



ACADEMIC & RESEARCHER CVs

One of the main differences in academic CVs is in length; it is perfectly acceptable for them to be longer than 2 sides of A4, as more detail is often needed. However, they still need to be targeted to the post for which you are applying and not excessive in length. Again, it is up to you which specific sections, or in what order you present the information on your CV, but the following are suggested section headings:

- Personal details – name and contact details
- Education – reverse chronological order – not necessary to include GCSEs at this level
- Research interests – a brief outline of what you've done and where you see this going
- Research experience – again reverse chronological order and highlighting any funding awarded or secured
- Funding – awards for projects, attending conferences, training and so on
- Teaching experience – highlight any teaching experience you have
- Administrative experience – such as course co-ordination
- Skills – any relevant specialist skills. Can also provide an opportunity for you to demonstrate more general (relevant) transferable skills not evidenced elsewhere
- Professional qualifications – membership of societies etc
- Training – any relevant training/ continuing professional development undertaken
- Publications – include articles, chapters or books, reports etc
- Conferences & Seminars – detail attendance and highlight any presentations given
- References – you will usually need at least two (if not three for academic posts)

If you are applying for a research position in industry/ commercial setting, you will need to use more of a standard CV format (such as chronological or skills-based) but will still need to highlight your research.

Vitae.ac.uk has more detailed guidance on this, as well as being an excellent resource on writing CVs and marketing yourself generally, and a range of example CVs for academic and research positions. See both of these:

<https://www.vitae.ac.uk/researcher-careers/career-management-for-researchers/creating-effective-cvs-as-a-researcher>

<https://www.vitae.ac.uk/researcher-careers/pursuing-an-academic-career/how-to-write-an-academic-cv>

An example of an academic style CV can also be viewed at:

http://www.prospects.ac.uk/assets/assets/documents/cv_academic.pdf

Visit <http://www.kent.ac.uk/careers/cv/pgstudycv.htm> to view an example CV for an undergraduate student applying for postgraduate study.