



Help with developing your CV

Please see our online resource for guidance on developing your CV

http://www.techne.ac.uk/_data/assets/pdf_file/0016/206701/TECHNE-resources-CVs.pdf

Additionally the suggested subheadings below, which are based on guidelines from the University of Manchester Academic Careers and Vitae websites, might be a useful place to start:

www.academiccareer.manchester.ac.uk/applications/cvs

www.vitae.ac.uk/researchers/1373/Academic%20CVs.html

Suggested Academic CV Subheadings

Note: *The emphasis and order of the sections below could be changed depending on the job (research focus or teaching focus).*

PERSONAL DETAILS

- Name, contact details beneath
- Other personal details optional

EDUCATION

- Summarised and in reverse chronological order. Focus on higher education.
- Include name of doctoral supervisor and funding body (PhDs).

RESEARCH EXPERIENCE / EMPLOYMENT

- Aims, relevant technical skills and methods, key outcomes / achievements, level of responsibility
- Also in reverse chronological order
- Professional advisory or consultancy work
- Major academic visits and collaborations

(RESEARCH INTERESTS)

- Especially important for fellowships / lectureship applications
- Describe current and future research interests

PRIZES, AWARDS & FUNDING

- E.g. research scholarships, special bursaries and prizes (include those that are relevant and support your application)
- Research grants awarded (also include travel grants) - explain level of contribution (e.g. co-applicant), who funded, how much

PUBLICATIONS (possibly in Appendix)

- Reverse chronological order
- Possible sub-headings:
 - Authored books
 - Edited books
 - Guest editorships: journals
 - Academic journal papers
 - Book chapters
 - Publications in conference proceedings
 - Professional journal papers
 - Review articles
 - Popular journal papers
 - Other publications (e.g. short encyclopaedia entries; contributions to dictionaries; book reviews, etc)

CONFERENCES

- Indicate level of engagement, e.g. invited speaker, oral / poster presentation...

TEACHING EXPERIENCE

- E.g. student project supervision, formal lectures, seminar leading, tutor groups, assessment / examining, public engagement and outreach (again in reverse chronological order)
- Later in career – course design, teaching methods, peer review and student feedback

ADMINISTRATIVE EXPERIENCE

- E.g. committee memberships, seminars / course organiser, events experience (later in career – invigilation, exam marking, admissions); highlight any position of responsibility.

OTHER WORK EXPERIENCE

- Emphasise 'Transferable skills' relevant to research, e.g. generating ideas, critical thinking, analysis, problem solving.
- Include industrial / non academic collaborations

PROFESSIONAL MEMBERSHIPS / PUBLIC ENGAGEMENT

- Include your category of membership and affiliation to any professional associations
- Public engagement – e.g. public lectures, giving media interviews, organising workshops for school-age children (possible to include under Teaching instead)

ADDITIONAL SKILLS

- Specialist / technical, IT, languages (list the foreign languages that you can read or speak and your degree of fluency), plus any skills required for the job.

OTHER INTERESTS?

Academic CVs normally do not include a section on extracurricular activities, personal interests or hobbies.

REFEREES

- Names and contact details for two to three academic referees (PhDs) or someone who is familiar with how your work (Masters students, undergraduates), ideally one of them your project supervisor.
- Think of their academic reputation and relevance for post.