Build your website: tips and tutorial for early careers

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CV/Publications; Photo Gallery; Contact Info

CV/Publications

Goal: communicate your career background and experience; showcase achievements

- What do you want to emphasize?
  - Depends on target audience and aim of website (i.e. job search; build new research connections; academia vs. other fields)

- Highlight your strengths
  - This will change through your career (i.e. if you are early career with fewer publications or grants, emphasize what you already have more experience with)

- Could have separate page(s) for CV, publications, or grants… but only effective if you have enough material for additional tabs

CV/Publications

CV:

- Multiple options for display:
  - Text on page
  - Embed PDF on page (with downloadable link)
- Can display entire CV, abbreviated version, or both (summarize highlights on page + full CV embedded below)

Publications:

- Include links to DOI (NOT PDFs of journal articles to avoid copyright infringements)
- Can also attach your own pre-print

CV/Publications

General tips:

- Most important info is **easy to find and read**

- Keep it updated!
  - Can put version date (i.e. 10.2023) in CV footers or on page

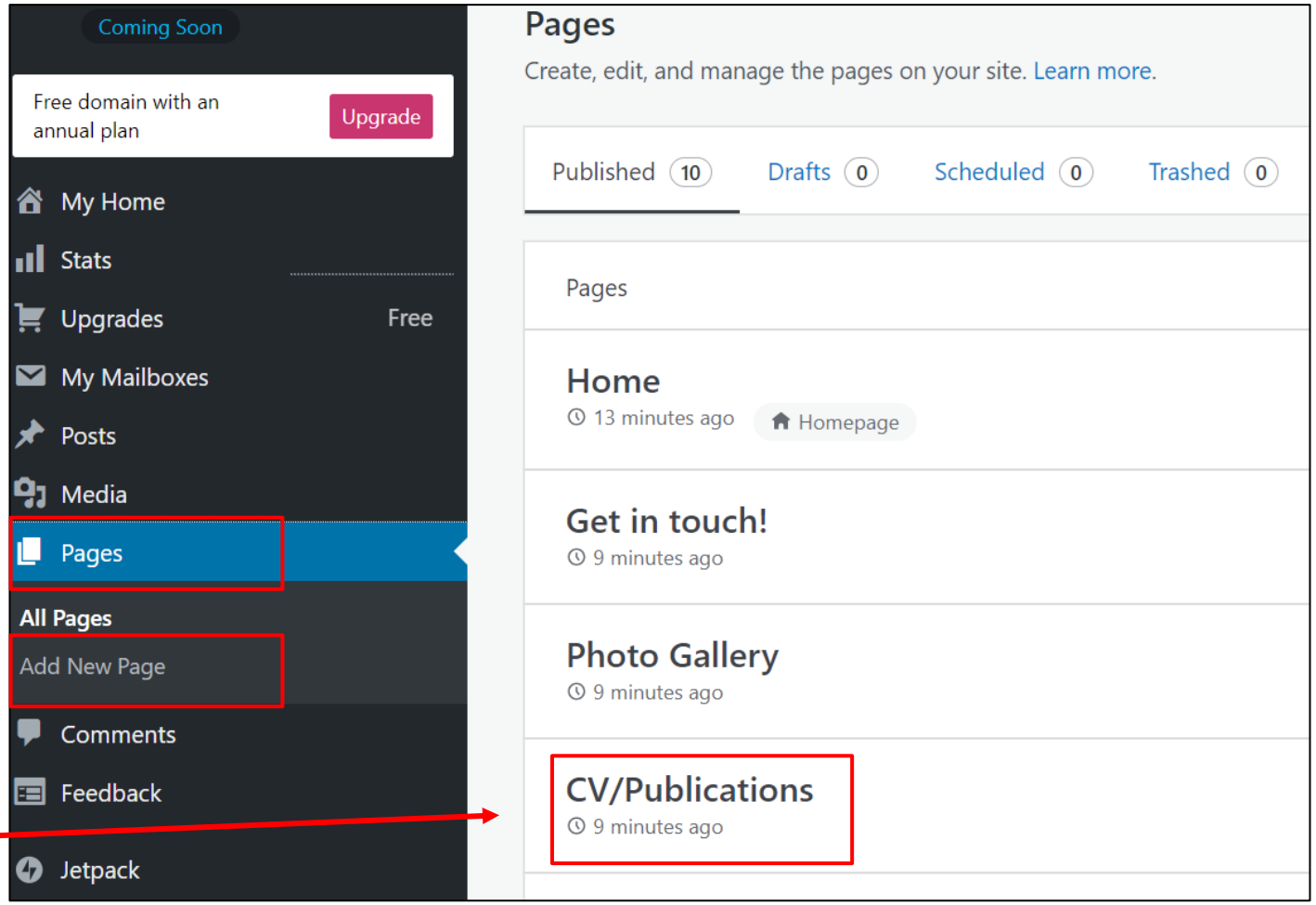
- Emphasized info may change during your career → adjust category order or tabs

How to create a CV/Publications page

Step 1: create the page

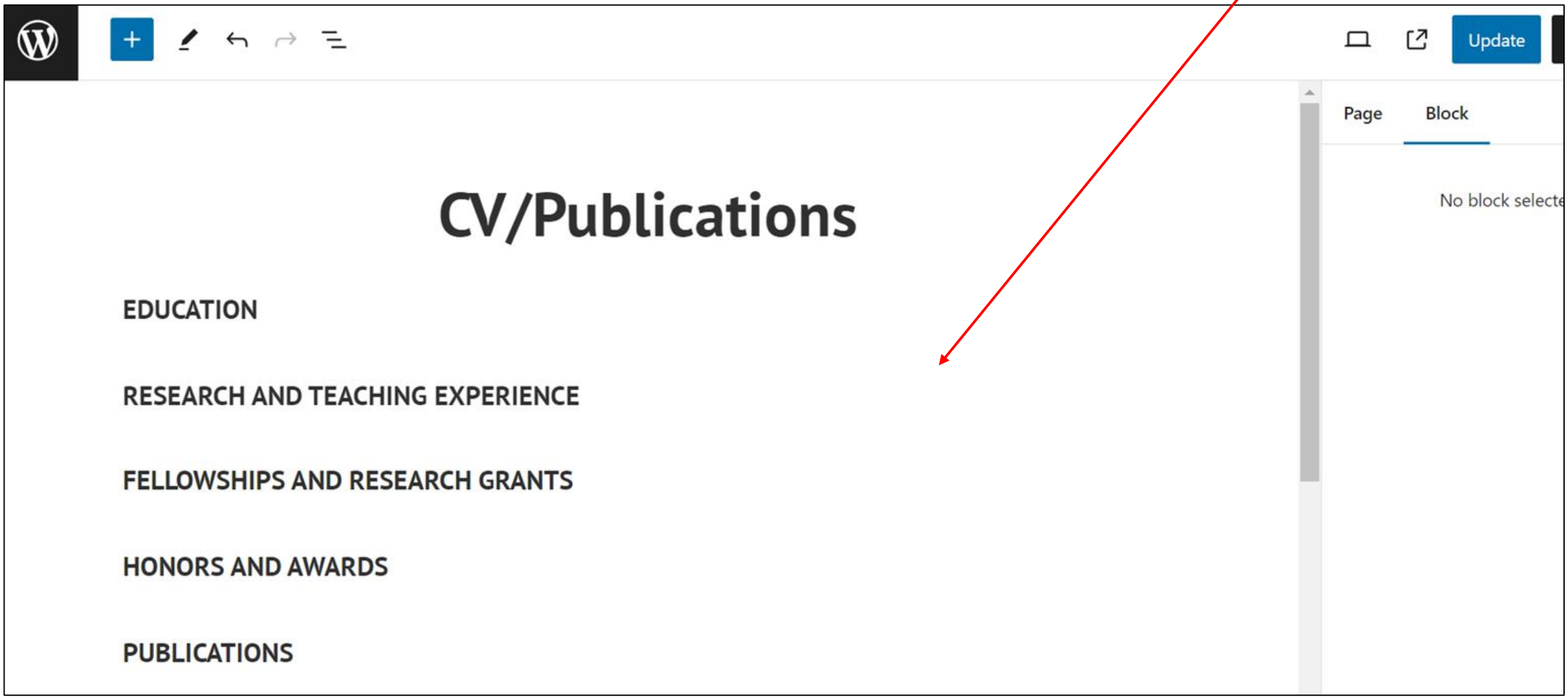
1. Go to Pages
2. Add New Page
3. Add title
4. Create/edit

(or click on the page if you‘ve already created the tab)



Step 2: add content → type onto page

Type or paste text into new block



Step 3: add content → embed PDF file on page

2) File (or search or “Browse all” if “File” doesn’t appear in list)

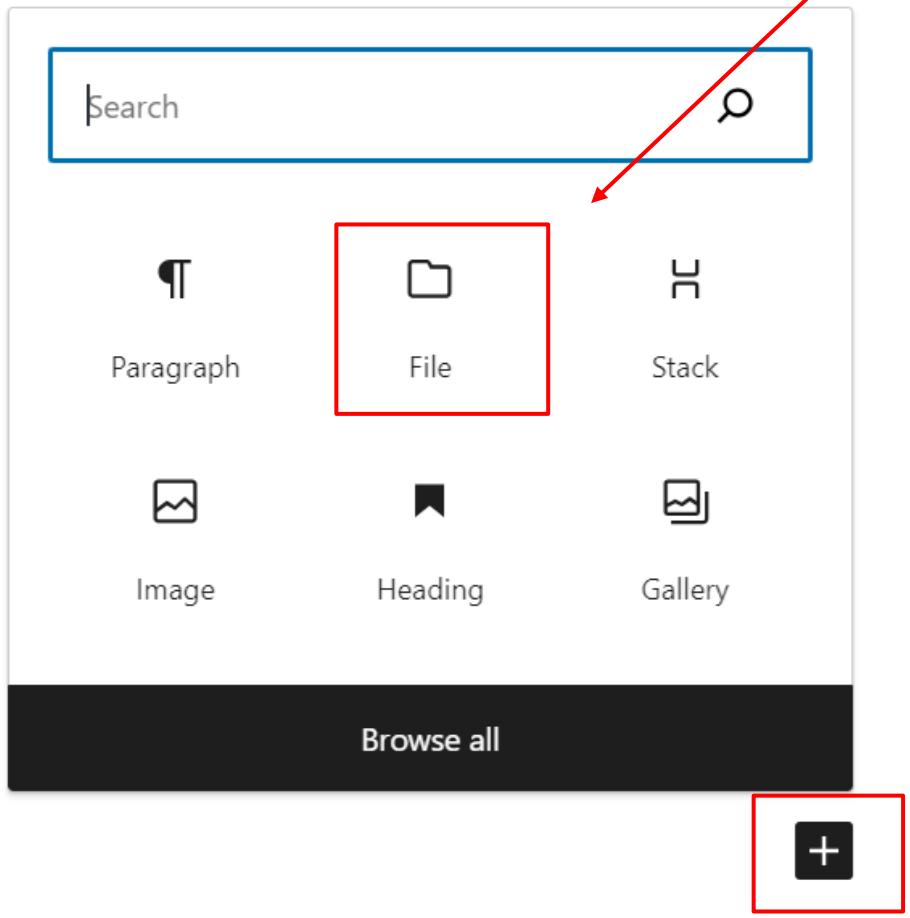
EDUCATION

RESEARCH AND TEACHING EXPERIENCE

FELLOWSHIPS AND RESEARCH GRANTS

HONORS AND AWARDS

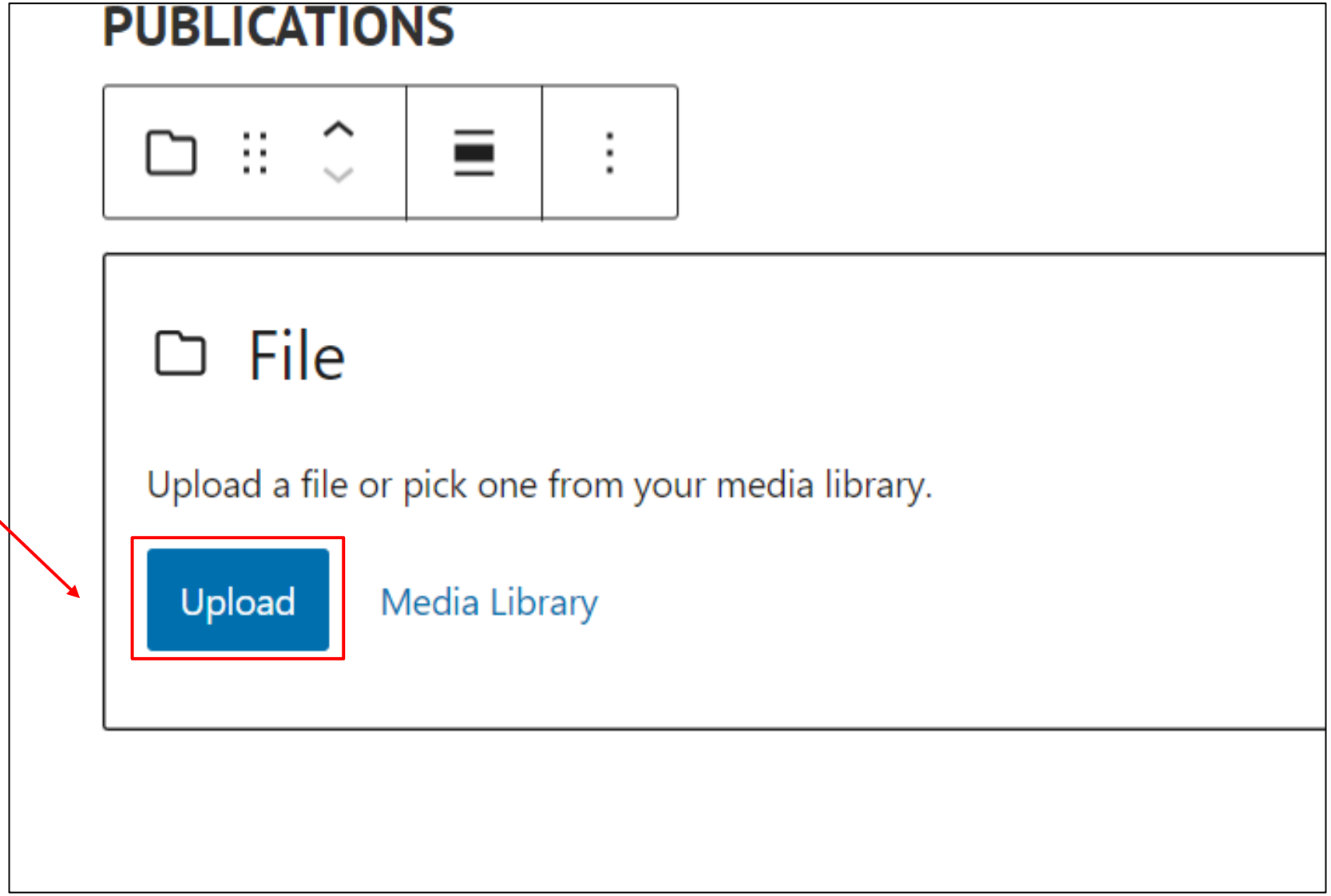
PUBLICATIONS



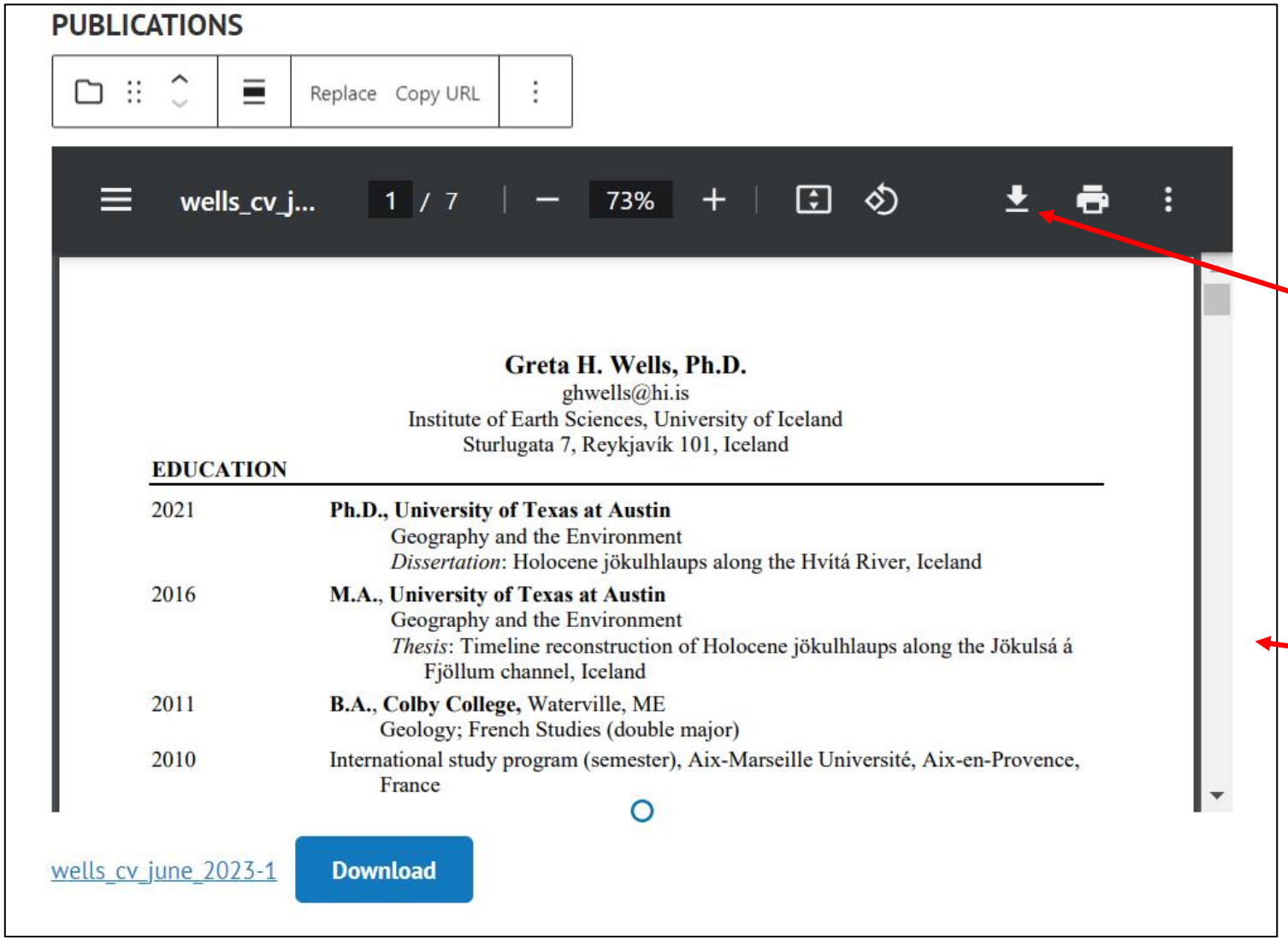
1) New block

Step 3: add content → embed PDF file on page

Upload PDF file from your documents



Step 3: add content → embed PDF file on page



Note that file is downloadable

Can adjust size of document display on page

Step 4: link publication to website

1. Select text you want to link
2. Click “link” button
3. Edit text and link boxes (text = what will appear on the page; link = the website it will go to)
4. Open in new tab
5. Save

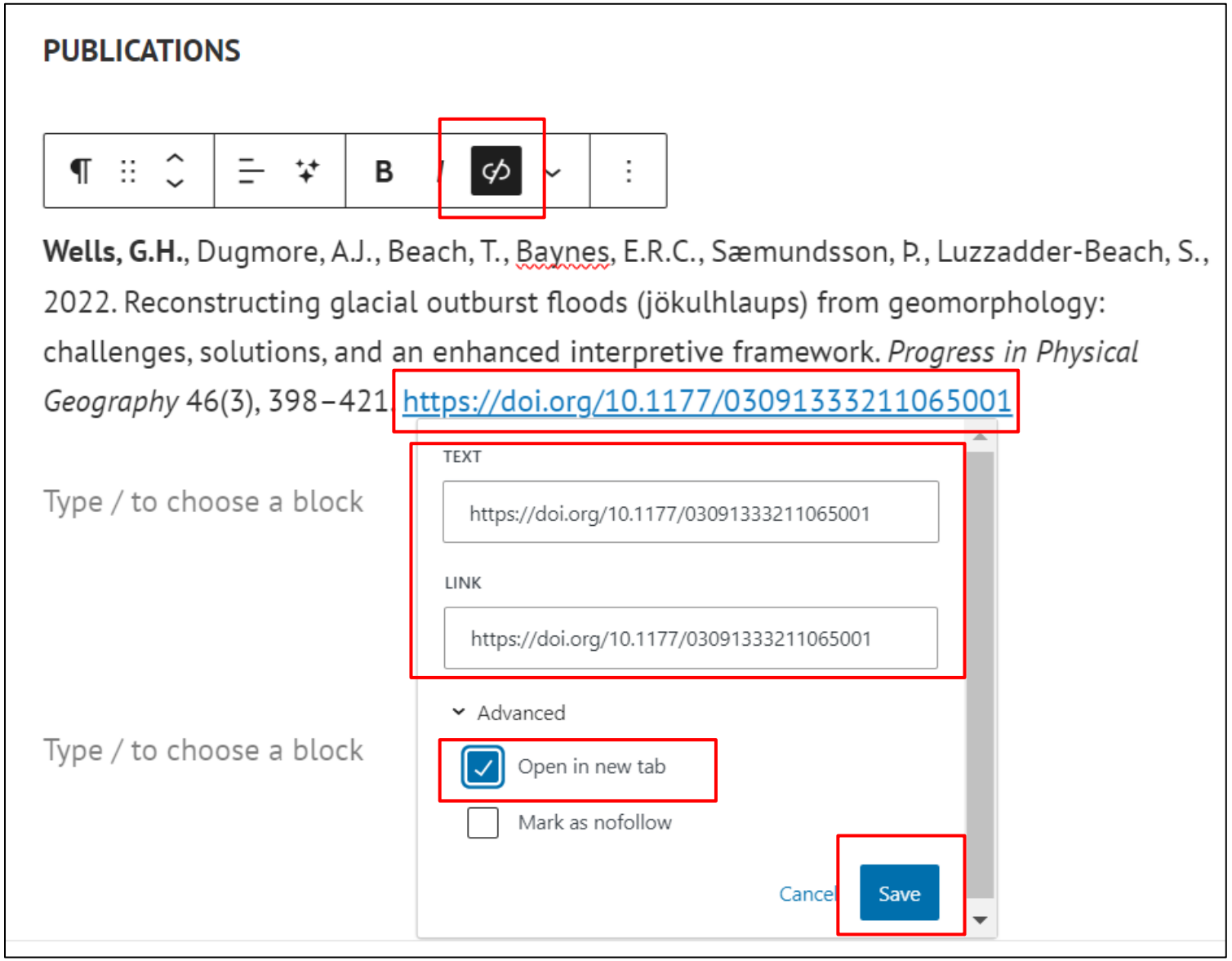


Photo Gallery (optional!)

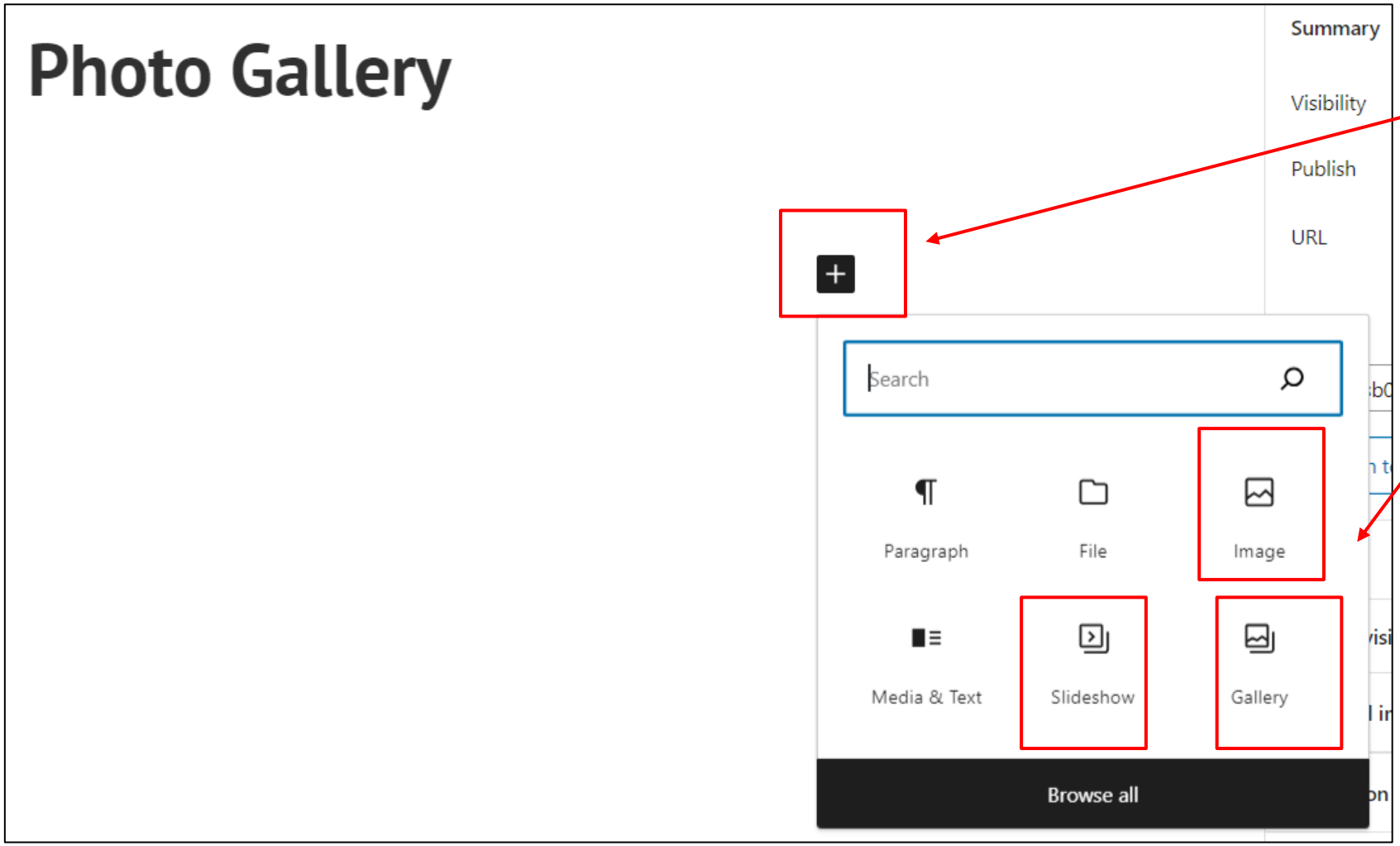
Goal: enhance your work “image” and showcase your research

- One option: field/research/workshop photos
- Illustrates your work; makes it more memorable or relatable; demonstrates varied field/research experience
- Stick to work-related photos (not personal travel)
- Insert photos as individual images, gallery, or slideshow

How to create a photo gallery

Step 1: create the page

1) Create new page (or navigate to the “Photo Gallery” page if you’ve already created the tab)

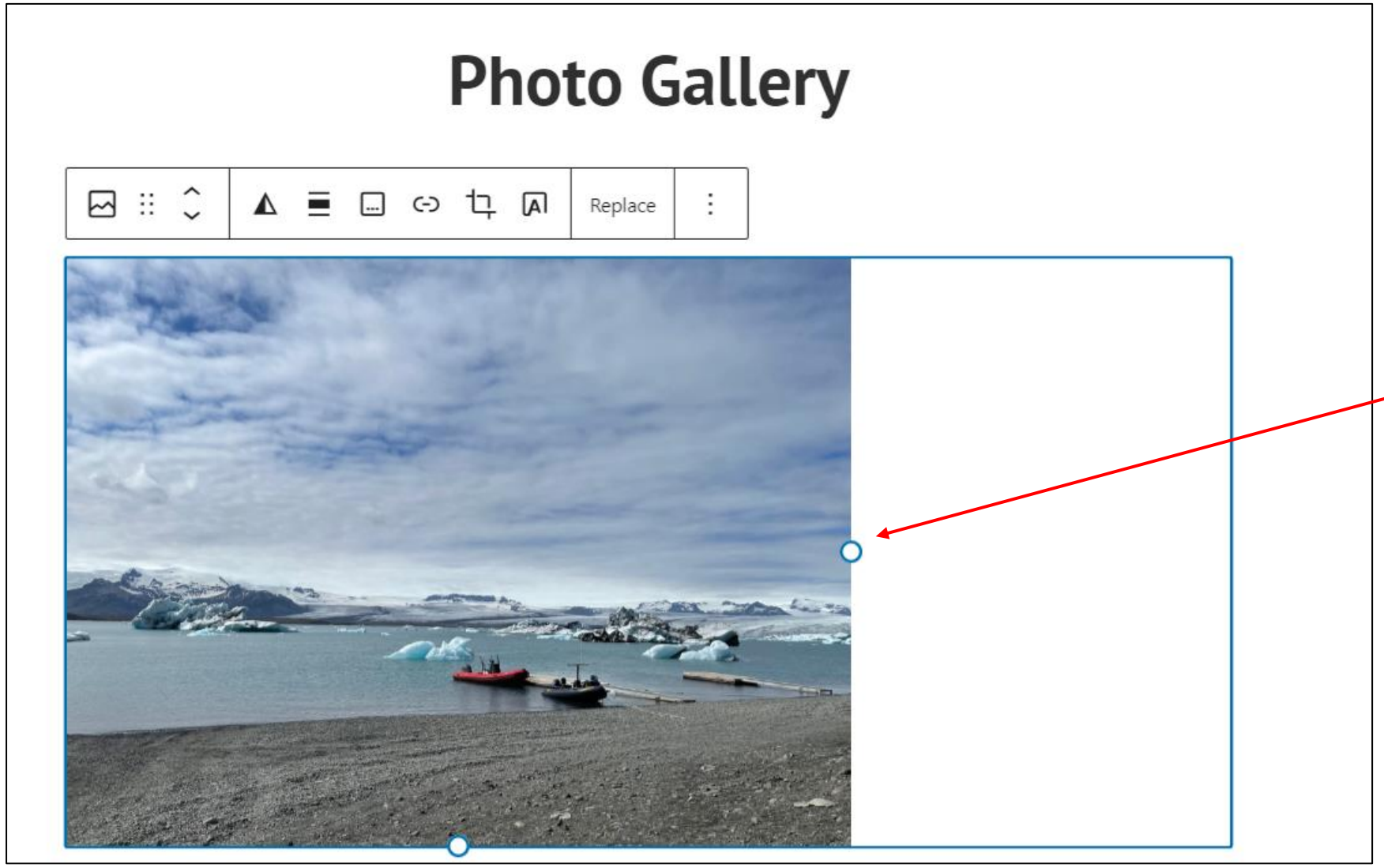


2) Add new block

3) Choose “Image” to insert individual images; “Gallery” to add multiple photos in the same block; or “Slideshow” to create a slideshow/carousel (search or ”Browse all” if the icons don’t appear)

3) Upload images from computer

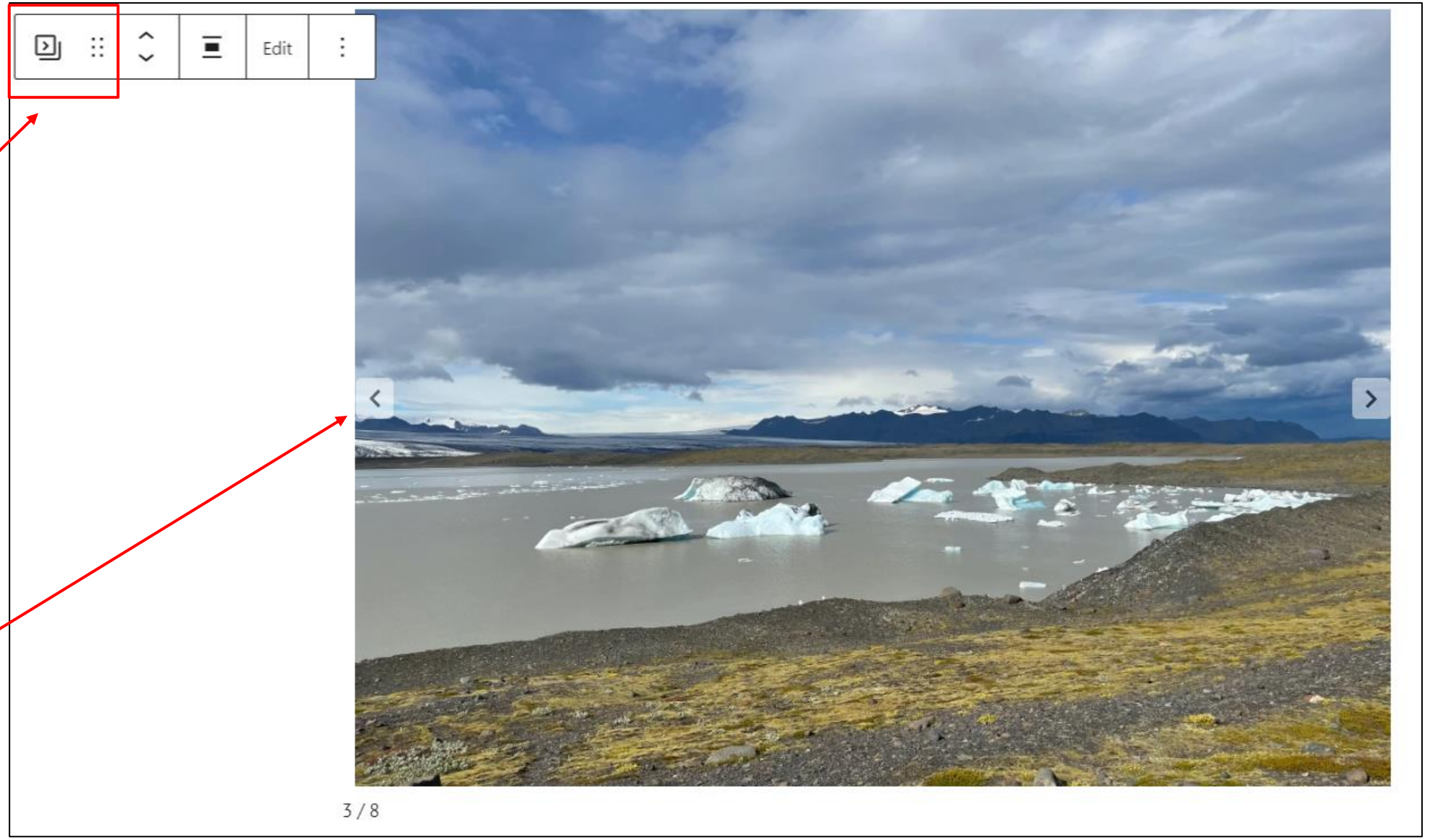
Step 2: upload images (image)



Step 2: upload images (slideshow)

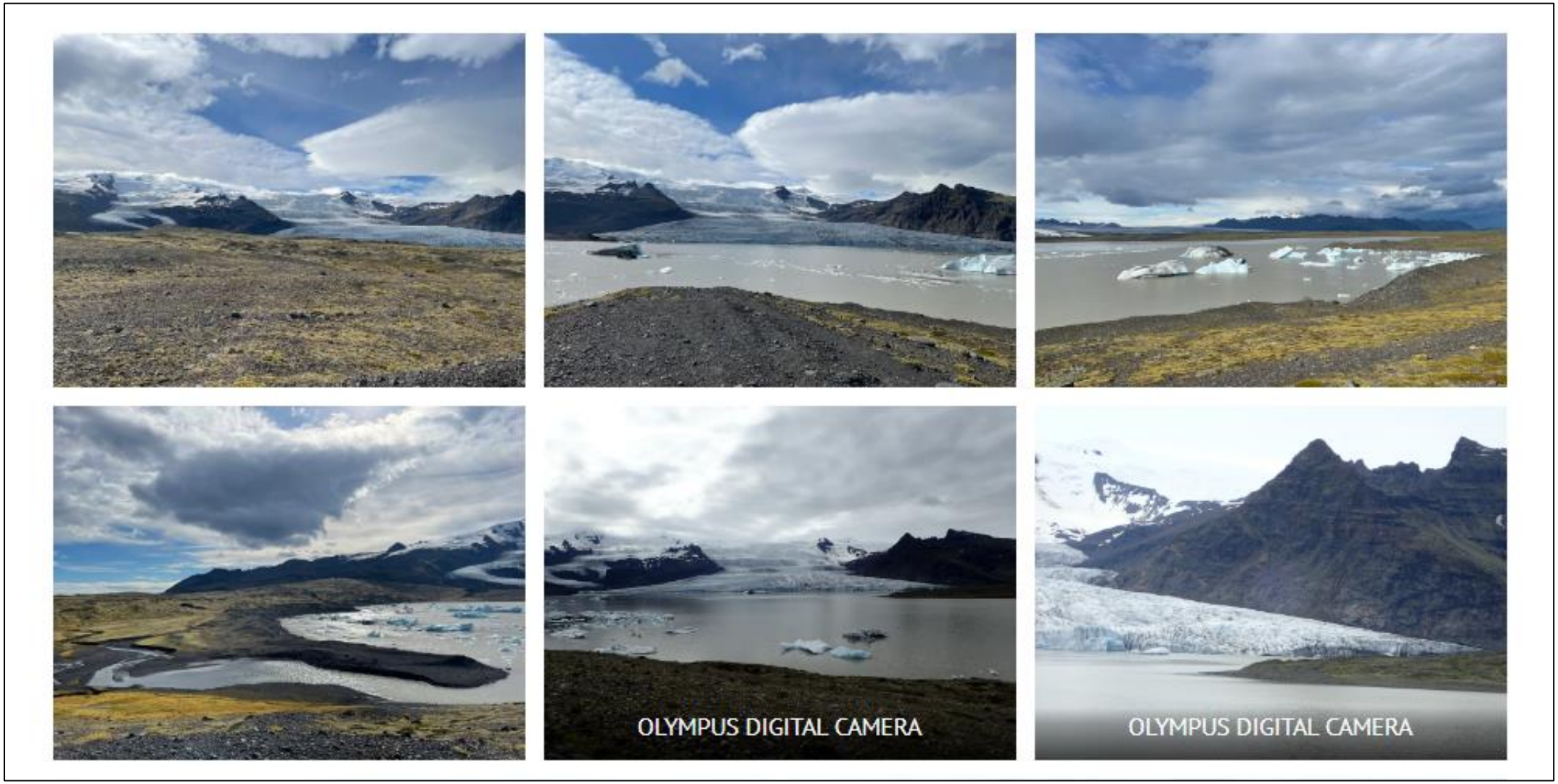
Can also switch between “Image,” “Gallery,” and “Slideshow” here

Click through photos



Step 2: upload images (gallery)

Can add “New Block” to put titles and descriptions to describe each image/gallery/ slideshow



Contact page

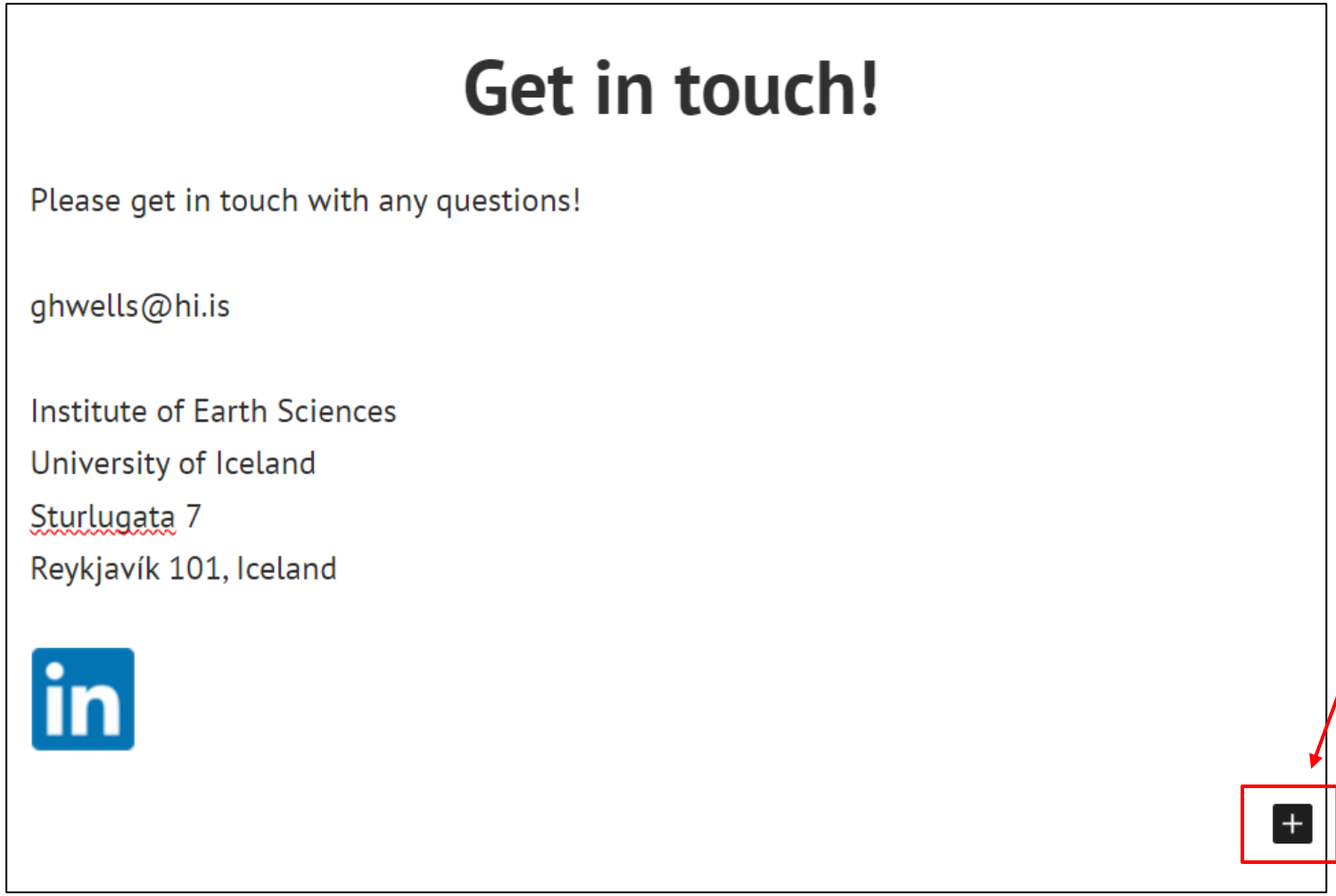
Goal: how can people contact you to learn more?

- Essential:
  - Email address

- Optional:
  - Institution/university address
  - Links to other media (LinkedIn, ResearchGate, Google Scholar, profile at institution/research group website, social media…)
  - Personal photo

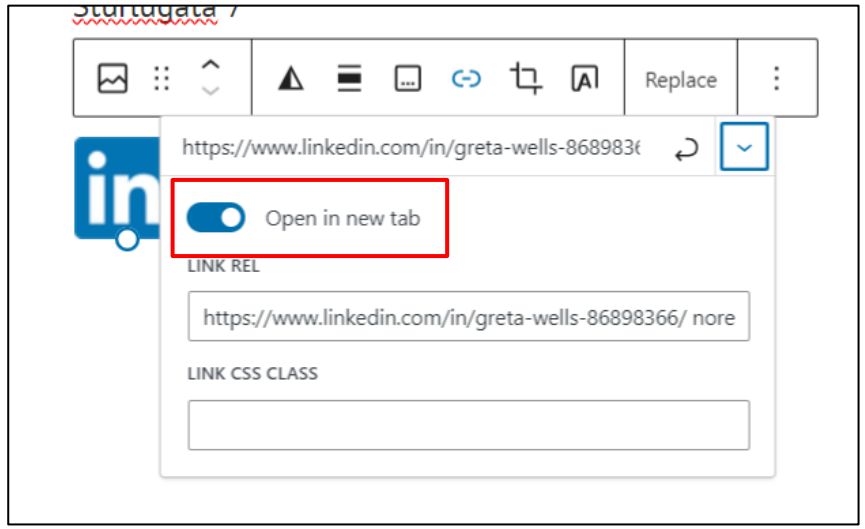
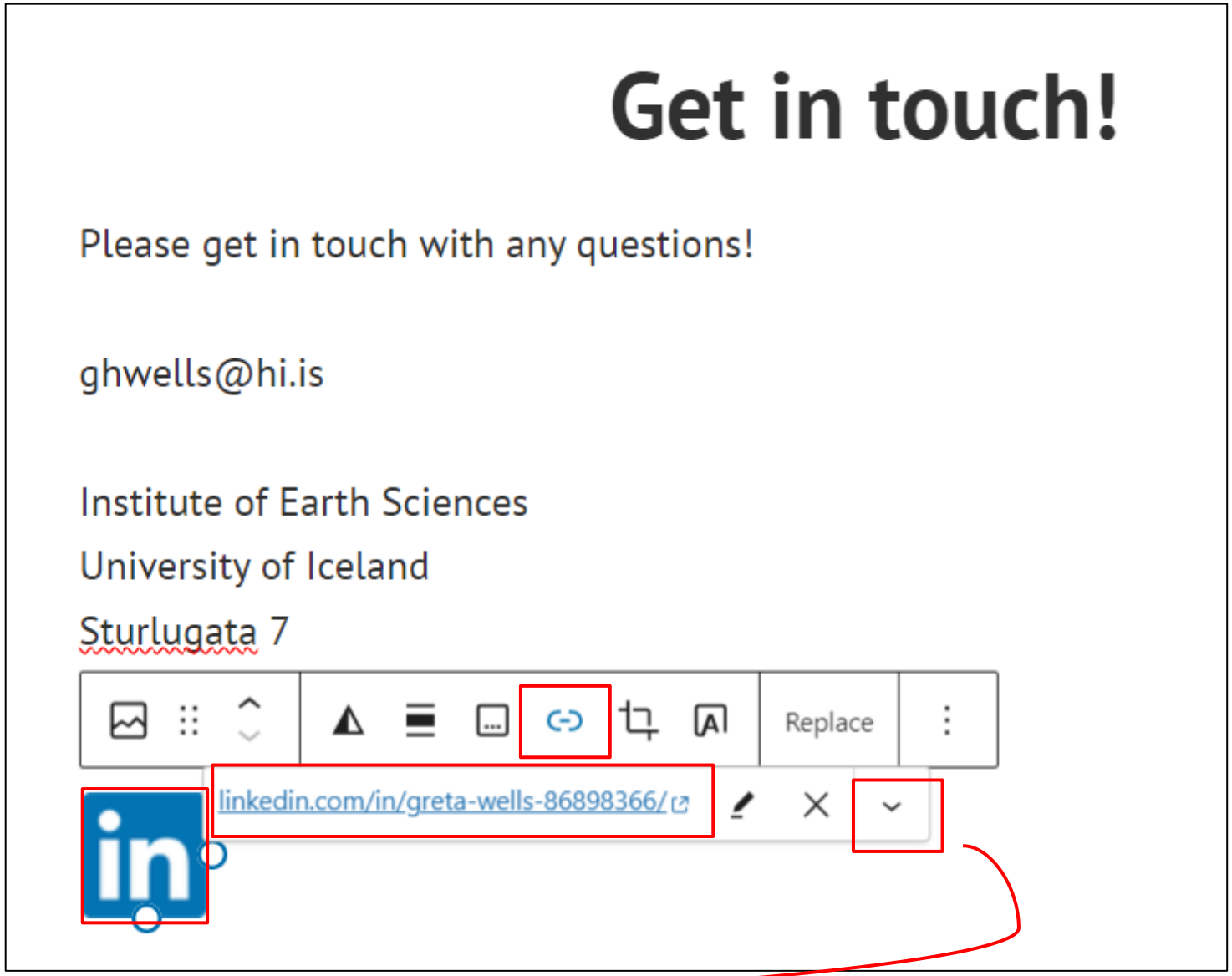
How to create a contact page

Step 1: create the page and add content



1. Create new “Contact” / “Get in touch” page (or navigate to page if you‘ve already created the tab)

2. Add new block:
   - Text (“Paragraph”)
   - “Image” → upload photo (or logo image) from computer

Step 2: link text/image to website

1. Highlight text or image/logo
2. “Link”
3. “Edit” → type in URL
4. “Apply” → “Link settings”
5. “Open in new tab”