



Creating a Killer C.V.

When you apply for a job, the search committee only has access to only a few pieces of information. One of the most telling is your c.v. A killer c.v. underscores your credentials. It makes your accomplishments instantly clear.

It must include your contact information, education, publications, scholarly presentations, honors, teaching experience, and other professional qualifications.

1. Appearance matters

Make it attractive. And use lots of white space to ensure that information is easy to spot.

2. Spell out your areas of specialization

Identify all the fields where you have expertise.

3. Prioritize

Highlight your strengths.

4. Don't bury essential information

If information helps you candidacy, make sure readers will see it.

5. Accentuate the positive

List your advisor and committee members

6. Be a pro

Delete extraneous information.

C.V. Do's and Don't's

DON'T pad your c.v.

DON'T misstate your qualifications. (For example, by falsely claiming that publications are in press)

DON'T include irrelevant information.

Be Aware of Potential Problems

Readers focus on potential trouble signs.

- Did the candidate take a particularly long time to complete the degree?
- Is there a gap in the candidate's education or work experience?

Make sure to address these potential trouble spots either on the c.v. or in your cover letter.

Components of a Successful CV

Contact Information

Areas of Specialization

Education

 Include your dissertation title and your director's name

Publications

Book reviews

Teaching experience and list of courses taught

Academic awards and grants

Conference papers

Conferences organized

Service and administrative experience

Language skills

Professional memberships

References with phone numbers and addresses

A Sample C.V.



COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

STEVEN MINTZ

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EDUCATION

Ph.D. Yale University, 1979
M.A. Yale University, 1975
B.A. Oberlin College, 1973

PROFESSIONAL

Director, Graduate School of Arts and Sciences Teaching Center, Columbia University, 2008 to the present

Fellow, Center for Advanced Study in the Behavioral Sciences, Stanford University, 2007-2008

John and Rebecca Moores Professor of History, University of Houston, 1981-2007

Assistant Professor of History, Oberlin College, 1978-1980

PROFESSIONAL SERVICE

President, Society for the History of Children and Youth

Member, Technology Advisory Committee, American Historical Association

Chair, Teaching Committee, Organization of American Historians

Member, Nominating Committee, American Historical Association

National Co-Chair, Council on Contemporary Families

Past President, H-Net: Humanities and Social Sciences Online

Board Member, *Film & History*, the *Journal of Family Life*, the Gilder Lehrman Institute of American History, *The History Teacher*, *Slavery & Abolition*

PUBLICATIONS

BOOKS

Huck's Raft: A History of American Childhood

Belknap Press of Harvard University Press, 2004

Recipient of the Association of American Publishers R.R. Hawkins Award for the Most Outstanding Scholarly Book of 2004; the Organization of American Historians Merle Curti Award for the Best Book in American Social History in 2004; The Texas Institute of Letters Carr P. Collins Award for the best non-fiction book of 2004

America and its Peoples

5th edition, Pearson Longman, 2004. With James Kirby Martin, Randy Roberts, Linda McMurry, and James H. Jones

The Boisterous Sea of Liberty: A Documentary History of America from Colonization through the Civil War

Oxford University Press, 1998. With David Brion Davis

A main selection of the History Book Club and an alternate selection of the Book of the Month Club

Moralists & Modernizers: America's Pre-Civil War Reformers

The Johns Hopkins University Press, 1995

Domestic Revolutions: A Social History of American Family Life

Free Press, 1988. With Susan Kellogg

A Prison of Expectations: The Family in Victorian Culture

New York University Press, 1983

EDITED BOOKS

African American Voices

Blackwell, 2009

Critical Issues in American History

Kendall/Hunt, 1989. With John Ettlting.

Hollywood's America: Twentieth-Century America Through its Films

Blackwell, 2009. With Randy W. Roberts

Mexican American Voices

Blackwell, 2009

Native American Voices

Blackwell, 1999

The Problem of Evil: Slavery, Freedom, and the Ambiguities of American Reform

University of Massachusetts Press, 2007. With John Stauffer

SELECTED ARTICLES

"The Changing State of Childhood," *Families as They Really Are*, ed. Barbara Risman (Norton; New York, 2010).

"Age as a Category of Historical Analysis," *Journal of the History of Childhood and Youth*, Vol. 1, No. 1 (2008).

"Placing Children's Rights in Historical Perspective," *Criminal Law Bulletin*, 44 No. 3 (2008).

"Teaching the History of Childhood and Youth," [Newsletter of the Society for the History of Children and Youth](#), No. 11 (Winter 2008)

<http://www.history.vt.edu/Jones/SHCY/Newsletter11/Mintz.html>