

creating your academic CV.

For Masters and PhDs

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University of Toronto Career Centre



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Overview

A cv, provides a complete profile of your professional and clinical experience, academic achievements, publications, and scholarly interests, as well as skills developed through academic degrees and related teaching or research experience. A cv's length is determined by the relevant content it contains and does not have a set page count. As your profile develops over time, the cv grows in length, serving as a comprehensive record of your scholarly and professional progress and history.

While there are certain basic style rules, you may in fact have several different versions that you use for different types of positions: clinically-focused, teaching-focused or research-centred. Furthermore, your cv will always be a work in progress, and as you add items to various categories or add new categories of accomplishment, you may find yourself making substantial changes to its overall format and style.

Keep in mind certain visual and layout rules: do not use a font that is too small or difficult to read — nothing smaller than 11 points. Try not to use too many fonts; instead, use white space to separate the categories and to highlight the distinct areas your cv covers. Also, use a consistent style or format for headings and subheadings. And ensure that your name appears in the header or footer of each page subsequent to the first one, along with a page number.

Every cv will include information found under standard headings such as education, professional experience, teaching and research experience, publications, academic administrative experience, professional development, and professional memberships. There are however additional headings that may be discipline specific, therefore it is important to tailor your cv to the position in question, and to individualize it so that the cv doesn't appear to be a generic template.

Sections of the curriculum vitæ

The following categories may all appear on a cv, though you may pick categories that are most appropriate to disciplinary conventions and your experience. When organizing information within each category, remember to list your information starting with your most recent experience. The first section of any cv always begins with your contact information. Your name, home address, work or office address if you have one, e-mail address, and phone number should all appear at the top of your cv.

Education

Your academic history appears in this section. Begin this section by listing your most recent degree first, then the institution name. Information on secondary fields of specialization (where applicable) can also be included in this section, since they suggest your vision, the diversity of your work, and a corresponding breadth of teaching ability. This section is usually the first section of your cv if you have limited professional practice/clinical experience. If you have significant professional practice/clinical and teaching experience, these sections will appear first on the cv followed by the education section.

Experience

This category may be presented in varying ways: clinical or professional experience; research experience; teaching experience; and academic administrative experience. It is important to note that the order of the sections within the main experience section change depending on the focus of the position you are applying to, as well as the amount of experience you have in each area.

- *Professional experience* — Your varied experiences in clinical pharmacy and related roles (e.g. pharmacy technician, clinical rotations, pharmacy student/intern, and clinical pharmacist etc) should be included in this section of the cv. It is helpful to include a brief description of your role especially if you have multiple areas of responsibility.



- **Teaching experience** — List all relevant teaching experience, including assistant professorships, instructorships, guest lecture, or facilitator roles. Include the course title, the department name and institution name, your title, and the date for each experience. It is recommended that you indicate the level of each course you are teaching, (i.e., undergraduate or graduate level course), and a brief description of your role, such as conducting lectures, developing curriculum, course coordinator, etc. If you have limited teaching experience, you may wish to incorporate your teaching experience into your professional experience section, rather than having it as a separate category.
- **Research Experience**—This section includes all research related experience such as research projects, research assistantships or research associate roles. It is recommended that you provide a brief description of your research work including who you collaborated with. If you have held dual roles involving both clinical and research duties (e.g. Research and Clinical Pharmacist), these roles may either be incorporated in the professional experience section of your cv or may remain in this section depending on the amount of research experience you have.
- **Academic and administrative experience** — Many faculty appointments involve some administrative and committee work, and this section can demonstrate to a hiring committee that you will be able to fulfill any commitments of this nature. It is very useful therefore to list any administrative experience you may have. Committee work for your faculty — including participation on a hiring committee as a graduate student, and membership on academic councils. Additionally, if you have done administrative work for any association or have held positions within a graduate student union/committee/government this experience can be listed in this section. Any editorships at journals can appear here as well, along with conferences you helped organize.

Publications and conferences

The manner in which you order and present your publications varies from discipline to discipline and it is important to consult with your department for best practices. There are a variety of sub-sections that can be used in organizing this section to showcase the type and status of each publication, such as, peer-reviewed; non-peer reviewed; works submitted and works in progress; reports; conference papers, posters, presentations and proceedings.

Peer-reviewed publications—These are papers that have been reviewed by a community of experts in a given field prior to the work being submitted for publication.

Non-peer reviewed publications—These are papers that have not been reviewed by a group of experts prior to publication.

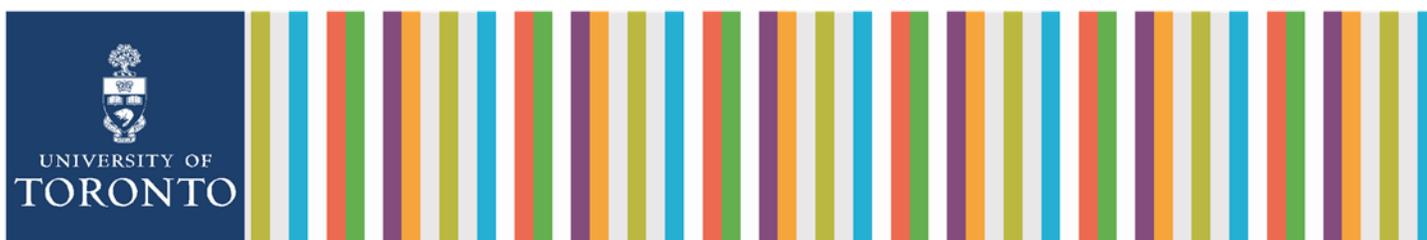
Works submitted and works in progress—Works submitted and works in progress, demonstrate your engagement with your field, the currency of your research, and your desire to publish. If you have submitted a work but it has not yet been accepted, list the title and the journal or press; if you are currently completing a work that you intend to publish, cite it as a work in progress.

Reports—Scholarly reports can also be included in the publications section of your cv as a way of illustrating your written work.

Conference papers, posters, presentations and proceedings—It is important that you separate conference papers and presentations from published works. An appropriate method of organizing your conference listings would be to include a subcategory for papers, posters, presentations and proceedings at scholarly conferences or academic conventions, and a subcategory for public lectures, if you have given any. If you have given only one or two of each type of paper, poster or presentation, it may be better to group them together than to create multiple categories.

Professional development

This section includes all courses, workshops, certifications, and field specific tutorials or qualifying programs.



Professional associations, affiliations, and services

This section includes all relevant professional affiliations and work and service associated with these organizations.

Honours and Awards

This is where you can highlight the fellowships, scholarships, or other honours and awards you have received that are relevant to your discipline and the position that you are applying to. If the honour or award will not be familiar to those who read your cv, it is acceptable to include a brief line below the honour or award name that explains what the award is for or its primary criteria. The dollar value of the honour or award may also be included in your cv and can be based on the amount, prestige of the award and level of importance within your field. Finally, this section may also follow your education section rather than being placed towards the end of your cv, again this is dependent upon the relevancy of the honour or award to the role you are applying to.

Sample CVs

In the pages that follow, you will find three cv samples which demonstrate the various formats one's cv may take depending on level of professional, teaching and research experience. These samples are intended to be used as a reference point as you begin to develop or revise your own documents.

Upon completing your cv, it is important to have it critiqued by colleagues in your field to ensure that your document follows the appropriate conventions and best practices within your field.



Suzanne Smith (CV sample #1)

567 Toronto Street · Toronto, ON M4Y 2T9 Canada · Tel: (416) 964-3185 · email: s.smith@utoronto.ca

Education

Doctor of Pharmacy , University of Toronto	2014
Hospital Pharmacy Residency , The Toronto Hospital	2012
Bachelor of Science in Pharmacy , University of Toronto	2010

Professional Experience

Doctor of Pharmacy Clerkship (4 weeks in length each)	2012-2014
Glaxo Canada Incorporated , Mississauga, ON	Drug Information Department
Health Economics Research , Secaucus, N.J.	Pharmacoeconomics Research
Sunnybrook Health Sciences Centre , Toronto, ON	Palliative Care Unit & Critical Care
The Toronto Hospital , Toronto, ON	Infectious Diseases & General Disease
Wellesley Hospital , Toronto, ON	General Medicine/HIV
Family and Community Medicine , Mississauga, ON	General Medicine
Ottawa General Hospital , Ottawa, ON	HIV Research

Staff Pharmacist (Part-time)

2014-present

Department of Pharmacy, Mount Sinai Hospital, Toronto, ON

- Dispense drugs to healthcare professionals
- Counsel patients and explain drug interaction and side effects to patients
- Ensure safe storage of all pharmacy inventory
- Order supplies based on daily demand

Staff Pharmacist (Part-time)

2014 – 2015

The Toronto Hospital Pharmacy, Toronto, ON

- Maintained computer records of all drugs dispensed
- Liaised with HPB to ensure all safety standards were being adequately met
- Reviewed individual health records to check for inconsistencies
- Interacted with doctors and patients providing medication consultation and pharmacotherapy monitoring



Pharmacy Student, Ottawa Civic Hospital, Ottawa, ON 2012 (summer)

- Assisted Staff Pharmacist by researching interaction effects
- Explained drug-taking routines to elderly patients
- Prepared designer drugs to be dispensed

English Language Teacher, Adult Education Programs 2008—2010

- Designed curriculum and taught adults basic oral and written communication skills
- Evaluated and assessed student performance using cooperative learning exercises and individual testing procedures
- Effectively advised adult immigrants on complex personal issues

Research Assistant, University of British Columbia 2008– 2009

- Conducted literature searches for the principal investigator of the Alzheimer's Clinic

Additional Experience

Evening Supervisor, The Toronto Star, Toronto, ON 2007 – 2008

- Supervised the delivery of nine newspaper routes
- Ensured prompt and efficient newspaper delivery to all customers
- Interacted with customers and delivery personnel to solve any errors in newspaper delivery
- Hired and trained new staff; coordinated and created staffing schedules
- Managed the district budget, consistently keeping expenses minimal while providing excellent customer service

Publications and Posters

Smith S, Enarson T. **“A Cost-Effective Analysis of Carvedilol versus Metoprolol for the Prevention of Mortality in Patients with Stable Chronic Heart Failure.”** Faculty of Pharmacy's Poster Presentation, University of Toronto, Toronto, ON (May 2014)

Smith S, Evans, M. **Kava Extract for the Treatment of Anxiety: Is There Convincing Evidence for Its Use?** *Canadian Family Physician* (September 2013)

Marra CA, Smith S,. **Guidelines for Evaluating Quality of Life in Patients with Deep Vein Thrombosis.** CSHP Residency Poster Presentation, Vancouver, BC (May 2012)

Presentations

“What is Bioavailability?” Pharm D. class presentation. University of Toronto, Toronto, ON (February 2014)

“Should Tamoxifen Be Recommended to Women with Carcinoma in Situ of the Breast?” Pharm D. Seminar. University of Toronto, Toronto, ON (November 2013)



“Pharmaceutical Care of Patients with Coronary Problems: The effects of mixing drug treatments.” Pharm. D. class presentation. University of Toronto. Toronto, ON (October 2013)

“Making Universal Pharmaceutical Care a Reality for HIV Patients.” Presentation to the Board of Directors, Mount Sinai Hospital. Toronto, ON (August 2013)

“Should Glucosamine Be Used in the Treatment of Osteoarthritis?” Pharm. D. class presentation. University of Toronto. Toronto, ON (July 2000)

“Is Raloxifene Effective for the Treatment of Post-Menopausal Osteoporosis?” Pharm. D. class presentation. University of Toronto. Toronto, ON (February 2013)

“A Pharmacokinetic Analysis on Verapamil.” Pharm. D. class presentation. University of Toronto. Toronto, ON (October 2012)

Memberships

Canadian Pharmaceutical Association	2012-present
Canadian Society of Hospital Pharmacists	2012-present
Quality of Care Committee, Mount Sinai Hospital, Ontario	2012-present



PHYLLIS LONG (CV SAMPLE #2)

3 ONTARIO ST. • TORONTO, ON • M3N 3Y7 • PHONE 416-123-4567 • P.LONG@UTORONTO.CA

PROFESSIONAL PRACTICE EXPERIENCE

- Pharmacotherapy Specialist**, Toronto General Hospital 2007—present
- Care for peritoneal dialysis patients with an interdisciplinary team in an ambulatory clinic
- Clinical Pharmacist**, Toronto General Hospital 2006-2007
- Provided care for peritoneal dialysis patients with an interdisciplinary team in an ambulatory clinic and nephrology patients in the inpatient unit
- Clinical Pharmacist**, Toronto Western Hospital 2002-2004
- Provided pharmaceutical care to patients in general internal medicine
 - Participated in education for pharmacy students, medical residents, and other health care professionals
 - Preceptor for pharmacy intern
- Pharmacy Student**, Shoppers Drug Mart 2000-2001
- Performed patient counselling and routine follow-up phone calls under the supervision of registered pharmacist
 - Organized and conducted an Asthma Clinic Day
 - Provided distribution support to pharmacy dispensary
- Pharmacy Technician**, Shoppers Drug Mart 1998-1999
- Provided distribution support to pharmacy dispensary

TEACHING EXPERIENCE

- Assistant Professor**, 2007—present
- Doctor of Pharmacy Program, Leslie Dan Faculty of Pharmacy, University of Toronto
- Course coordinator of PHM 612 Advanced Pharmacotherapy – General Medicine I
 - Supervise nephrology rotation
 - Instruct diabetes case study seminar; and act as a residency mentor
- Instructor**, 2006-2007
- Doctor of Pharmacy Program, Leslie Dan Faculty of Pharmacy, University of Toronto
- Taught pharmacy students and residents at the undergraduate and graduate level
 - Supervised nephrology rotation
 - Facilitated monthly clinical sharing sessions with other pharmacists

ACADEMIC ADMINISTRATIVE EXPERIENCE

- Journal Reviewer**, American Journal of Kidney Diseases 2009—present
- Review submitted scholarly work to ensure the quality of the research, its relevance to the field, and its appropriateness for the journal



EDUCATION

Doctor of Pharmacy , Leslie Dan Faculty of Pharmacy, University of Toronto	2004 - 2006
General Hospital Pharmacy Residency , Hamilton Health Sciences	2001 - 2002
Bachelor of Science in Pharmacy , Leslie Dan Faculty of Pharmacy University of Toronto	1998 - 2001

AWARDS

Instructor of the Year , Doctor of Pharmacy program, University of Toronto	2008, 2009
Apotex/P.A.C.E PharmD Seminar Award , Faculty of Pharmacy, University of Toronto	2006
Phollies Award , Faculty of Pharmacy, University of Toronto	1999
Dean's List Scholar , Faculty of Arts and Science, University of Toronto	1997
Admission Scholarship , Faculty of Arts and Science, University of Toronto	1996

PUBLICATIONS

Long P, Cashin RP, Machado M, Hemels M, Corey-Lisle PK, Einarson, TR. *Treatments for Metastatic Melanoma: Synthesis of Evidence from Randomized Trials*. *Cancer Treatment Reviews* 2007;33:665-680

Cashin RP, Long P, Machado M, Hemels M, Corey-Lisle PK, Einarson, TR. *Advanced Cutaneous Malignant Melanoma: A systematic review of economic and quality of life studies*. *Value in Health* 2008;11:256-271.

Jay RM, Long P. *How anticoagulants work*. *Techniques in Regional Anesthesia and Pain Management* 2006;10:30-39

POSTERS

Long P, Bargman JM. *Methotrexate Toxicity in PD Patients*. 31st Annual Dialysis Conference, Phoenix, Arizona. Feb 2011

Long P, Bargman JM. *Comparison of Polyethylene Glycol Solution versus Magnesium Citrate/Bisacodyl as Bowel Preparation for Colonoscopy in Peritoneal Dialysis Patients*. American Society of Nephrology, Philadelphia, Pennsylvania. November 2008

Machado M, Cashin RP, Long P, Hemels M, Corey-Lisle PK, Einarson TR. *Advanced Cutaneous Malignant Melanoma: Systematic review of Pharmacoeconomic and Quality of Life Studies*. ISPOR 9th Annual European Congress, Copenhagen, Denmark. October 2006



PRESENTATIONS

ESAs in ESRD patients.

13th Annual Contemporary Therapeutics Issues in Cardiology, Nephrology, and Diabetes, Toronto, Canada. May 2010

Management of Hyperparathyroidism & Hyperphosphatemia in Chronic Kidney Disease Patients

Canadian Society of Hospital Pharmacy Ontario Branch Annual General Meeting, Toronto, Canada. November 2009

Glitazone Update: Making Sense of the Controversy

11th Annual Contemporary Therapeutic Issues in Cardiology, Nephrology, and Diabetes, Toronto, Canada. April 2008

Estimating GFR

10th Annual Contemporary Therapeutic Issues in Cardiology, Nephrology, and Diabetes, Toronto, Canada. April 2007

Doctor of Pharmacy Program Presentations, University of Toronto,

2005-2006

American Heart Association Conference Update. Department of Pharmacy, St. Michael's Hospital

Endocarditis. Department of Pharmacy, Mount Sinai Hospital

Urine Drug Testing. Department of Family Medicine, St. Michael's Hospital

Antibiotic cycling in the ICU: solution to the growing resistance?

Faculty of Pharmacy, University of Toronto; Clinical Pharmacology Grand Round, Sunnybrook & Women's College Health Sciences Centre

OTC Simvastatin: Opportunity to cure all or prescription for trouble?

Faculty of Pharmacy, University of Toronto

Is high-dose, short-course levofloxacin the new paradigm for treating community acquired pneumonia?

Faculty of Pharmacy, University of Toronto

MEMBERSHIPS

Member of Admissions Committee,

Curriculum Committee, University of Toronto

2010—present

- Part of a committee that reviews the current undergraduate pharmacy curriculum and recommends appropriate changes and revisions



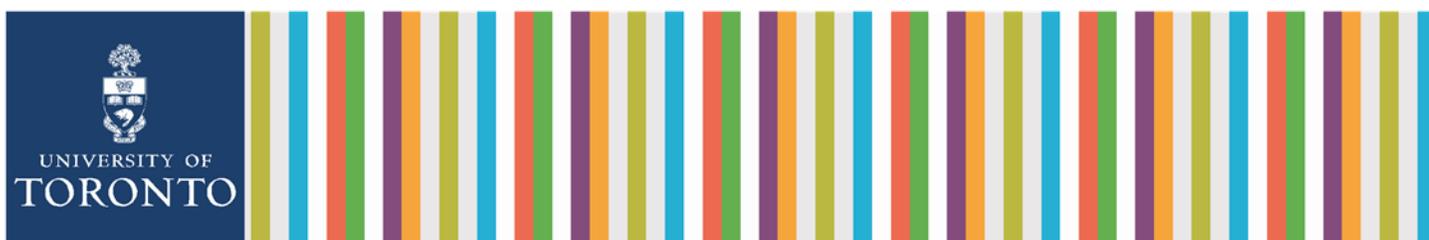
J.D.Lane (cv sample #3)
4 Canada Street, Toronto, ON M2L 1V3 416-456-1230 jlane@utoronto.ca

Professional Experience

- | | |
|--|--------------|
| Pharmacist , South East Toronto Family Health Team | 2007–present |
| <ul style="list-style-type: none">◆ Provide patient care as an advanced practice pharmacist at an academic family health team◆ Collaborate on and deliver chronic disease management programs in diabetes, cognitive assessment and hypertension◆ Teach pharmacy students, medical residents and staff in formal and informal settings◆ Co-created and facilitated an interprofessional workshop for the family health team | |
| Leader , Quality Improvement in Hypertension Group | 2010–present |
| <ul style="list-style-type: none">◆ Leader for the provincial QIIP Learning Community Wave 1 at South East Toronto Family Health Team | |
| External Consultant , Quality Improvement & Innovations Program | 2010 |
| <ul style="list-style-type: none">◆ Acted as an external consultant for Quality Improvement Learning Community | |
| Leader , Quality Improvement South East Toronto Family Health Team | 2008-2009 |
| <ul style="list-style-type: none">◆ Leader for the provincial QIIP Learning Collaborative series, an 18 month learning collaborative on quality improvement in primary care based on NIH series | |
| External Consultant , Institute for Safe Medication Practices Canada | 2008 |
| <ul style="list-style-type: none">◆ Researched best practices for insulin environmental scan for health care institutions, and provided solution focused next step recommendations | |
| Pharmacist , Toronto East General Hospital | 2002– 2007 |
| Pharmacist , University of Alberta Hospital | 2001 |
| Pharmacist , London Health Sciences Centre | 2000-2001 |
| Research Associate , Dalhousie University | 1999-2000 |
| Pharmacy Practice Skills Demonstrator , Dalhousie University | 1998–2000 |

Teaching Experience

- | | |
|---|----------------|
| Presenter , Toronto East General Hospital | 2007 - present |
| <ul style="list-style-type: none">◆ Conduct regular presentations on a variety of pharmacotherapy topics for current family medical residents of the hospital | |
| Facilitator , University of Toronto 1st Year IPE Experience | 2008 - present |
| Supervisor , Anticoagulation Clinic, South East Toronto Family Health Team | 2008 - present |
| <ul style="list-style-type: none">◆ Provide supervision and support for medical residents | |
| Preceptor , University of Toronto 2nd year PharmD students | 2009 - present |
| Facilitator , University of Toronto Pain Week Curriculum | 2010 - present |



Presenter , University of Toronto ◆ Conducted a documentation lecture for PHM321	2010 - present
Presenter , University of Toronto ◆ Conducted a documentation lecture for PHM421	Fall 2010
Faculty Appointment , (holding status) Department of Family & Community Medicine, University of Toronto	June 2010
Presenter , Toronto East General Hospital (TEGH) ◆ Created and facilitated 2 IPE case studies for TEGH family medical residents	2008-2009
Facilitator , University of Toronto ◆ Facilitated heart failure case study for PHM421	2007–2009
Preceptor , University of Toronto ◆ Acted as a mentor/tutor for 4th year SPEP student	2005-2009
Preceptor , Ontario College of Pharmacists ◆ Mentored a group of pharmacy interns	Summer 2004
Facilitator , Toronto East General Hospital ◆ Facilitated cases on various pharmacological topics for visiting PharmD students and hospital residents	2003-2005

Education

Doctor of Pharmacy , University of Toronto	2007
Pharmacy Practice Residency , University of Toronto/ London Health Sciences	2001
Bachelor of Science (Pharmacy) , Dalhousie University	2000
Bachelor of Science (Biology/ Chemistry) , University of New Brunswick	1996

Professional Development and Certifications

Educating Health Professionals for Interprofessional Collaboration (EHPIC) Certificate University of Toronto 2010	
Collaborative Change Leadership Certificate University of Toronto/ University Health Network	2010
Possibilities: Life Coaching Level 1 (completed)	2009
Applied Research Methods Course , Ontario Hospital Association	2009
Cultural Sensitivity in the Workplace Workshop	2008
Privacy and Confidentiality Workshop	2008
Intra-agency Advisory Panel Research Ethics Tutorial	2007
Effective Communication and Negotiation Course , University of Toronto	2005



Academic and Administrative Experience

- Reviewer**, Centre for Effective Practice, University of Toronto 2010–present
- ◆ Conduct reviews for Continuing Medical Education Paper
- Chair**, Task force for End of Life Care for Academic Family Health Teams 2007-2008
Center for Effective Practice, Department of Family & Community Medicine, University of Toronto
- ◆ Led a task force focused on reviewing end of life care in family and community medicine
- Participant**, Pharmacist/Physician Mentorship Project 2007– 2008
- ◆ Participated in the provincial OPA/ OCFP sponsored pharmacy/pharmacist mentorship program for family health teams
- Participant**, University of Toronto Fall 2003
- ◆ Engaged in the Second Year Early Exposure Program for pharmacy residence students

Publications

Sproule B, Lane J, Mamo D, Uchida H and Mulsant B. *Are Antipsychotic Prescribing Patterns Different in Older and Younger Adults?: A Survey of 1357 Psychiatric Inpatients in Toronto*. Can J Psychiatry. 2010; 55(4): 248–254

Lane J. *ALLHAT results: An overview*. Drug Update 2003; Fall; 1-2.

Lane J, Sketris I, MacKinnon N. *Non-traditional PharmD: Where can Canadians go?* Canadian Pharmacy Journal 2000; 133 (1): 38-42.

Presentations

- Credit Valley Family Health Team Introduction to Interprofessional Collaboration January 2011
- 22nd Annual Drugs & Therapeutics Update: Toronto East General Hospital Family Medicine
Practice Insulin in Family Medicine Workshop (co-presented with Dr. Rebecca Fine) April 2010
- Ontario FHT Pharmacist Education Day: Quality Improvement for Pharmacists October 2009
- South East Toronto Family Health Team Annual Education Day:
The Quality Improvement Journey September 2009
- QIIP Learning Collaboratives
Quality Improvement Breakthrough Session – CKD in Primary Care September 2009
- Lessons as a Team Leader presentation May 2009
- Annual Toronto East Presents Cardiology Education
Update on Canadian Cardiovascular Society (CCS) October 2004 (5th annual)
- Atrial Fibrillation Guidelines
Review of Heart Failure/ EPHEBUS trial October 2003 (4th annual)

J.D. Lane 3/4



Posters

2nd Annual Ontario Interprofessional Education Conference Joint Visits by Dietician and Pharmacist for DM management in FHT	January 2010
4th Annual Toronto East General Cardiology Day Cardiac Effects of Herbal Products	February 2004
Canadian Society of Hospital Pharmacist Professional Practice Conference Detriment of protriptyline withdrawal in narcolepsy patients	February 2001

Awards

Apotex/PACE PHM706 2nd year Seminar Award	2007
Apotex/PACE PHM706 1st year Seminar Award	2006
Toronto East General Contribution to Pharmacy Award	2004
Ontario Branch Canadian Society of Hospital Pharmacists: Scott Walker Research Grant	2004
Toronto East General Cardiology Day – Award for best poster	2004

Professional Associations

Ontario College of Pharmacists	2000 – present
Canadian Society of Hospital Pharmacists	1996 – present
American College of Clinical Pharmacists	2005 – 2009
Canadian College of Clinical Pharmacists	2004 – 2009

J.D. Lane 4/4



Resources

- ▶ University Affairs Canada (www.universityaffairs.ca)

This site lists academic opportunities at Canadian universities and provides information on higher education in Canada, and directories and links to Canadian universities.

- ▶ Canadian Association of University Teachers (www.caut.ca)

CAUT is the national voice of teachers, librarians, researchers, and other academic professionals. They produce a handbook (found under services) that is a step-by-step instruction on negotiating salaries.

- ▶ The Chronicle of Higher Education Vitae (<https://chroniclevitae.com/>)

Academic opportunities at U.S. universities as well as articles on topics related to academic employment, including advice on cv's and cover letters and salary information.

- ▶ Writing Academic CVs (<https://career.berkeley.edu/PhDs/PhDCV>) Comprehensive guide to writing CVs for academic positions.

