

## Making the Most of the CV

### Material for CV

1. Educational history, including years started and completed
2. List of any published research, including where to find it
3. List of your conference presentations, including conference title, date presented, panel titles, and paper titles
4. List of courses taught, including dates and titles of courses
5. List of any guest speaking you may have done in other courses
6. List of seminars/workshops you attended
7. List of any fellowship funding and/or awards
8. List of Service that you have done related to your field
9. List of any community or other service that you do outside of the University

### Format

- 12 point, Times New Roman Font, 1” Margins
- Avoid bullet points
- Use block lettering, underlining, and indenting to demarcate sections; avoid using italics
- Don’t color code or use fancy templates; CV should follow a standard format
- MLA citation methods work for English and Comp/Rhet CVs as search committees should be accustomed to MLA

### Heading

- Name in 14/16 Point Font
- Include: Institutional address, home address, email address, telephone number, and scholarly website (if you have one)

### Structure

\*Note: This is the basic structure for CVs, but you should consider both the job ad and your strengths in organizing your material. For Community Colleges or for teaching/instructor positions, the Teaching section might come before the research section. For administrative positions, service/administrative experience should come earlier in the CV. If, for instance, you do not have impressive grants/fellowships, then you may want to move this section toward the end of your CV.

1. Educational Experience
2. Publications
3. Awards
4. Grants/Fellowships
5. Conference Presentations
6. Campus/Department Talks
7. Teaching Experience
8. Research Experience
9. Service to Profession
10. Department/University Service

11. Community Service
12. Professional Memberships/Affiliations
13. References

### Optional Materials

14. Teaching Areas/Courses Prepared to Teach (could be included in teaching section)
15. Languages (if pertinent to job)