



 PART 1 OF 9

CREATING AN IMPACTFUL CURRICULUM VITAE (CV)

— Ivy League Best Practices for Academic & Research Career Success —

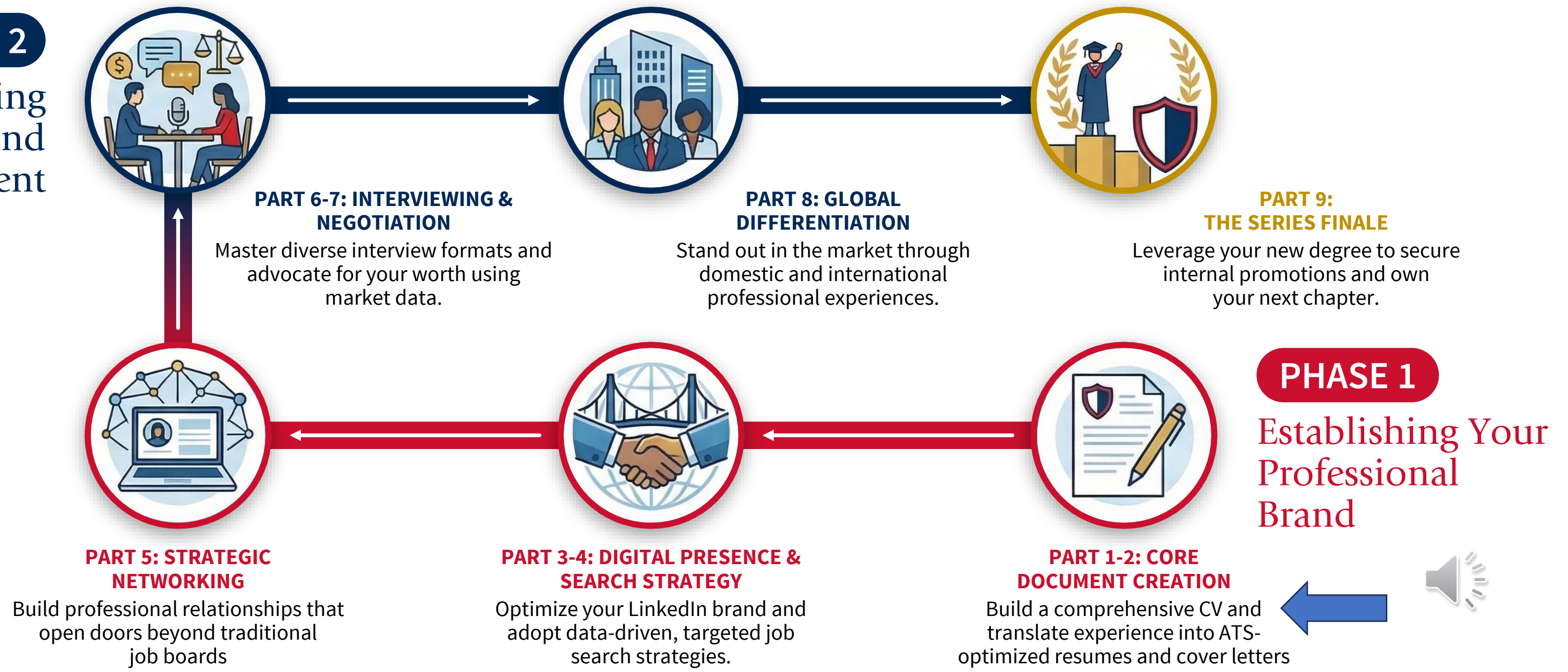
Presented by USI Career Success Center

 usi.edu/career-success



ROADMAP TO EXCELLENCE: THE USI GRADUATE STUDENT CAREER WEBINAR SERIES

PHASE 2
Mastering
The Market and
Advancement



PHASE 1
Establishing Your
Professional
Brand

CV *VS.* RESUME: UNDERSTANDING THE DIFFERENCE

“

Every graduate student
needs a curriculum vitae.”

- Harvard Mignone Center

Curriculum Vitae (CV)

Latin: “Course of Life”

- Comprehensive academic record
- No page limit (2-10+ pages)
- Academic, research, medical positions
- Living document that grows
- Emphasizes scholarly achievements

Resume

French: “To Summarize”

- Concise, tailored summary
- 1-2 pages maximum
- Industry/corporate positions
- Customized for each application
- Emphasizes relevant skills



ESSENTIAL CV SECTIONS: IVY LEAGUE FRAMEWORK

1 **Contact Information**
Name, address, phone, email



2 **Education**
Degrees, institution, dissertation



3 **Research Experience**
Position, institution, PI, projects



4 **Publications**
Peer-reviewed, books, manuscripts



5 **Presentations**
Conferences, invited talks, posters



6 **Teaching Experience**
Course, role, institution, dates



7 **Awards and Honors**
Fellowships, grants, scholarships



8 **Service and Leadership**
Committees, reviewing, org roles



9 **Professional Membership**
Scholarly associations



10 **References**
3-5 academic references



Pro Tip

Organize sections in decreasing order of importance to the specific position.



FORMATTING BEST PRACTICES

Based on Princeton Career Development Guidelines



DO

- Use 11pt or 12pt font with one-inch margins
- Maintain stylistic consistency throughout
- Use reverse chronological order within sections
- Begin descriptions with strong action verbs
- Include name and page numbers on each page



DON'T

- Include SSN, gender, race, or religion
- Include marital status or photos
- Use inconsistent formatting across sections
- Use fancy fonts or graphics
- Create dense text blocks without white space



Your CV formatting should make it easy for search committees to quickly assess your qualifications.



CV Example

SABINE ROSE

Department of History of Art and Architecture, Harvard University, Cambridge MA 02138
smrose@fas.harvard.edu | 617-555-5555 | she/her/hers

EDUCATION

Harvard University PhD, History of Art and Architecture Dissertation: "'Ad litora tempus ultrices aptent: Sollicitudin facilis vestibulum morbi ultrices sociis" Committee: Joseph F. Klein, Ian Kazmarzek, and Sarah Liebowitz	Cambridge, MA Expected May 2024
The Bard Graduate Center MA, Decorative Arts, Design History, and Material Culture Qualifying Paper: "Conubia tempus quisque turpis nisl. Potenti ipsum tellus habitant" Advisor: Jonas Benowitz	New York, NY May 2017
The University of Chicago BA, Art History, with honors; minor in French Language and Literature Thesis: "Sapien elit ligula eleifend nulla pellentesque aliquam dolor hac varius lectus" Advisor: Abram Alter	Chicago, IL Jun 2014
Université de Paris The University of Chicago, Paris Academic Year Program Courses in Art History, History, Archaeology, and French Literature	Paris, France Sep 2012 – Jun 2013

RESEARCH EXPERTISE

Medieval reuse of late antique material culture	Roman models for the art of Abrahamic faith traditions
Writing tablets in the development of the codex	Doubles and mirror images
Monastic, episcopal, and family <i>memoria</i>	Material histories of ivory
Touch and tactility in Christocentric devotion	

PUBLICATIONS

- Catalogue of the Integre Eligendi Collection at The Metropolitan Museum of Art, ed. Melinda Temple et al.
Editorial contributions and essays, in preparation.
- "Massa maecenas suspendisse? Lectus luctus tincidunt curabitur nascetur quisque netus magna quis dui." Article, under review.
- "Senectus Bibendum: Vulputate consequat dui sapien mauris cum vestibulum." In *ARDS. Studies in Medieval and Renaissance Sculpture*. Turnhout: Brepols, 2026. Invited essay, in progress.
- Eros est fames facilis in fermentum ultricies dignissim*, eds. Sabine Rose, et. al. Es hat mehrere Zutaten, die seine einzigartige formel schaffen in München. Passau: Wilhelm Kreuger, 2025. Monograph, in press.
- Independently authored chapters: "Aenean tristisque interdum," "Vivamus lacus egestas," and "Aenean donec lacinia sociis."

FELLOWSHIPS AND GRANTS

Harvard University, Dissertation Completion Fellowship	2023 – 2024
Samuel H. Kress Foundation, Institutional Fellowship, Zentralinstitut für Kunstgeschichte, München	2021 – 2023
Deutscher Akademischer Austauschdienst, Doctoral Candidate Research Grant	2020 – 2021
Dumbarton Oaks Fellowship Stipend, partial support for doctoral grant at Harvard University	2017 – 2021
Samuel H. Kress Foundation, Language School Fellowship at Middlebury College's Deutsche Schule	2018
The Bard Graduate Center, Fellowship for research and living expenses	2015 – 2017

Identifying information has been changed. Titles have been anonymized with lorem ipsum.

Sabine Rose 2

SELECTED AWARDS AND SCHOLARSHIPS

La Société Internationale des Médiévistes de Paris, Graduate Student Prize	2023
International Center of Medieval Art, Graduate Student Essay Prize, First Place	2021
Medieval Academy of America/CARA summer scholarship for Latin at the University of Notre Dame	2021
Jens Aubrey Westengard Fund scholarship for summer research and language study in Germany	2019
Dumbarton Oaks, Bliss Symposium Award	2018
Clive Wainwright Award for an outstanding MA Qualifying Paper and contribution to the field	2017
The Bard Graduate Center Travel and Research Fund conference grant	2017

CONFERENCE ORGANIZATION

- "Elementum integer turpis varius taciti aenean dapibus," International conference co-organized with Agnes Rhone. The Zentralinstitut für Kunstgeschichte, München, Germany. (October 24, 2023)
- Independent presentation: "Eros est fames facilis."

PRESENTATIONS

- "Rutrum convallis cursus commodo nullam purus blandit." Presented at "Testing the Limits: Absence, Presence, and the Bounds of the Medieval and Early Modern Image." Eikones, Center for the Theory and History of the Image, University of Basel, Switzerland. (March 12, 2024)
- "Quam montes quam in: Congue libero, platea volutpat!" Presented at the College Art Association, Chicago. Panel: Sollicitudin cursus id elementum faucibus: Sociosque velit montes rhoncus. (February 15, 2024)
- "Primis diam curabitur himenaeos tincidunt platea in taciti cubilia ridiculus turpis: Ut mus purus tortor quisque nulla primis pharetra." Presented at the 20th Annual Symposium of la Société Internationale des Médiévistes de Paris. Panel: The Shape of History. (July 8, 2024)
- Graduate Student Prize recipient.
- "Etiam molestie est sociis gravida: Taciti cubilia feugiat." Presented at the 13th Annual Bern Research Camp for the Applied Arts, University of Bern and the Abegg-Stiftung, Switzerland. (May 16–18, 2023)
- "Orci euismod scelerisque interdum cursus porta volutpat." Presented at the Nachwuchs-Workshop, Neue Tendenzen der Italienforschung zu Mittelalter und Renaissance, Kunsthistorisches Institut in Florence, Italy. Panel: Antiken - und Vergangenheitsbewältigung (December 3, 2022)
- "Proin aptent, ipsum non aenean elit quam ipsum scelerisque ac in." Presented at the International Medieval Congress, Leeds. Panel: Music and Liturgy in the Early Middle Ages. (July 4, 2022)
- "Quisque platea, sodales volutpat lacinia arcu pharetra sit dui libero commodo." Workshop presented online for the Zentralinstitut für Kunstgeschichte, München, Germany. (January 19, 2021)
- "Dictum ligula in sociis vel condimentum vulputate urna venenatis euismod lacinia." Presented at the Anneliese Maier Prize Workshop, Part I, Düsseldorf, Germany. Sponsored by the Humboldt Stiftung. (Postponed due to COVID-19)

TEACHING EXPERIENCE

Skidmore College , professor of record: Agnes Rhone Invited Lecturer, "Porro Percipitur Sit Ne" (online) Invited Lecturer, "Commodo Integre cum Ea" (online)	Saratoga Springs, NY Sep 2023 Sep 2022
The University of Southern California , instructor of record: Maya Cabral Invited Lecturer, "Duo ex Labore Reprimique" (online)	Los Angeles, CA Apr 2021
Harvard University , Department of History of Art and Architecture Teaching Fellow, "Methods Tutorial," (sole instructor) - Designed and taught a required course for 3rd year undergraduate majors	Cambridge, MA Spring 2019

Identifying information has been changed. Titles have been anonymized with lorem ipsum.



CVs Continued

Sabine Rose 3

Teaching Fellow, "Pro te Timeam Expetenda," (professor of record: Roman Camare) Fall 2018
- Led 2 sections of approximately 15 students for an undergraduate general education course

MUSEUMS AND CULTURAL HERITAGE

The Morgan Library and Harvard University Cambridge, MA; New York, NY
Graduate Researcher Jan – Sep 2023
- Bibliography projects associated with the exhibition *Ei Pro Omnium Vivendo Accusata: Duo et Tantas Fierent, autem Appetere Necessitatibus, 800–1500* (2024)

Department of Medieval Art and The Cloisters New York, NY
Graduate Intern Sep 2015 – May 2019
- Research and gallery-related projects for the permanent collection of medieval art, including provenance research, preparing data for print and online publications, and developing label copy
- Editorial projects associated with the exhibitions *Et Audiam Dissentiet eam: In per Integre Praesent Petentium* (The Bard Graduate Center; 2017) and *Percipitur Honestatis te Vel* (2018)

The Art Institute of Chicago Chicago, IL
Intern, Department of Prints and Drawings Sep 2014 – Feb 2015
- Curated a rotation of 15th and 16th century Northern European prints in the Allerton galleries
- Object-based research for the exhibitions *Integre Eltgendi* (2015) and *Ad Odio Ullamcorper* (2016)
- Handled and transported works on paper and parchment for student and research appointments

Sacred Space International Chicago, IL
Jeff Metcalf Fellow Jun – Sep 2013
- Researched, designed, and guided a series of ten architectural tours of religious spaces in Chicago
- Interviewed Chicago religious leaders about their faith traditions and communities
- Contributed written content towards educational materials as well as the organization's website and blog
- Managed the library, archival material, and digital image collection on architecture and world religions

PUBLISHING EXPERIENCE

The Bard Graduate Center New York, NY
Editorial Fellow, *West 86th: A Journal of Decorative Arts, Design History & Material Culture* Jan – Dec 2017
- Contributed to all aspects of the editorial process during the first 2 years of the journal's publication, including permissions research, marketing research, fact checking, and article preparation
- Monitored upcoming publications and exhibitions in the field of decorative arts, design, and material culture for potential print and online reviews
- Managed content for the website of *Cultural Histories of the Material World*, a book series published by the University of Michigan Press

DIGITAL HUMANITIES

University of Chicago Department of Art History Chicago, IL
Visual Resources Intern, Visual Resources Center Sep 2010 – Jul 2015
- Cataloged, digitized, and archived the Department's extensive image collection
- Trained interns in cataloging, archiving, and the use of digitization and imaging hardware and software

DePaul University, Digital Library Services Chicago, IL
Digital Projects Cataloging Assistant, Image Collection Jul 2014 – Jul 2015
- Collaborated on digitization projects for the Department of the History of Art and Special Collections

University of Chicago, Humanities Division Chicago, IL
Research Assistant, Montaigne Studies – Interdisciplinary forum May – Oct 2014
- Collaborated with Visual Resources and Humanities Computing specialists to develop an international web forum, database, and digital images to support research on the early publication history of Montaigne

Identifying information has been changed. Titles have been anonymized with lorem ipsum.

Sabine Rose 4

LEADERSHIP AND SERVICE

Hortulus: The Online Graduate Journal of Medieval Studies 2016 – Present
Reader and Peer Reviewer

Das Zentralinstitut für Kunstgeschichte Munich, Germany
Moderator Nov 2023
- Facilitated Morgan S. Lieuben's workshop "Tincidunt fames praesent nulla," as part of the ongoing series "Current Research"

Deutscher Akademischer Austauschdienst Munich, Germany
Guide Dec 2020, 2021
- Designed and guided a popular seasonal tour of the historic Nativity collection of the Bayerisches Nationalmuseum, introducing international fellows to the history of Christian ritual and Bavarian culture

Harvard University, Department of History of Art and Architecture Cambridge, MA
Invited Speaker, Grant writing workshop Mar 2019
Co-coordinator, Art in the Making 2018 – 2019
- Secured institutional and financial sponsorship for an annual materials and techniques workshop for graduate students in the Department of History of Art and Architecture
- Worked with artists and arts education specialists to develop hands-on curricula for the annual themes "Ceramics" and "Letter Press Printing"

LANGUAGES

German and French (advanced proficiency); Italian (beginning knowledge); Latin and Spanish (reading)

COMPUTER SKILLS

Adobe Photoshop, ARTstor, Blackboard, Canvas, Citi, CONTENTdm, FilemakerPro, Harvard Slack, LUNA, Mimsy, MS Office Suite and Teams, Scrivener, Skype, Silverfast, TMS, WordPress, Yellowdig, Zoom, Zotero

PROFESSIONAL AFFILIATIONS

College Art Association, The International Center of Medieval Art, International Council of Museums, The Medieval Academy of America

REFERENCES

Joseph F. Klein
Bruno Schpatt Professor of German Art and Culture
Harvard University
Cambridge, MA 02138
617.495.1234
jfklein@fas.harvard.edu

Jonas Benowitz
Associate Professor
The Bard Graduate Center
New York, NY 10024
212.567.8901
benowitz@bgc.bard.edu

Sarah Liebowitz
Professor
Institut für Klassische Archäologie
Ludwig-Maximilians-Universität München
80333 München, Germany
+49 (0) 89 / 123 45678
liebowitz@ka.fak12.uni-muenchen.de

Scholars whose work relates to art, music, etc often have experience with museum exhibitions, performances, etc. Sabine includes several categories outlining a variety of relevant professional experiences using descriptive category headings.

Just after Education, Sabine includes a Research Expertise section with concise and tailored key words and phrases to describe her scholarship. She might have chosen to use Research and Teaching Interests if she were applying for a faculty position, but she was applying to a postdoc in this case.

Identifying information has been changed. Titles have been anonymized with lorem ipsum.



Cover Letter for CV

Cover Letter Guidelines

Your Name
Department, Harvard University
City, State Zip Code

Month Day, Year

Contact Name
Title (if known)
Department, Univ./Institution Name
City, State Zip Code

Inquire with your department administrator whether you can use the departmental letterhead. If so, remove your personal contact information at the top of the letter. Street addresses are not typically included, since most communication is purely electronic, but it's still a good idea to include the academic department and university/institution's name.

Note that in an e-mail message, you would omit both your and the addressee's contact information, as well as the date. Simply start with the salutation.

If you include the cover letter as an attachment, use proper letter format, as shown here.

Dear Professor/Dr. Last Name: (or if not known: "Dear Members of the Search Committee:")

Opening paragraph: Clearly state why you are writing. If applying for a specific job, indicate the position title and department. If you were referred to the position from someone within the institution, or by someone the addressee knows, mention that as well. Give a brief introduction of yourself and your status, e.g. "I am completing my PhD in [department or field] with an expected degree [or defense] in [Month, Year]. You could also include the title of your dissertation or the topic of your research and the name of your advisor.

Middle paragraphs: You should have several paragraphs that elaborate on how your research and other experiences in graduate school have prepared you for the job as it is described. Typically, these include a paragraph about your dissertation/current research, one about your future research plans, and one or two about your teaching experience/interests/approach/courses you could offer.

Disciplines differ on the length and level of detail required for cover letters, so be sure to get feedback from others in your department. Junior faculty members who have recently been on the market themselves are often the best people to ask. For example, the amount of detail you provide about your teaching depends on the position, the type of institution, and the norms in your field.

Tailoring: Think about how your interest in both the *job* and the *institution* developed—in order to stand out from the potentially long list of applicants, you will need to make a coherent argument for why it was a logical decision on your part to apply for the position, and why it would be a logical decision on their part to hire you. What kind of contribution will you make to their existing department? How will you fit in? Make sure you are writing for your target audience. For instance, for a liberal arts college you may use more space addressing your teaching experience than you would for a large research university. For a school outside a major metropolitan area, you may also want to indicate why you are interested in living in that area. You might include this information as a paragraph and/or you could tailor the letter throughout.

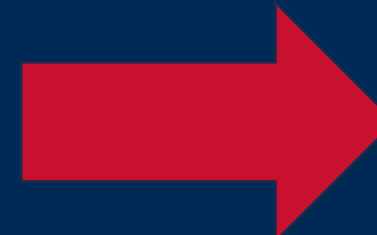
Closing paragraph: You might indicate that your CV and other supporting documentation are enclosed, or mention that letters from your referees are forthcoming. Indicate your willingness to provide additional information and express interest in speaking with the addressee further in an interview. Thank them for their time and consideration.

Sincerely,

(scanned signature—optional but a nice touch)

Name (typed)

Phone number and email address



Max Umbutu
Harvard University
17 Oxford Street | Cambridge, MA 02138
mumbutu@fas.harvard.edu | 999-123-4567

November 29, 20XX

Dear Faculty Search Committee:

I am writing to apply for the tenure-track faculty appointment at Princeton University in the Department of Materials Science and Engineering through the Quantum and Semiconductor Materials search. I am completing my Ph.D. in the Department of Physics at Harvard University, where I have been designing and synthesizing new thin film materials with atomic-scale precision using molecular beam epitaxy (MBE).

Atomic-scale construction of a crystalline lattice can be used to design new classes of materials, as well as to control the manifold electronic, magnetic, and functional phases inherent in a family of materials. In my doctoral work, I engineered superconducting compounds by leveraging atomically-precise synthesis to create layered nickelate compounds. My discovery, which unveiled superconductivity through dimensional layering without chemical doping, unlocked the nickelates as a true new family of superconductors. Furthermore, it showcased the role of atomically-precise synthesis as a powerful knob to traverse the phase diagrams of quantum materials and stabilize new materials which cannot be made with bulk synthetic methods. I described this discovery in *Nature Materials*, with six additional related manuscripts.

My research program at Princeton will harness atomically-precise materials design and synthesis to explore and exploit the myriad phenomena that arise when electrons collectively engage. Aside from superconductivity, these phenomena include topological orders, magnetic orders and frustration, ferroelectricity, and excitonic pairing. Such behaviors evolve in lower dimensions and can even emerge at atomic interfaces, stressing the need for lattice control at the atomic-scale. Meanwhile, anion content and bonding is another critical determinant of materials properties. To this end, my program will unite atomic construction of the cation scaffolding with chemical tuning of the anion matrix, leading to exquisite tunability of correlated phases and unprecedented access to new classes of quantum materials beyond the canonical transition metal oxides. Finally, I will integrate synergistic characterization techniques that give us deep insight into how electronic behaviors correlate with atomic structure, closing the "materials-by-design" loop and accelerating the discovery of new materials.

My approach is transferrable beyond my immediate research efforts in quantum materials, such that I am uniquely poised to leverage the versatility of combinatorial materials synthesis to thematically expand. For example, a focus on functional materials could involve perfecting traditional materials for novel quantum circuitries, developing dielectrics for electro-optic devices, or anion-tuning toward stable photovoltaics. My research program, interdisciplinary by design, aligns well with the priorities of Princeton's Engineering Strategic Plan. The world-class user facilities will provide a strong technical and communal environment to support my scientific vision, and I look forward to finding collaborative avenues in the Princeton community.

In addition to my intellectual interests, outreach, teaching, and mentoring have been central to my practice of science. Having consistently worked within my institutions to develop educational and support resources for underserved populations, I am drawn to Princeton's commitment to strengthening representation and conditions for underrepresented groups to thrive. As my Ph.D. group's first student, I took on leadership roles in establishing and managing the group, mentoring new graduate students, designing undergraduate projects, and establishing collaborative networks. I look forward to leading a diverse research group, to effectively mentoring students with a variety of goals and backgrounds, and to creating vibrant, inclusive learning environments at Princeton.

Please do not hesitate to reach out for any additional information – I hope to hear from you in due course.

Sincerely,

Max Umbutu (they/them)

Identifying information has been changed.

As a physical scientist, Max kept their cover letter to one page. Often, in quantitative and computational sciences, the letter can be even shorter... just a few short paragraphs. Note that Max uses a lot of field-specific jargon, knowing that their audience of physicists at Princeton would be very familiar with this level of jargon. While Max did not address courses they could teach, they did emphasize their commitment to fostering inclusivity in their teaching and mentoring.



PROGRAM-SPECIFIC CV CONSIDERATIONS

MSN / HEALTHCARE

Clinical rotations, certifications, patient care hours, healthcare competencies

MSW / SOCIAL WORK

Field placements, populations served, intervention methods, licensure progress

EDUCATION / MSE

Student teaching, grade levels, curriculum development, educational technology

MPA / CRIMINAL JUSTICE

Policy analysis, program evaluation, government experience, engagement

MBA / MHA

Leadership projects, quantitative results, case competitions, certifications

ALL PROGRAMS

Graduate coursework, research projects, professional development, volunteer work

Key Insight

Review CVs from professionals in your target field to understand discipline-specific expectations.



AI-POWERED CV ENHANCEMENT

Using Copilot to Refine Your Academic CV



Core Principle

Use AI to REFINE and STRENGTHEN — never let AI write your CV content from scratch.

Prompt 1: Strengthen Action Verbs

“Review this CV description and suggest stronger action verbs appropriate for academic positions: [YOUR TEXT]”



Prompt 2: Position Alignment

“Compare my CV sections to this faculty position description. What experiences should I emphasize?”

Prompt 3: Clarity Check

“Review this research description for clarity. Would a faculty search committee understand the significance?”

Academic Integrity

Always verify AI suggestions against discipline standards. Your authentic voice remains the foundation.



7 COMMON CV MISTAKES TO AVOID

1 Using resume format - let your CV grow

2 Inconsistent formatting signals carelessness

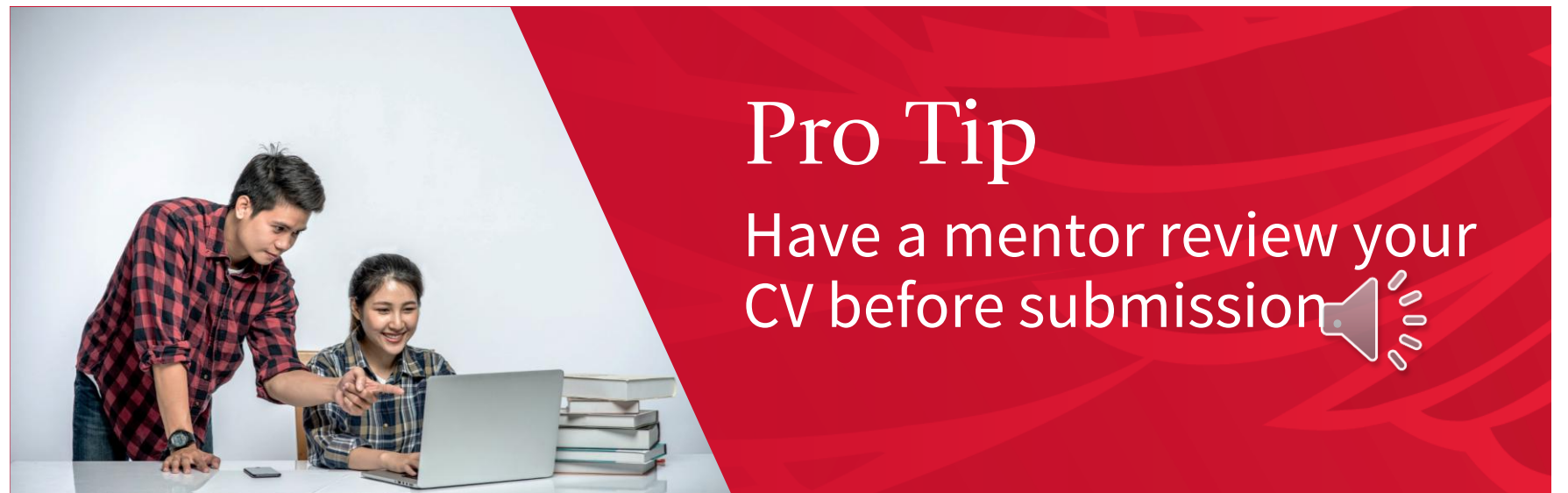
3 Wrong citation format for your discipline

4 Too many works “in preparation”

5 Missing page numbers in header/footer

6 Not tailoring sections for each application

7 Outdated contact information



Pro Tip

Have a mentor review your CV before submission



RESOURCES & YOUR ACTION PLAN



USI CAREER SUCCESS CENTER



Orr Center, Room 1051



(812) 464-1865

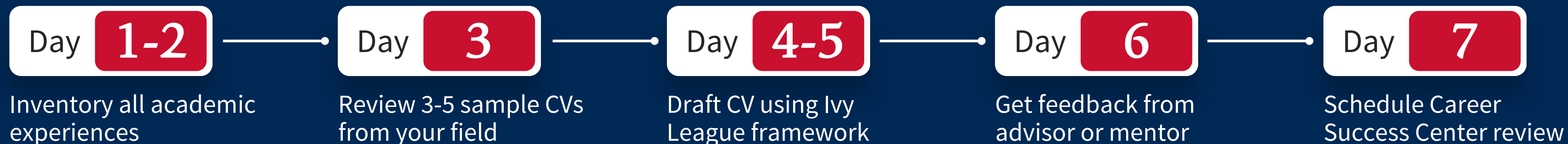


usi.edu/career-success

Ivy League CV Resources

- Harvard GSAS CV Guide (careerservices.fas.harvard.edu)
- Columbia GSAS Career Design Lab (gsas.columbia.edu)
- Cornell Graduate School (gradschool.cornell.edu)
- Princeton CV Writing Guide (careerdevelopment.princeton.edu)
- Yale Office of Career Strategy (ocs.yale.edu)

Your 7-Day Pre Negotiation Plan



Coming Up Next:

PART 2

Building Your Graduate Level Resume and Cover Letter
AI-Powered Strategies for ATS Success



THANK YOU FOR LISTENING!

UNIVERSITY OF SOUTHERN INDIANA[®]



**CAREER
LAUNCH**

NEED CAREER SUPPORT??

- ▶ You can visit us in the Career Success Center (located in the Orr Center) or book an appointment on Career Launch!
- ▶ Questions? Email us at career.center@usi.edu or give us a call to schedule an appointment (812) 464-1865!

