

Academic CV Template

NAME

Write your contact details across the page (saving space)
Include your landline, mobile and email address.

OBJECTIVE

Briefly state **exactly** what it is you want – what post are you applying for. Don't waffle.

PERSONAL PROFILE

This is the key element of your CV. The rest of your CV content will be based on this section. Use words which reflect skills and experiences which match the opportunity you are applying for but keep it short.

EDUCATION

Write in reverse chronological order, the institutions where you studied, when you studied and outcomes. If you are applying for your first post after graduating, then this section can highlight aspects of your PhD which are relevant to the post you are applying for. Please specify the aspect of your course which you are specialising in, and why.

EMPLOYMENT

Write in reverse chronological order, job title, organisation and dates (only month and year necessary). Include jobs you did as a student only if they are relevant to your application

SKILLS

Use this section to write about your computational skills, administrative skills, team-working skills, time-management, communication skills and project management skills giving some evidence of how you acquired them. What IT skills do you have? Rather than write a long list, use sub-headings: you may want to include some skills in your Addendum if you have one.

FURTHER INFORMATION

Perhaps you held a position of responsibility, play/played a sport, have volunteering experience, or were an active member of a university club? Do you speak any languages, have a driving licence, play an instrument, or hold a non-academic qualification? If so, include them here.

This is a much-simplified version of the file provided in weeks 1 and 2 of the course – use it as a guide on what to write for the mock interview lesson.