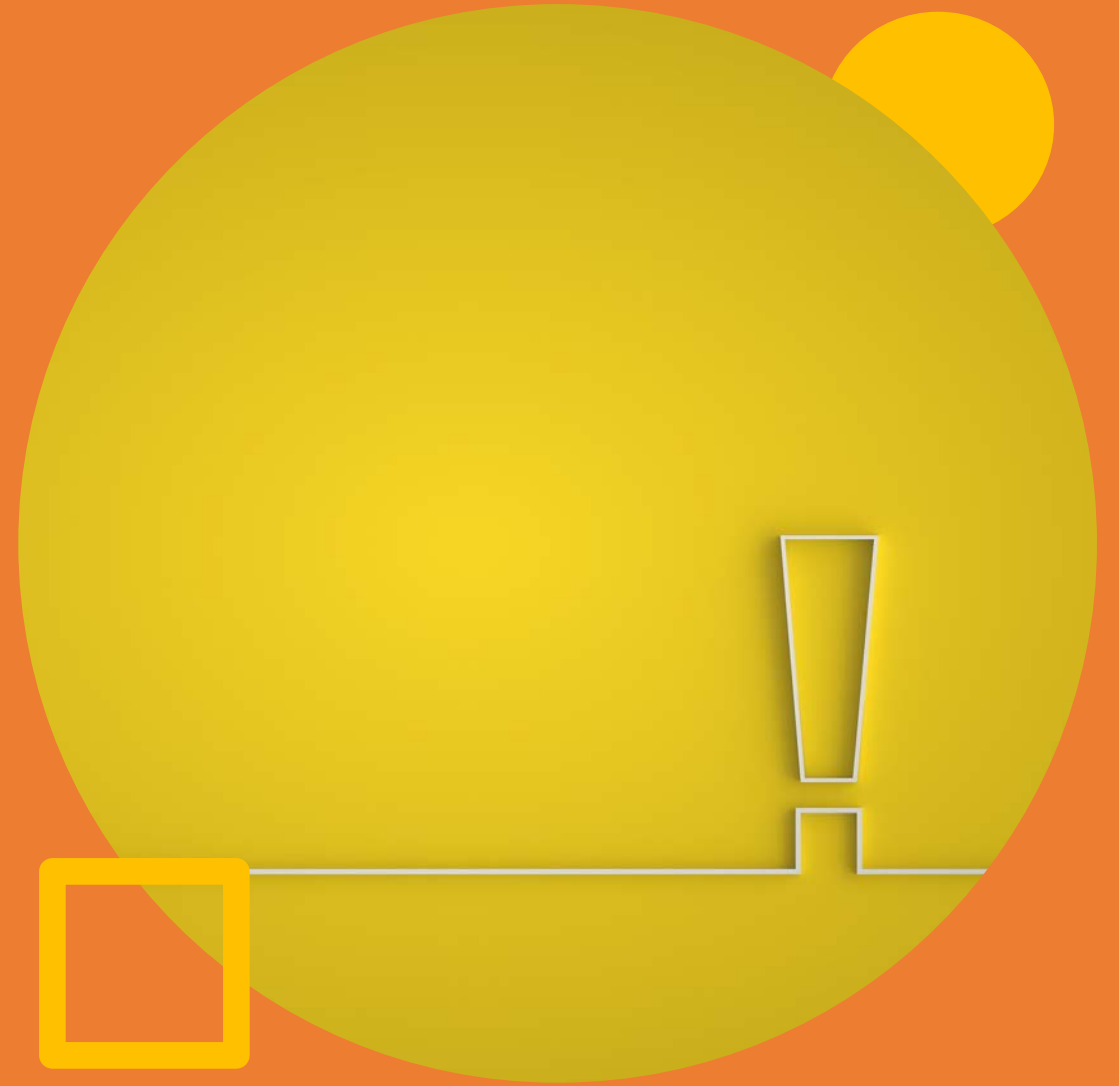
- A recapitulation of the resume or CV? No.
- An overview of work experience? Sort of but not quite.
- An articulation of who you are as a professional? That's closer.
- An opportunity to connect your experience with the employer? Yep.
- And yet...it can be maddening as it ALL depends...

We'll Cover More in Quick Tips  
Later On...

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Okay...Now for  
the CV...

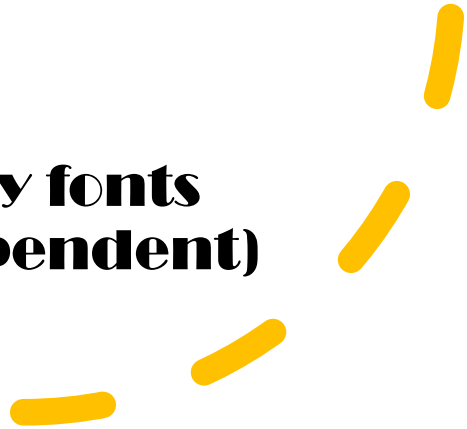




# The Academic CV

Faculty & Administration

# Key Guidelines

- CV = Your Life's Work but not a Tome...
  - Details + Conciseness
  - Position-dependent...
    - Faculty -> longer, but within reason
    - Administration -> shorter, selected experiences (keep the long version handy)
    - Combination might be helpful...see if you can determine the organization's expectations...
  - Font and Style:
    - Consistent and clear...
    - **Typically, none of those fancy fonts (again, organizationally dependent)**
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## Your Deets...

- Name + Highest Degree (the ABD question)
- Address (PO Box if you can) or None
- Telephone (consider a separate number – Skype, Line2)
- Email (i.e. [bunnypaws@email.com](mailto:bunnypaws@email.com) is not advisable)
- Social Media
  - Wash
  - Rinse
  - Repeat
  - Professional Pages: LinkedIn



# Your Education...

- Degrees
- Thesis and Dissertation
- Honorifics, Academic Designations, GPA.
  - Honorary Degrees
  - To Laude or Not to Laude
  - GPA (often a question)
- Others...





# Your Deets & Education: Samples

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**Telephone: (626) 470-9764 | Email: [nathanandrewlong@outlook.com](mailto:nathanandrewlong@outlook.com) | Website: [www.nathanlong.org](http://www.nathanlong.org)**

## **EDUCATION**

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**Ed.D.** University of Cincinnati, 2003: Educational Studies, Educational Foundations

- Major Cognate: History and Sociology of Education
- Minor Cognates: Politics of Education, Peace and Urban Education

**M.Ed.** University of Cincinnati, 2000: Educational Studies, Educational Foundations

- Major Cognate: Higher Education Administration
- Minor Cognate: Psychological Foundations of Education

**B.M.** University of Kentucky, 1996 (Cum Laude): Music Performance, Trombone

- Minor Cognates: Vocal Performance, Orchestral Conducting

# Teaching...

- Academic Courses
  - Relevance is very important
  - Grad and Undergrad
  - Course and Course Numbering
- Non-Academic Instruction
  - Certifications
  - Licensing Courses
- Others...



# Teaching: Samples

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**Faculty Associate: College of Education, *Arizona State University* | Regionally Accredited Comprehensive State University**

**2003 to 2004**

Taught one post-baccalaureate course for two semesters to alternative certification teachers, titled *Social Cultural Theories in Education* to post-baccalaureate students; served as thesis mentor for baccalaureate and master's students.

**Adjunct Instructor: College of Education, *University of Cincinnati* | Regionally Accredited Comprehensive State University**

**2001 to 2005**

Taught 1-2 graduate-level courses each academic year, including *Research Methods and Techniques* (EDFN 755); *Peace Education and Popular Culture* (EDFN 683); *Politics of Education* (EDFN 701); *Adolescent Development* (EDFN 737); and, *Building a Conflict Management Program* (EDFN 682).

# Teaching: Samples



## ACADEMIC TEACHING AND ADVISING EXPERIENCE

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**Associate Professor, Liberal Arts and Sciences: *The Christ College of Nursing and Health Sciences* |  
Regionally Accredited Degree-Granting Non-Profit, Non-Sectarian Institution**

### **2006 to Present**

Teaching responsibilities include or have included 1-4 courses during each academic year, including: *Lifespan Development* (PSY 110); *Introduction to Sociology* (SOC 101); *Sociological Perspectives on U.S. Diversity* (SOC 102); *Sociological Perspectives on Global Diversity* (SOC 103); *Sociology Independent Study* (SOC 199); *Humanities through the Fine Arts* (FA 101).

# Scholarship...

- Dissertation
  - Up front or in this section? It depends...
- Journals
- Poster Sessions
- Panels and Moderation
- Others?



# Scholarship: Samples



## SELECTED PUBLICATIONS

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### DOCTORAL DISSERTATION

Long, N. (2003). *The Origins, early developments, and present-day impacts of the Junior Reserve Officers' Training Corps on the American public schools*. Dissertation: University of Cincinnati.

### PEER-REVIEWED JOURNALS

Long, N. and Berlowitz, M. (2006). *The exclusion and distortion of African American perspectives in peace education*. In *Educational Studies*, vol. 39: 1, pp. 5-15. New York, NY: Lawrence Earlbaum, 2006.

### EDITED VOLUMES and BOOK CHAPTERS

Long, N. and Berlowitz, M. (2008). *JROTC as militarization of the public schools*. In Sandra Mathison and E. Wayne Ross (eds.), *Battleground Schools*, vol. 2. Westport, CT: Greenwood Press.

Berlowitz, M. and Long, N. (2003). *The proliferation of JROTC: Educational reform or militarization?* In David Gabbard and Kenneth Salzman (eds.), *Education as Enforcement*. Amherst, MA: Routledge-Falmer Press.

Berlowitz, M., Jackson, E., and Long, N. (2003). *Reflections of African American leaders in the peace movement: 1898 to 1967*. Lewiston: The Edwin Mellen Press, 2003.

# Scholarship: Samples



## **SELECTED PEER-REVIEWED CONFERENCE PRESENTATIONS**

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Long, N. ([November](#), 2002). *JROTC and the rise of the military-industrial-educational complex*. Paper presentation: American Educational Studies Association, Pittsburgh, Pennsylvania.

Long, N. ([October](#), 2002). *The rise of the military-educational complex*. Paper: Midwest History of Education Society Conference, Chicago, Illinois.

Long, N. ([April](#), 2002). *JROTC: A social history*. Paper presentation: Spring Research Conference, Cincinnati, Ohio.

# Service...

- Institutional & Professional
  - Professional Organization Roles
  - Accreditations
  - College or Organizational Committees (i.e. Curriculum, JEDI, Student Government)
- Community
  - Boards
  - Fundraising Initiatives
  - Key: Active Participation
- Others...





# Service: Samples



## **SELECTED COMMUNITY AND ACADEMIC SERVICE**

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- *Consultant Evaluator*, Western States Commission on Colleges and Universities
- *Member*, Association of California Independent Colleges and Universities
- *Member*, Oakland Chamber of Commerce
- *Participant*, Executive Insights and Leadership Eastside Leadership Program
- *Past Community Member*, Institutional Review Board, Union Institution and University
- *Previous Member*, Mt. Auburn Chamber of Commerce
- *Participant*, Heart Mini-Marathon, American Heart Association
- *Past Board Member*, Dayton Family Law
- *Past Affiliate Member*, Institutional Review Board, The Christ Hospital
- *Past Trustee Member*, Social Health Education Non-Profit Agency with United Way support
- *Presenter*, Northern Kentucky Rotary Reflecting on 20<sup>th</sup> Century African American Peace Leaders

## **PROFESSIONAL ORGANIZATIONS**

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- American Educational Research Association (Current)
- American Council on Education (Past)

# Service: Samples



## **SELECTED INSTITUTIONAL SERVICE**

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### **Accreditation and Regulatory Activities**

#### **2004 to 2019**

- *Consultant Evaluator*, Western States Commission on Colleges and Universities, ICP (2019)
- *Consultant Evaluator*, Western States Commission on Colleges and Universities, JFK University (2016)
- *Reader*, National League for Nursing Accrediting Commission Self-Study for Accreditation (2012)
- *Co-editor/Reader*, [Self Study](#) for Candidacy (2008)
- *Co-author/editor*, Higher Learning Commission Preliminary Information Form (2007)
- *Principal author and Coordinator*, Ohio Board of Regents Authorization to Operate Proposal (2005)

### **Committee Memberships: *The Christ College of Nursing and Health Sciences***

#### **2004 to 2010**

- *Ex-Officio Member*, Curriculum Committee

# Clinical, Grants, Etc...

- Clinical Experiences (varies – check!)
  - Location
  - Type (Paid or Unpaid)
  - Duties Performed
- Grants & Awards
  - Type
  - Amount (if relevant)
  - Role on Grant (grant writer, investigator)
  - Awards – relevant, within reason
- Others...



# Grants, Etc.: Samples



## **SELECTED AWARDS AND HONORARIES**

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- Dissertation of Distinction, American Educational Studies Association Site Visit Program Review (2004)
- Outstanding Graduate Student Award, Division of Educational Studies, University of Cincinnati (2003)
- Finalist, Graduate Teaching of the Year Award, University of Cincinnati (2002)
- Fellow, Institute for Policy Studies, Washington, D.C. (2002)

## **REFERENCES**

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- Provided upon request.

# Grants, Etc.: Samples



## GRANTS, CAPITAL INITIATIVES, AND PHILANTHROPY

- *Fundraising (Alumni, Private Foundations and Individuals):* Scholarships and endowment support (\$2.3 M cumulative since August 2010)
- *Funded Innovation Grant (System Grant):* BSW-DSW Pathway (\$50,000)
- *Funded Capital Initiative (Private Foundation),* Audio-Visual Retrofit Initiative (\$50,000)
- *Funded Capital Initiative,* Faculty Laptop Program (\$48,000) to fund acquisition of laptops for all college full-time faculty for instructional and telecommuting purposes.
- *Funded Grant,* Ohio Commission on Dispute Resolution Technology Grant (\$10,000) to fund one of the first On-line Conflict Resolution courses offered in the country, for teachers in Ohio and regionally, December 2001.

# Do I Have Enough?

- Think
  - Go back...are you sure? Were you on committees in graduate school? Did you write or co-author anything? Did you teach a class and forgot? Were you involved in something?
- Plan
  - Put a plan together...how can you acquire the needed skills and experiences?
  - Remember, grad school IS about the life of the mind and professional preparation
  - Get creative with your plan...
- Do
  - **Get.It.Done.** Stop talking about it. Do it. Don't let perceived barriers get in your way.
- Record
  - Draft CV on your desktop
  - Look at it, add to it once per week





# Final Thoughts

Quick Tips  
Out of Your Head and Into Action

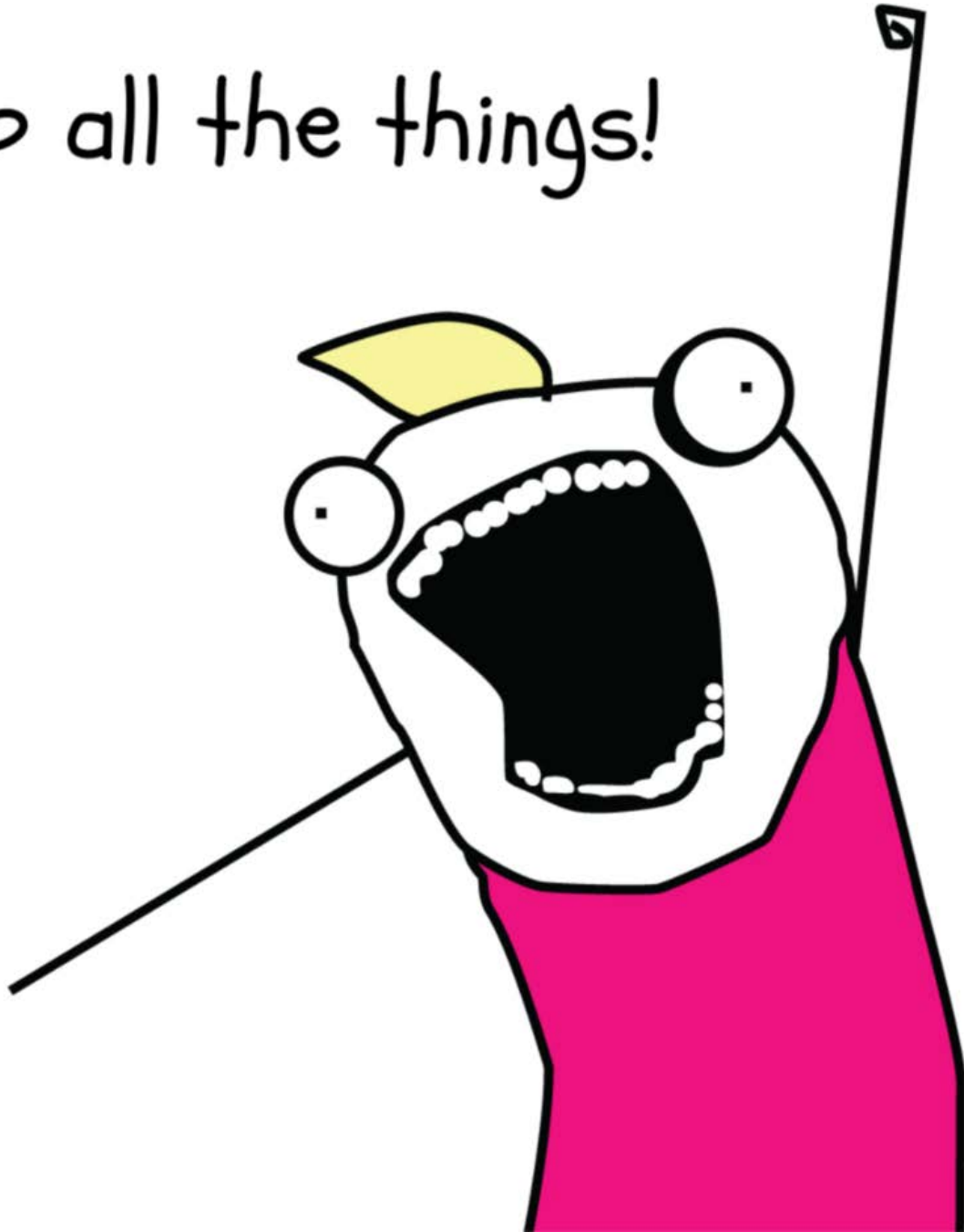
# Get Creative!

- Monographs
- Joint Pubs
- Put on a Conference  
(Saybrook RC anyone?)





do all the things!



## Selective or All the Things?

- Preference...
  - Personal
  - Organizational
- Position
- Potency
  - Less CAN be more
  - More may also speak to the culture...

# What about that Flashy, Marketing, Personal Brand “Statement” ...

- Substance first
- Personal Ideal
- Organizational Culture



When It Comes  
to CVs (or cover  
letters or  
resumes),  
Everyone has an  
opinion,  
everyone shares  
them...

...and each one is likely  
missing the mark in some  
way...why?

**RIGHT** TO AN **OPINION**  
**DOES NOT MAKE**  
THE **OPINION RIGHT**

QUESTION, RESEARCH, ANALYZE, & DISCUSS YOUR INDIVIDUAL OPINIONS AND BELIEFS AS WELL AS THOSE OF OTHERS.  
EVERYONE SHOULD HAVE THE RIGHT TO VOICE THEM, BUT THAT DOES NOT AUTOMATICALLY AWARD THEM RESPECT.

*Killingclapart.com*

# Job Searching

Short-form Draft (1 p)

Long-form Draft (up to 5 pp)

Build a Teaching Statement

Build a Personal Statement



# The Cover Letter

Short-form Draft (1 p)

Long-form Draft (up to 5 pp)

Build a Teaching Statement

Build a Personal Statement



# Interviewing

Know the Culture...

Be Curious, Be Engaged

Technologically an A+

If You Don't Know, Say It...



# Other Thoughts? Discussion...

What did I miss?

What was helpful?

Questions??



# Resources for You

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- The following items offer excellent support/guidance as you craft your CV or resume as well as your cover letter...
  - [APA Clinical CV Overview \(very good resource\)](#)
  - [Clinical Psychology CV Blog Posting](#)
  - [Cornell – Resumes and CVs](#)
  - [CVs and Cover Letters \(Harvard\)](#)
  - [General Tips \(University of Illinois\)](#)
  - [Sample Materials for Faculty Positions \(UCSF\)](#)
  - [Sociology \(Applied\) CV, Resume, and Cover Letter Guide](#)
  - [University of North Florida CV Guide \(very comprehensive\)](#)
  - [University of Wisconsin Department of Medicine](#)