

Academic CV Guidelines



The Do's and Don'ts

An academic CV is based on the Chronological CV format. However, the two-page limit need not apply to academic applications due to the addition of supporting information relating to detail of your PhD and other related research. An academic CV can therefore be many pages in length, depending on your experience in the work place – five pages is the rough guideline to average length.

Your CV needs to be a powerful marketing document which markets you to a prospective employer. Competition is just as fierce in the academic world as it is in industry and business. Remember that it is important to realise that the purpose of a CV is not to get a job, but to get shortlisted for an INTERVIEW.

Preparation before writing your CV is key to your success. Match the content of your CV to the needs of the particular institution you are applying to. No application will be the same, so it is a good idea to prepare a master CV which you can adapt for any application you make. All jobs are different and you need to demonstrate that you are the best fit for that job.

Have you researched the department and studied their website, familiarised yourself with staff biographies and research profiles, and noted where your area of research might fit?

Your CV will be written to include the requirements of the classic format, but will also need the following information:

- PhD extract – and perhaps a more detailed synopsis
- Past, current and future research interests
- Published research and articles
- Research methodologies and techniques
- Teaching experience – student supervision
- Administrative skills
- Conferences attended – did you present?
- Funding and awards
- Professional memberships
- Any industry contact

Do's:

1. Use 14 font for your name and 11 font for the rest of your CV. Use Ariel or another clear font style – why not look at Tahoma or Verdana as alternatives.
2. Capitalise and bold your major headings and use bold for any sub-headings
3. Write your name on the top of each sheet you write – do not staple your pages together
4. One font style is enough
5. Be crisp and concise
6. Be appropriate to your situation
7. Make it attractive and appealing to the eye
8. Write in statements – bullet points are most effective
9. Avoid using the word 'I'
10. Use action/power words at the beginning of each statement (See end of this section for examples)

Cv Guidelines Academic

Patrick Vollmar



Cv Guidelines Academic:

The Complete Idiot's Guide to the Perfect Resume Susan Ireland, 2002-12 Includes tips on writing an effective resume creating an accurate yet impressive job statement networking using software programs and other resume technologies and making the most of your experience

The Student's Guide to Career Planning and Employability Liz George, Tom Lowe, 2025-12-12 Ready to kickstart your career The Student's Guide to Career Planning and Employability is here for you Dive in discover your strengths gain new experiences and navigate the job market with confidence Taking you from self discovery to landing your dream job this book will empower you to Uncover and develop your unique talents and skills Start planning early seize every opportunity during your studies and explore exciting career paths Boost your employability with hands on activities and real world experiences beyond the classroom Master job applications write standout CVs and ace those interviews Network effectively and understand how digital tech like AI can help or hinder your job search Learn from real graduates and employers who've been there done that Perfect for university and college students this book is your ticket to making the most of your education and standing out in today's competitive job market Liz George is the Employability Partnership Manager for Arts and Humanities at the University of Southampton Tom Lowe is a Principal Lecturer Assistant Head of School Student Experience at the University of Westminster Student Success is a series of essential guides for students of all levels From how to think critically and write great essays to boosting your employability and managing your wellbeing the Student Success series helps you study smarter and get the best from your time at university

[United Nations Internships: The Complete Guide](#) , This comprehensive eBook helps you perform successfully in the UN Internships selection process It will introduce you to the complex UN System and its approach towards international development it will teach you how to prepare each of the documents required in detail and it will also get you ready for the interview stage Young people around the world look for internships at the start of their professional lives Making a good choice at this time is important for personal development and the future of their careers Selecting an internship at a suitable organization will also influence the possibility of being placed in the labor market and should not be underestimated Our UN Internships eBook will help you with that Without a doubt the United Nations is a prestigious organization due to its fundamental role in maintaining global peace and security and promoting economic social and sustainable development In terms of representativeness and symbolism this mission is enough for a significant number of people to dream about working at the organization In addition the UN provides a series of benefits to assist with their interns development As you read through our UN Internships eBook you will see that the UN System offers internship opportunities for professionals from very diverse academic backgrounds Therefore the chances of you finding a vacancy that suits your profile are very high Nonetheless it is important to be aware that selection processes to become part of an international organization team are extremely competitive and for this reason being well prepared is essential if you want to succeed Our team is certain that you

would like to be among the successful candidates and this is exactly why the OpenIGO Network has put this eBook together to help you secure the internship of your dreams This manual will offer you preparation tips as well as detailed explanations and guidance for each phase of the UN Internship Selection Process it will introduce you to the United Nations which is a complex international organization and its organizational culture and values it will give you detailed guidance on how to prepare your online application provide an insight into where to look for vacancies and get you ready for the competency based interview

The World Bank Group YPP: The Essential Guide João Martins Tude, Tony Lucas Vieira dos Santos, This comprehensive eBook will help you to perform successfully in the World Bank Group YPP 2021 2022 selection process It will introduce you to the complex World Bank Group and its approach towards international development it will teach you how to prepare each of the documents required in detail and it will also get you ready for the interview and Assessment Center Working for the World Bank Group WBG is a dream for many Among the different ways of selecting staff the Young Professionals Program YPP is known as the World Bank Group s most important and prestigious selection process The World Bank Group YPP is an extremely competitive selection process Every year more than 6 000 highly qualified young people from around the world apply for this program but only around 45 applicants are selected each year Being selected for the World Bank Group YPP can change your life forever but this is no easy task In pursuit of its mission the OpenIGO network has prepared the World Bank Group YPP Guide PDF E book to help you perform successfully in the World Bank Group YPP even if you do not have connections or previous experience at the Bank This book will introduce you to the complex World Bank Group and its approach towards international development it will teach you how to prepare each of the documents required in detail and will also get you ready for the interview and Assessment Center It does not matter if you intend to apply now or in five years time this eBook will help you qualify for this important program This eBook was written and revised by a team of Ph D professors human resources specialists and intergovernmental organization staff with a great deal of diligence

African Development Bank YPP: The Essential Guide , This comprehensive eBook will help you to become a young professional of the African Development Bank You will get acquainted with the AfDB Young Professionals Program and learn how to apply for it If you are seeking more information on how to kick start your career with the African Development Bank you have come to the right place Working for an organization such as the AfDB is a dream for many The AfDB combines good remuneration with a wide range of benefits in a meaningful work that can help millions of people improve their quality of life In addition working for the AfDB means having a global career with a global reach in a multicultural and pleasant environment you will be able to construct influential networks and receive encouragement to develop professionally Among the different ways of selecting staff the Young Professionals Program YPP is known as the AfDB s most important and prestigious selection process The AfDB YPP is a highly competitive selection process Every year about 8 000 highly qualified young people from around the world apply for this program but only around 30 35 applicants are selected each year Being

selected for the ADB YPP can change your life forever but this is no easy task In pursuit of its mission the OpenIGO network has prepared ADB YPP The Essential Guide This comprehensive eBook will help candidates navigate through the AfDB YPP s Selection Process In order to start a career with the organization applicants must know what are the existing recruitment initiatives their eligibility criteria and different stages of the AfDB YPP s selection process as well as have a broad understanding of the culture and values of this complex international organization This book was written and revised by a team of professors human resources specialists and intergovernmental organization staff with a great deal of diligence

Building Your Academic Career Rebecca Boden,Debbie Epstein,Jane Kenway,2007-01-30 Building Your Academic Career encourages you to take a proactive approach to getting what you want out of academic work whilst being a good colleague We discuss the advantages and disadvantages of such a career the routes in and the various elements that shape current academic working lives In the second half of the book we deal in considerable detail with how to write a really good CV r sum and how best to approach securing an academic job or promotion

The Global Resume and CV Guide Mary Anne Thompson,2000-10-17 Commerce has gone global and so have careers If you want to capitalize on rapidly expanding opportunities outside your native land this unique comprehensive guide gives you the knowledge you need to make your very best impression anywhere in the world Experts from more than forty countries from Argentina and the Baltics to Saudi Arabia Thailand the UK and the US share cultural do s and don ts business practices and job hunting tips and help you create a winning resume tailored to the specific requirements of your target nation

BOOK JACKET

The Physician Scientist's Career Guide Mark J. Eisenberg,2010-10-14 The Physician Scientist s Career Guide provides a complete guide to having a successful career as a Physician Scientist Filled with first hand experiences and practical advice it guides readers through each step of this career path from choosing a degree and training program to navigating the tenure track and through the intricacies of applying for and obtaining funding The volume is unique in that it provides an overview of this entire career path allowing readers to envision and prepare for their futures The Physician Scientist s Career Guide fulfills a unique and crucial need and will be an invaluable guide for medical students fellows and newly appointed faculty members interested in a career in research

The Anesthesiology Resident's Guide to Gaining Employment Antonio T. Hernandez Conte,1996

A Wo/man's Guide to Academe Martha Tolpin,1981

Intercultural Application Guide for Work and Studies in the USA Michael Bernhard Hinner,2005 This application guide explains how one applies for work and studies in the USA and why typical German application documents and behavior could result in a rejection While this guide is primarily directed at students anyone seeking employment in the USA might find useful information and tips in this work In addition to describing all phases of the entire application process this guide also presents examples of all application documents including letters of recommendation acceptance and rejection

Resumes For Dummies Joyce Lain Kennedy,2000-05-15 Dummies keep getting smarter That s why we ve updated Resumes For Dummies 3rd Edition to keep you one step ahead for

the 21st century Starting with all the tips and tricks you ll need to showcase your skills and abilities on paper this edition also takes you into the world of the cyber resume Recent grads and veteran workers alike can benefit from the strategies worksheets and sage advice from author and nationally recognized careers expert Joyce Lain Kennedy Whether you re sending online or off you ll find out how to create resumes that dazzle with a strong first impression and leave a lasting impact with potential employers From choosing the right resume style to putting the right spin on employment gaps lack of experience or frequent job hopping Resumes For Dummies 3rd Edition brings you up to speed with everything you need for finding the right job in today s market **Insider's Guide to Graduate Programs in Clinical and Counseling**

Psychology ,2010 How to Prepare Your Curriculum Vitae Acy Jackson,Kathleen Geckeis,2003-03-22 The curriculum vitae a resume of educational and work background is essential for undergraduates applying to graduate and professional schools Now revised and updated How to Prepare Your Curriculum Vitae helps readers to analyze their academic career and create the best academic resume possible Features A new chapter on crafting international CVs Sample CVs including scannable and international Extensive appendix material with a comprehensive list of action verbs and a bibliography of style books and manuals Academic's Support Kit: Building your academic career Rebecca Boden,2005 **A Guide to Obtaining a**

Psychology Internship Edwin Inglee Megargee,1990 The Pharmacy Professional's Guide to Résumés, CVs & Interviewing Thomas P. Reinders,2006 CD ROM contains Text excerpts and sample documents *Guide for the Care and Use of Laboratory Animals* ,1985 **Insider's Guide to Graduate Programs in Clinical Psychology** ,1994 **Pharmacy Student Survival Guide, Second Edition** Ruth E. Nemire,Karen L. Kier,2009-06-05 The book every pharmacy student must own Pharmacy Student Survival Guide is a one of a kind roadmap for excelling in pharmacy practice courses A combination calculations kinetics drug information medical terminology and laboratory data book all in one the Guide helps you organize case information improve problem solving skills learn terminology and impress faculty during rounds Pharmacy Student Survival Guide is presented in three sections that span the entire pharmacy curriculum Systems and Expectations covering ethics communication monitoring drug therapy and regulatory agencies Patient Care Tool Box covering medical terminology pharmacokinetics laboratory data and physical assessment Topics in Pharmacy Practice covering Drug Information and Drug Literature Evaluation Community Ambulatory Care Institutional Pharmacy Practice Public Health Reducing Health Disparities Through Domestic and Global Outreach to the Undeserved Valuable for both introductory and advanced practice course Pharmacy Student Survival Guide is a book you will turn to throughout your entire pharmacy education

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