

Twitter comments on things to do or avoid with websites & CVs (from 6/16/2020)

### Websites

imho, a website that is easy to navigate and works across all platforms/mobile is better than a fancy complicated design that might not work or requires searching for working papers of CV

Test your website on your phone to make sure it looks good and readable there too. People will look at your website on their way to your talk or one-on-one and you want to make it as easy as possible for them.

I've seen many websites of academics with no contact info. At a bare minimum, email needs to be prominently displayed.

The file name of the CV on your website should have your name in it. Don't call it cv.{pdf,docx}.

Website: simple is better than none and probably better than fancy. Broken links or empty pages are annoying. Please put your CV on it as a downloadable file. Weebly or wix or Google sites is totally fine.

Don't worry too much about websites, many HR departments don't let the search committee look.

I was on a search last year and policy is do not look at websites or social media. I have heard the same at other places. Concern is to introduce some kind of bias, I suppose? Main point: prioritize application materials over website because they will definitely be considered.

### CVs

Mixing peer review with non peer review materials (chapters in edited volumes, book reviews); also for students not including "submitted" or "in progress" in a separate section

The important stuff should be easy to find. Do not make me search for your grants or publications. Demonstrate you know what is important. A peer-reviewed journal article does not belong in the same section as a Monkey Cage post, although they're both good in their own ways.

Cosign - & note that the impt stuff differs at different institutions. If you're applying to a LAC, we want to know about your publications or working papers, but it is also SUPER important to note what you have taught and are interested in teaching. And more broadly, it is really impt to discuss teaching throughout your materials for LAC jobs. If you want a LAC job, your materials SHOULD look different from the sample materials you've seen at a big R1 program. Cover letter - it should have a paragraph or 2+ on teaching.

Under no circumstance should working papers or papers under review be listed under Publications.

CALM YOURSELF when it comes to fonts. The only things that are italicized are the titles of books and the titles of journals. Just say no to bullets. Yes, all bullets. Just stop.

In most cases, nothing you did before grad school matters. Exception for jobs relevant to political science. Put them at the end. Undergrad got you into grad school, the end.

Highlight what YOU have done. A good habit is to start every entry with your role: Author. Instructor. Teaching assistant. Paper presentation. Put the date somewhere consistently too; my preference is at the end. It doesn't matter what month APSA was held in.

Misrepresentation of publications. Clarity in terms of what's peer reviewed, editor reviewed, solicited, presented but not published, working papers, in progress, etc. Lumping all together diminishes each.

I think a long list of "working papers" is suspicious & suggests you're either (1) listing ideas on which no "working" has been done or (2) not focused enough to get things finished. Some people can credibly pull that off because they do publish like crazy people but few ABDs do.

I also think "working papers" are things you have far enough along that you could plausibly give a talk on them. I think "in progress" means gathering data, writing grants, etc.

If you can't send a version out to someone who asks to see it, don't list it as a working paper. I broke that rule. & then had to stay up all night on a real draft I could share to a prof who asked for it before a talk. lesson LEARNED. If you MUST, call it something else. Prelim

Don't list stuff you aren't prepared to show/talk about if asked. An idea you might write up one day isn't a "working paper." You should be able to summarize how you would teach a course listed under "teaching interests."

Tailor the CVs. If you are applying to an

[@apsiainfo](#)

school, they will care about your public engagement, whereas other schools might see it as a detriment. Same with teaching-focused versus research-focused positions.

Do not mix peer-reviewed and non-peer-reviewed work - very annoying and tells me that you don't understand the difference between the two. Work under development or review should be under separate heading, so you don't look as though you are trying to pad your publications.

Most places you go will be = to or lower ranked than where you got degree. Thus teaching will be more important. Show that you've got that covered too. Show you are a teacher/scholar.

CV: simple is better. Have good headers. A basic word or LaTeX template is fine. See a CV you like? Copy their formatting. Know that playing w CV formatting is the ultimate "productive procrastination"

Final tip: link your website to a stable file on Dropbox or Google drive so whenever you update your offline CV, it updates your online CV. Best is something like FirstnameLastname-CV.pdf.

Also, whatever format you choose, use it consistently. Don't bullet teaching but not research, or indent entries for teaching but not research. No jarring changes in fonts. It should be so easy to read that all I do is express wonder at the amazing professional qualifications.

Include PhD fields and areas of expertise, pubs w/ doi links, work in progress in separate section, grants (if any), and teaching section w/ clear distinction btw independent teaching and TAing (we really care about teaching). Ideally this stuff fist on 2 pages. Pdf is best.

1. Use Latex for CVs. The frequency with which I need slightly different CVs for diff purposes is amazing, and commenting out sections is a huge time saver. 2. Only list publications in a section called publications. 3. Working paper = there is a paper you are willing to share. "Manuscripts in preparation" or "ideas for future" or similar is fine. 4. [@mpfix1](#) is right - memberships section is dumb. 5. I include doi links to papers on my cv. No idea if this is helpful to anyone but me.

Be sure to list any courses you have taught independently and make it clear that these are courses you've taught rather than TAed. Be ready to share syllabi/materials if anyone asks.

A new Ph.D's cv is short. Not much there yet, so no need usually to fiddle around making diff versions for diff insts. Cover letter varies. Otherwise, what others said. List actual order of authors. No parenthetic "with Smith" at end, hiding actual author listing.

Also okay to have different versions of your CV (research, teaching, service vs teaching, research, service) that you can send to institutions with different priorities. Do your homework and google current faculty CVs to take hints from how they do it.

And more broadly, it is really imp't to discuss teaching throughout your materials for LAC jobs. If you want a LAC job, your materials SHOULD look different from the sample materials you've seen at a big R1 program. Cover letter - it should have a paragraph or 2+ on teaching.

Oh boy. Do not put a picture of yourself on your CV. It's weird. Don't include the insignia of your alma mater. For god's sake don't intentionally make the thing as visually uninteresting as possible. Nobody cares about your blog or podcast. Or your hobbies.

Things to avoid: Putting working papers as publications, not making clear which are peer reviewed and which aren't, putting completely notional dates for submitting manuscripts to presses...