

1



**McGill**  
 Dept. of Integrated Studies  
 in Education  
 Academic C.V. and  
 Cover Letter  
 Preparation

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2

## Application Components

A typical academic job application includes:

- a cover letter to the potential employer
- resume (or *résumé*), also known as *curriculum vitae*, *c.v.* or *vita*
- a list of references (or *referees*)

A typical grant application includes:

- an application form or letter
- a c.v. (may also be on a form)

3

## Other materials are often requested or accepted, e.g.

- Teaching portfolios (including visual recordings)
- Publications
- Academic transcripts
- Copies of degrees, certifications, diplomas

4

## Documents, Transcripts

- Transcripts are usually sent directly from the granting institution; this can take a while.
- You can send a photocopy and say that you can request (or have requested) an official copy.
- You can get an officially certified copy of your transcripts or other documents.

5

## Part A: C.V.

- Follow advice for academic—not business—professionals.
- Some information is better in cover letter or interview.
- Follow specific length limits; an academic cv can be long.
- Be sure that there are NO ERRORS.
- Ensure easy readability; give section headings. The overall effect should be not crowded and not floating in empty space.
- Use plain type font 10-12 and plain white bond paper. Fancy styles look pretentious and do not email / photocopy well.
- Give full form of an acronym or initialism, e.g. for name of organization, the first time you use it.

6

## Order of Component Parts

Depending on what kind of institution you are applying to, the order of component parts may differ.

- 1. Teaching-Primary Position
- 2. Research-Primary Position

7

**1. Applications to teach in a liberal-arts college where teaching is considered primary could list sub-sections like this:**

- contact information
- education
- teaching experience
- courses prepared to teach (in general or specific to the institution)
- courses interested in teaching/developing
- research experience
- grants received
- scholarly awards received
- publications
- presentations
- list of referees and contact information
- teaching portfolio

8

**2. Applications to research/teaching positions could arrange components like this:**

- contact information
- education
- research experience
- grants
- scholarly awards
- publications
- presentations
- teaching Experience
- courses prepared to teach (in general or specific to the institution)
- courses interested in teaching/developing
- list of referees and contact information
- a sample publication

9

**1. TITLE**

Put Resume or Résumé or Curriculum vitae and your name at the top, e.g.

**Curriculum vitae: Mr. Tobi LeBec**

10

**2. PERSONAL DATA**

**Do include:**

- Name(s)
  - distinguish clearly first and family names
  - if you have used several names, legally or professionally, include all, with indication of preference
- Address and phone number (current to what date, and permanent)
- Email (better to use an academic address, rather than e.g. hotmail)

11

**Personal Data**

**Do not include:**

- age, sex, religion, race, marital status, health status, or photos
- Note: any of these may be requested of a job candidate in some countries outside North America

12

**3. EDUCATION**

**Do include:**

- All degrees, certificates and diplomas at the post-secondary level
- Title and supervisor's name for thesis/dissertation; date awarded or expected
- Academic honors, list granting institution, date awarded, amount if applicable, criteria
- Academic scholarships and fellowships, with amounts and brief criteria
- Training courses relevant to this area which did not result in a degree
- Professional certifications
- Student teaching, internships, etc.

13

**Education****Do not include:**

- Anything from secondary school and, eventually, anything from CEGEP.
- Titles of regular class term papers
- Attendance at lectures, workshops, conferences, conventions, etc.
- Student loans

14

**Format for Education Items**

- Most recent first; indent after first line
- Put the relevant dates at the end of each line, not running down the left-hand side taking up unnecessary space and attention. (Try both ways and see which you prefer.)

Style 1:

M.A. in Education &amp; Society, McGill University, Montreal May 2011

Style 2:

May 2011 M.A. in Education &amp; Society, McGill University, Montreal

15

**4. EMPLOYMENT****Do include:**

- Both paid and volunteer experience
- Teaching or other work in same or other fields
- Research work on projects or for professors
- Materials and curriculum development
- Administration, supervision and training
- Positions of leadership
- Supervision of research (e.g. B.Sc. Or M.Sc.)

16

**Employment****Do not include:**

- Work in offices, restaurants or business, *unless* it shows you have had responsibility, experience in management, international experience, etc.
- Student teaching and internship experience – put under Education.
  - If included in work experience, make it clear they were program requirements.

17

**Format for Work Experience**

- Most recent first
- Title of position at left, followed by place, dates, and description of duties
  - Do not include normal activities such as "greeting customers" or "motivating students"
- Make work experience descriptions parallel, e.g.
  - teaching... supervising...
  - taught.... supervised....

18

**Example of Job Description**

- Instructor and Curriculum Developer, St. Scholastica College, Mindanao, Philippines, Sept. 1987 - June 1988.
  - Taught intermediate and advanced English academic reading, writing, speaking and listening to students planning to study in English in North America.
  - Wrote and audio-recorded a series of practice lectures used throughout the college.
  - Developed curriculum and teaching materials for advanced oral skills classes.

19

## Compare:

- ABCs of the PhD, student organizer for faculty lecture series, 2011-12

OR

- "ABCs of the Ph.D.," a faculty series of workshops for helping PhD students. Hired by the Dean of Education. Responsible for soliciting and choosing topics, finding speakers, moderating sessions, reserving times and rooms, and publicizing talks. Sept. 2011-May 2012.

20

## Assistantship Descriptions

### Teaching Assistantship:

- course, title, instructor, dates
- description of responsibilities, e.g. grading student papers, giving tutorials

### Research Assistant:

- include project title, funding agency, supervisor, dates,
- description of responsibilities, e.g. finding library resources, conducting interviews.

21

## 5. Service

### Do Include

- Work on departmental or faculty committees
- Work on conferences, lecture series, workshops
- Reviewing submissions for journals or conferences

22

## 6. Publications

- Most recent first
- Use the bibliographic reference format common to your discipline (DISE = APA)
- Make sure it is correct and consistent
- Indicate whether a publication is peer-reviewed (refereed) or not. This is particularly important for conference proceedings.
- You can divide pubs into sections, e.g. book chapters, journal articles... You may put items like "software project" in this or a separate section.

23

## 7. Presentations

- Most recent first
- Use bibliographic reference format common to your discipline; make sure it is correct and consistent. (DISE = APA)
- Indicate whether a presentation acceptance is peer-reviewed (refereed) or not.

24

## 8. Professional Organizations

### Do include:

- Current memberships in professionally related areas, including student organizations.
- Offices held and for how long.
- Participation in an official capacity in conference or other professional activities.

### Do not include:

- Memberships no longer current, unless you held office in them at one time (specify).

25

## 9. Language Skills

- Indicate for each language your level of competence (beginner, fair, good, excellent) for each skill.
- You can simply list only languages in which you have at least good competence.

### Example:

Japanese: speaking and listening-good, reading and writing-fair

26

## 10. Other Information

### Do include:

- Professionally relevant skills, e.g., translation; computer expertise; content area experience
- Sports teams, especially if you held positions of responsibility

### Do not include:

- Travel, hobbies, interests (unless they are directly relevant to your application)

27

## 11. REFERENCES

- Include a separate list of three or four referees and their contact information.
- Use different sets of referees for different applications as appropriate
- Always get permission beforehand from a referee.
- Choose people who have recent knowledge of various aspects of your academic, teaching, research or other professional work.
- Give referees time to write – don't make unnecessary emergencies!

28

- If someone you ask is hesitant, or suggests you ask someone else, take the hint!
- It is better to have letters tailored to each job sent directly by the referee to the employer. Send referees each job/grant description so they can make appropriate changes to a letter.
- If you need to carry a letter around with you, make sure to ask the referee for a general letter of reference and to give you several signed copies in case you can't get in touch with them in a hurry.

29

## Part B: COVER LETTER

- Addressed to the head of the search committee, principal, or director of the institution to which you are applying.
- It should emphasize your abilities to fulfill the specific requirements as advertised.
- The cover letter is normally limited to two pages.

30

### Cover Letter

#### Do include:

- Reasons why you think you are particularly well qualified and ready to do this job, e.g. experience with relevant types of courses, students, programs and research.
- Reasons why you want to do this job now (not financial!).
- A brief outline of your past research and publications;
- What you are planning to do with your thesis/dissertation;
- Your proposed plan of research in the future

31

**Cover Letter****Do not include:**

- "Boasting" (let your referees do that for you!). Cultural styles vary greatly on this measure – get someone from the target country to read your letter over for "tone".
- Questions about working conditions, salary, benefits, etc.

32

**GOOD LUCK!!**