# MAX PLANCK INSTITUTE
## FOR SOLAR SYSTEM RESEARCH

MPS

# HOW TO PREPARE YOUR ACADEMIC CV?

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# THE TYPES OF CV

## Business / industry CV

1 to 2 pages: keywords, pictograms, etc.

## Academic CV

- ✦ Can be as long as you need (unless specified otherwise in the job ad).

- ✦ Chance to present your academic path, research experience, output, and relevant skills.

- ✦ Contents should always be tailored to the position you are applying for.

# FORMAT AND STRUCTURE

✦ **It should be easy to read:**

   - **Font size 11 or 12 (unless specified otherwise)**

   - **Clear structure.**

   - **Enough space between sections.**

✦ **Differences between Europe and US:**

   - **In Europe you are supposed to include your personal information such as date of birth, martial status, number of children, in US you never include those (unless specified otherwise, you may be asked to include gender and race though).**

   - **Photo: in Europe you <u>may</u> include a photo (if it's a good one!), in US you should not.**

✦ **Start with the most important information (got an important prize? Make sure it's on the first page!)**

# FORMAT AND STRUCTURE

✦ **There is no one good way to do it — experiment and see what works best for you!**

✦ **Making the CV in LaTeX gives you the possibility to include the publication list automatically generated from ADS — huge advantage in the later stages of your career.**

✦ **There are many nice CV templates on Overleaf.**

✦ **The exact document style does not matter BUT watch out for basic formatting errors and typos — use a spell checker and ask someone to proofread!**

bad example from my inbox →

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## Education

| | |
|---|---|
| **Degree Pursued:** BS-MS (Integrated Program) | **Current Year:** 2nd Year |
| **Current CPI:** 7.53 | **Expected Major (3rd Year):** Physics |
| **Institution:** Indian Institute of Science Education and Research Mohali | **Location:** Mohali, Punjab |
| **Expected Graduation Year:** 2027 | |
| **12th Grade (CBSE Board):** 89% | **10th Grade (ICSE Board):** 92% |

## Projects

1. **Landslide Susceptibility in Remote Sensing (Summer Project)**   **Duration:** June 11, 2023 - August 10, 20
   **Description:** During my summer project, conducted from June 11, 2023, to August 10, 2023, I engaged in an in-depth analysis of landslide susceptibility using remote sensing techniques. I utilized high-resolution satellite imagery from Copernicus Sentinel-2, a valuable resource for Earth observation.

   Leveraging data from Copernicus Sentinel-2, I applied the Normalized Difference Vegetation Index (NDVI) to assess the vegetation health and land cover characteristics of the study area. By analyzing changes in vegetation density and land surface properties, I identified potential landslide-prone areas. These findings were crucial for understanding the environmental factors contributing to landslide susceptibility and for mitigating future landslide risks.

   This project significantly enhanced my skills in remote sensing data analysis, geospatial analysis, machine learning, and the practical application of satellite data for environmental research.

2. **Planetary Remote Sensing Applications and Research Techniques (Article)** **Description:** Wrote an article titled "Planetary Remote Sensing Applications and Research Techniques," which provides an in-depth overview of the technical foundations and applications of planetary topographic remote sensing. This article explores the history and advancements in remote sensing technology for celestial bodies within our solar system, including Venus, Mars, the Moon, and Trans-Neptunian Objects (TNOs). It also discusses key missions, instruments, and research techniques used in the field of planetary remote sensing. The article aims to bridge the gap in understanding this technology and promote accurate interpretation and dissemination of achievements in planetary exploration.

## Skills

- Remote Sensing Data Analysis
- GIS (Geographic Information Systems)
- Python Programming
- Data Visualization (e.g., using tools like Matplotlib or Tableau)
- Statistical Analysis
- Environmental Data Interpretation
- Team Collaboration

## Extracurricular Activities

1

# WHAT TO INCLUDE?

1. **Personal information**
   - **name**
   - **work address, contact information (phone number, email)**
   - **nationality**
   - date of birth
   - gender
   - marital status, number of children
   - **link to homepage, ORCID, etc.**

   to consider: section on research interests

2. **Present position (e.g. "PhD student at the Max Planck Institute for Solar System Research and member of the International Max Planck Research School for Solar System Science at the University of Göttingen", you may also add "expected graduation date")**

3. **Education (reverse chronological order - years only or month + year)**
   - **only Bachelor, Master, PhD**

4. **Employment history (reverse chronological order)**
   - **only academic and research positions!**

   you can also reverse the order of these two sections if that makes more sense

# WHAT TO INCLUDE?

5. **Funding (if any)**
   — **third-party funding obtained as PI or co-I**
   — **scholarship, internship funding**
   — **travel funding**

6. **Successful proposals for computing/observing time (if any)**

7. **Honors and awards (if any)**

8. **Publication list (unless requested as a separate document)**
   — **make a clear distinction between refereed journal papers and conference proceedings**
   — **if you want to include unpublished papers, indicate their status (submitted or in prep.)**
   — **reverse chronological order**
   — **include journal or arxiv links**
   — **if you have enough of them, make separate sub-sections for first-author and co-authored publications; highlight your surname in the latter**
   — **you can include link to your NASA/ADS publication list**

# WHAT TO INCLUDE?

9. **Talks, posters, and conferences attended**
   — highlight invited talks
   — if you have enough of them, make a separate (sub-)section for seminars and colloquia

10. **Research stays (if any)**

11. **Training courses**
    — e.g. summer and winter schools

12. **Observing experience (if any)**

13. **Teaching experience**

14. **Supervision experience (if any, incl. co-supervision)**

15. **Memberships in professional association (if any, IAU, EAS, …)**

16. **Community service (if any)**
    — refereeing papers
    — conference organisation (LOC/SOC)
    — organisation of other events (not outreach)

# WHAT TO INCLUDE?

**17. Institutional service (if any)**
   — **student representative**
   — **committee member**
   — **seminar organisation**

**18. Computer skills**
   — **programming languages**
   — **open access code contributions**
   — **you can include link to your GitHub etc.**

**19. Other relevant skills (if any)**
   — **observing and data reduction techniques**
   — **laboratory techniques**

**20. Language skills**

**21. Outreach activities (if any)**

**22. Media coverage of your work (if any)**

**23. Hobbies (optional, may be a plus if you apply for a position as a team member)**

# HINTS

✦ **Look for CVs of other scientists from your field online — what are the common standards? What do you like and don't like?**

✦ **Make your CV highlight the aspects relevant to the job you are applying for: for example, if it is for a fellowship, stress your independence, e.g. add a section on research projects you did and show that you worked on multiple things with different collaborators.**

✦ **If the job ad names specific requirements and you fulfil those, make sure it is easy to spot in your CV, examples:**

- **Job is only for candidates up to 3 years after PhD? Make sure the graduation date is on the first page of your CV and highlight it.**

- **Job requires experience in JAVA programming? Move the "programming skills" section to the beginning of the CV (e.g. just after employment history/education), make some open source JAVA project on your GitHub and link it in the CV**

# PRO TIP

✦ **Keep a full version of your CV including everything potentially relevant on your Overleaf / Dropbox / etc. and update it every couple of months. This way it will be easy and fast to create up-to-date CV in relevant format when needed.**

Questions?