

DISSECTING YOUR ACADEMIC CAREER

Objective

In this activity, you will make a detailed inventory of your academic career work history. This is prep work for writing resumes and cover letters, creating work experience stories, and STAR stories for interviews.

Activity

Below is a chart with typical categories from an academic CV. You can use a chart format, create individual docs or use brainstorming programs. There is no correct way to do this assignment.

Step 1: Begin by creating a detailed inventory of everything you did as an academic:

- 1) Day-to-day activities associated with each CV category.
- 2) A detailed list of responsibilities that were part of teaching, researching, being a research assistant, editing academic papers, sitting on committees, etc.
- 3) List tasks that you did to complete projects. What steps go in to writing a lecture? How do you define a research process? What steps go in to writing and then delivering an academic paper or poster?

Be as detailed as possible. Most people err on the side of staying too meta.

Some people find it more useful to free-associate writing techniques (just start writing whatever comes into your mind first) on different pieces of paper, and then sorting into more logical steps and filling in details. Others start at the beginning of a project – the beginning of a semester, or when they first started their dissertation research. There is no right way to start this.

Teaching	Research	Conferences	Grants & Awards	Service to the Profession

Step 2: Go over the list of things you did. What ones did you enjoy? When did you feel most energized? What tasks/responsibilities drained you?

Make a list of the tasks/responsibilities you enjoyed.

Teaching	Research	Conferences	Grants & Awards	Service to the Profession

Step 3: Looking over the list, what patterns emerged? Based on this list, what responsibilities/tasks would you want as part of your ideal job? List them below.

This is a forward-looking exercise. So, instead of thinking about teaching, think about what parts of teaching you enjoyed. Those tasks/responsibilities are what you are hoping to find in a new position. Try describing those interests in a few sentences. You can use this as the beginning of an elevator pitch.

Tasks that I want as part of my job