



Online CV

An online CV is an effective technique for displaying your work and experience through a contemporary medium. While the online platform gives you more room for creativity, you should maintain an air of professionalism and formality. It can be useful to look at your colleagues' online CVs for ideas, but do not limit yourself to any one template.

1. **Balance:** Maintain a balance in your design, your purpose, and your information.
 - A. Online CVs, like any other website or professional tool, should not be so busy or flashy that the presentation distracts from the information.
 - B. Maintain a balanced design for easy navigation.
 - C. Incorporate design and typography, setting main points apart and enhancing readability.

2. **Tools:** Incorporate web tools, such as bars, links, scroll bars, colors, frames, fonts, and embedded videos.
 - A. Make sure that all links are relevant to the content, and provide evidence of your achievements, experience, and learning.
 - B. Links are an opportunity to support your claims.
 - C. Use videos to demonstrate your teaching ability, including clips from conference presentations or lectures.

3. **Structure:** Structure your website to parallel the organization of your CV, while taking advantage of the platform to relay this information creatively.
 - A. Demonstrate your teaching.
 - B. Showcase your teaching portfolio.
 - C. Provide pictures that show your energy.
 - D. Demonstrate your knowledge of technology and supplemental course materials.
 - E. Consider the various modes for accessing your website, and incorporate a design that is also visible on mobile devices.

4. **Maintenance:** Like a print CV, an online CV should be updated regularly.
 - A. Update your website whenever you have a new publication, conference presentation, etc.
 - B. Test your digital content frequently for functionality.
 - C. Keep links current—a dead link is unprofessional.