

Preparing your Graduate Student Curriculum Vita

Department of Computer Science

Kent State University

All graduate students on departmental support (e.g., Graduate Teaching Assistantships, OBR RAs) are **required** to complete and submit a Curriculum Vita (CV) each year. This will be used in the yearly evaluation for reappointment and continuing support. Additionally, it is **highly** recommended that all students applying for departmental support complete and submit a CV.

The goal of a Curriculum Vita is to give a complete and clear history of your academic accomplishments. It is the main vehicle to assess and ascertain a person's progress and the merits of their work within an academic institution. A CV is a required component to apply for an academic or research position. Likewise, they are required of faculty on a regular basis for tenure and promotion.

The format of the CV is fixed at supplied online on the graduate program web page, www.cs.kent.edu, under forms. You will find the following documents:

- Grad-Student-CV-Instructions.pdf – this document
- Grad-Student-CV-Example.pdf – and example with comments about the contents
- Grad-Student-CV-Template.dot – a MS Word template for creating CVs.

Instructions:

- You **must** use the supplied format and organization. Do not change the ordering of material or the section titles.
- If you do not have any information to list under a topic insert “None at this time”. Do not remove a section.
- For published papers, use a style from IEEE or ACM. See a recent proceedings, IEEE Transactions, or *Journal of the ACM* for examples.
- Give complete references for papers. Incomplete citations will be viewed negatively.
- Keep both the research statement and teaching philosophy short and concise, they should be no more than 150 words each.
- While there is no strict page limit, try to keep your CV to two pages. However, more senior students may not be able to stay within this limit and should not omit any pertinent material.
- You may use any word processor you like but you must follow the format and use approximately the same font (Times New Roman) and sizes (Name 14pt, Heading1 12pt, Heading2 10pt, and body 10pt). The supplied Word template has these styles defined.
- A hard copy of your CV must be given to the Graduate Secretary (Marcy Curtiss) so that it can be included in your file/application.

Advice:

- Keep your CV up to date during the year this makes it easy to get ready when it's due.
- Be neat and clear. You want the reader to fully understand what you've done and accomplished.
- Do not embellish your CV however do not be afraid to list all your accomplishments.
- New students normally will not have a lot of accomplishments to list (e.g., publications and presentations) so don't be worried if you don't have something in every category.
- If you have questions please feel free to ask your advisor, Dr. Lu, or Dr. Maletic for advice.