

## Writing an academic CV

Adapted from vitae.ac.uk & grad.illinois.edu. Example from University of California San Francisco (source: <https://bit.ly/2JEaw0k> & <https://bit.ly/32olSfy>)

An annotated example can be found here: <https://bit.ly/2U3hZIf>

The curriculum vitae, also known as a CV or vita, is a comprehensive statement of your educational background, teaching, and research experience. It is the standard representation of credentials within academia.

### Suggested layout for an academic CV:

#### EDUCATION

Focus on higher education onwards. Include awards and scholarships. Include the name of your doctoral supervisor and funding body, if appropriate.

#### RESEARCH EXPERIENCE

Emphasize specialist/technical expertise, IT skills, plus any skills required for the job, including project and people management.

#### TEACHING EXPERIENCE

Include lecturing, supervision, demonstrating, curriculum development, seminar and group work, assessment etc. especially if teaching is in the job description.

#### ADMINISTRATIVE EXPERIENCE

Highlight any positions of responsibility, event and course organization, committee membership, etc., especially if administration features in the job description.

#### FUNDING

Include awards for research projects or to attend meetings or conferences, prizes. Include the amount of money allocated, where useful.

#### SEMINARS/CONFERENCES

Highlight any invitations to present, provide papers or posters.

#### PUBLICATIONS

A reverse chronological list, best presented as an appendix. Include journal articles, books or chapters of books, reports and patents.

#### REFERENCES

Details of two or three referees (usually at least two academic). Ask for permission first.

### General advice:

- Heading: Name, email address, mailing address (only one), and phone number
- Reverse chronological order.
- Academic CVs are longer than other types of CVs, 5-8 pages are not unusual.
- There is variation in the expected format in different countries, so try to find out what is expected.
- Tailor your academic CV for every application. Analyze the job description and specification, if available. Your CV needs to present strong evidence that you fulfil the job requirements.
- Highlight your academic achievements and research interests. Find out as much as you can about the research area you are applying to, so you understand how your expertise complements theirs and can judge their familiarity with technical language of your research area.
- Keep jargon to a minimum and write with clarity.
- Spell out your qualifications, research, publications and any other relevant information.
- Describe your contribution to publications, particularly high impact publications.

- Describe professional development activities, including any training undertaken - e.g. teaching and learning qualifications, specialist research or analytical techniques, time management, academic writing, research supervision.
- If relevant, include professional qualifications (membership of learned societies or professional bodies).
- Outside interests are unlikely to be relevant.
- Make sure other people read your CV. They will pick up on whether it is clear, any spelling mistakes etc.

**Formatting:**

- Your CV must be well organized and easy to read.
- Choose an effective format and be consistent.
- Use bolds, italics, underlines, and capitalization to draw attention.
- Strategically place the most important information near the top and/or left side of the page (in general, place the name of the position, title, award, or institution on the left side of the page and associated dates on the right).
- Use a footer with page numbers and your last name, in case pages get separated.