



## Your McMaster CV: tips and advice

Lunch & Learn session

**Monday, November 6, 2017** or

**Wednesday, January 10, 2018**

**10:30 a.m. to 12:00 p.m.**

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*(light lunch provided)*

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**NOTE:**

*participants are asked to bring their Curriculum Vitae (CVs) to allow for specific questions to be answered*

This session is for faculty and their support staff to learn the basics of creating and maintaining an academic CV in McMaster format. The session will outline the information that belongs in a CV, the level of detail required and where the information would appear on the CV.

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**Please note:** this is a training session for the MacFACTS system - (formerly called STAR-CV) – this session is to help faculty and staff understand the basic principles in creating and maintaining a CV in the McMaster format.

**Objectives: participants will be able to --**

- ❖ recognize the importance of maintaining a CV in McMaster format
- ❖ identify the types of information that belong on the McMaster CV
- ❖ produce a CV that fully complies with the McMaster CV guidelines
- ❖ acquire contact information for additional assistance

**NO CHARGE** for individuals from Depts./Schools partnered with the Program for Faculty Development. Individuals from Depts./Schools without a prior arrangement will be charged a \$ 75.00 registration fee, payable via cheque to: McMaster University, sent to: Elda DiCroce, DBHSC-5004, 1280 Main St. W., Hamilton, ON L8S 4K1 or via departmental journal entry.

**To participate, please register via our website online:**

[http://www.fhs.mcmaster.ca/facdev/online\\_registration.html](http://www.fhs.mcmaster.ca/facdev/online_registration.html)

**If you have questions, please contact Tel: (905) 525-9140 ext. 22954**