

# CV Categories (Karen Kelsky, *The Professor is In*)

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**1. Education. Always.** No exceptions. List by degree, not by institution. List Ph.D., M.A., B.A. in descending order. Give department, institution, and year of completion. Do NOT give starting dates. You may include Dissertation/Thesis Title, and perhaps Dissertation/Thesis Advisor if you are ABD or only 1 year or so from Ph.D., then remove later. Do not include any other verbiage.

**2. Professional Appointments/Employment.** These are contract positions only—tenure track or instructorships. Postdoctoral positions also go here. Give institution, department, title, and dates (year only) of employment. ABD candidates may have none and in that case the Heading can be skipped. TA-SHIPS, ADJUNCT WORK, ETC. ARE NOT LISTED UNDER PROFESSIONAL EMPLOYMENT.

**3. Publications.** Subheadings: Books, Edited Volumes, Refereed Journal Articles, Book Chapters, Conference Proceedings, Encyclopedia Entries, Book Reviews, Manuscripts in Submission (give journal title), Manuscripts in Preparation, Web-Based Publications, Other Publications. Forthcoming publications ARE included in this section with full citations when possible and when not use “in press” in place of year.

**4. Awards and Honors or Grants and Fellowships.** Give name of award and institutional location. Year(s) at left. Always in reverse descending order. Listing \$\$ amount appears to be field-specific. Can include Grants and Fellowships, although sometimes this is a separate category.

**5. Conference Activity/Participation.** Subheadings: Panels Organized, Papers Presented, Discussant. These entries will include: Name of paper, name of conference, date. Year (only) on left as noted above. Month and date-range of conference in the entry itself (ie, March 22-25). No extra words such as: “Paper title:” Future conferences SHOULD be listed here, if paper or panel officially accepted. The dates will be future dates, and as such they will be the first dates listed.

**5A. Invited Talks.** If you have these, this should be your first subheading (maybe even separate section someday). These are talks to which you have been invited at OTHER campuses, not your own. Format similar to other conference talks.

**5B. Campus or Departmental Talks.** These are talks that you were asked to give in your own department or on your own campus. They are not “Invited Talk” but still may be in this section (though lower than conferences proper). Under no circumstances may guest lectures in courses be listed here or anywhere on the CV (goes in teaching).

**6. Teaching Experience.** Subdivide either by area/field of teaching or by institutional location, or by Graduate/Undergraduate, or some combination as appropriate to your particular case. Give course titles BUT NEVER GIVE COURSE NUMBERS! They are meaningless outside your campus.

**6A.** If you teach the same class many times: List the courses vertically down the left. To the right of each course, in parentheses, give the terms and years taught. This allows you to show the number of times you’ve taught a course without listing it over and over.

**6B.** If your quantity of courses taught exceeds ~15, condense this section; it is not essential to list every single course taught. Just cover your general range of competencies.

**6C. TA experience.** No narrative verbiage under any course title. No listing of “duties” or “responsibilities.” There is one small exception to this rule: if you were a TA, but actually

designed and solo-taught courses: add “(Instructor of record)” after course title, or “(As TA I designed and sole-taught all courses listed here),” etc. Keep it short and sweet.

**6D.** Can also include guest lectures, mentorship or tutoring experience. Can include teaching interests as an early-phase grad student.

**7. Research Experience.** RA experience goes here, as well as lab experience. This is one location where slight elaboration is possible, if the research was a team effort on a complex, multi-year theme. One detailed sentence should suffice. **Research interests** is another section common in many fields; check with your discipline!

**8. University Service.** Include search committees and other committee work, appointments to Faculty Senate, etc. Can include involvement in student groups, etc.

**8A. Service to Profession.** Include journal manuscript review work (with journal titles), leadership of professional organizations, etc. Sometimes includes panel organizing; check conventions in your field (I include panels in conference activity). Can be separate section.

**8B. Community Involvement/Outreach.** [Optional.] This includes work with libraries and schools, public lectures, etc. Can be separate section.

**9. Non-Academic Work.** [VERY optional!] Include only if relevant to your overall academic qualifications. More common in Business, sciences. Editorial and publishing work or K12 teaching possibly relevant in the Humanities.

**10. Teaching Areas/Courses Prepared To Teach.** [Optional]. You can give a brief list of course titles (titles only!) that represent your areas of teaching preparation. No more than 10 courses should be listed here. Once your teaching experience is robust, remove this section.

**11. Skills.** Certifications, various exams, computer skills, etc. You might also include non-academic writing, when appropriate, or media coverage of your research.

**11A. Languages** can be listed vertically, with proficiency in reading, speaking, and writing clearly demarcated using terms such as: native, fluent, excellent, conversational, good, etc.

**11B. Related Professional Skills.** [Optional.] Include training in GIS and other technical skills relevant to the discipline. More common in professional schools + STEM; uncommon in humanities.

**12. Early-phase grad student sections:** You can initially include classes taken, seminar papers, and MAYBE a prestigious honor from your undergrad years. Remember to remove.

**13. Professional Memberships/Affiliations.** All professional organizations of which you are a member listed vertically. Include years of joining—demonstrates length of commitment to a field.

**14. References.** List references vertically. Give name and full title. Do not refer to references as “Dr. xxx,” or “Professor xxx.” This makes you look like a graduate student. Give full snail mail contact information along with tel and email. Do not give narrative verbiage or explanation of these references (ie, “Ph.D. Committee member,” etc.). The only exception is a single reference that may be identified as “Teaching Reference.” This would be the fourth of four references.