



## Academic CV and Covering Letter

Guidance on producing an academic CV and covering letter.

### Academic CV

The headings below describe the typical content of an academic CV.

#### Education

- Your PhD, first degree and Masters, if you have one
- Probably no need to list school qualifications, but if you do, put those that counted for entry to higher education only.
- For your PhD you should summarise your research to date, include the names of your supervisor(s) and details of any funding obtained. If you have a viva date or target submission date note that.
- Title, grade achieved and dissertation title may be enough for Masters and first degrees.
- Give more about courses taken if they can demonstrate a wider subject knowledge that could be of use if applying for a teaching post.

#### Experience (Research)

- If you are including this section you may want to give full details of your PhD research here and only dates, title and supervisors under the education section.
- Include any research experience in addition to your PhD, e.g. research assistant or technician.
- Give details of subject area if relevant, methodology or technical skills.
- Mention any funding obtained, supervisor / research leader.

#### Experience (Teaching)

- Provide details of any tutoring, demonstrating or lecturing.
- Mention courses taught and level, e.g. Sociology 1 or Cell Biology 2.
- Show involvement with developing courses, marking and assessment.
- For a teaching application, could discuss teaching methods and philosophy, and any feedback received.
- Invited or guest lectures could be included.





### **Additional experience**

The focus should be on your research and / or teaching experience but you may wish to include briefly other work that can:

- Demonstrate the skills being sought for the job.
- Show you can successfully manage work and study.
- Fill any chronological gaps in your history.

### **Experience (administration)**

- Use to demonstrate that you will be a good colleague, willing to make a contribution to the administrative work of the department.
- List any administrative experience you have such as helping to organise a seminar programme or conference or committee membership.

### **Publications and presentations**

You can include this as a section in your CV or as an appendix. Published, peer-reviewed publications or monographs will often hold the most weight but early on in your career you will mention other things as an illustration of your research activity and impact.

- Peer-reviewed publications.
- Contributions to books chapters.
- Book reviews.
- Can include those accepted for publication but not yet published.
- If this section is a bit slim you could include submitted articles to show your intention to publish.
- Inclusion in conference proceedings.
- Presentations or posters at conferences. Mention if these have been invited presentations.

### **Interests / other activities**

This section is not essential in an academic CV but could be used to include:

- Positions of responsibility that demonstrate some of the skills the employer is looking for that have not been covered elsewhere





- Leisure pursuits that say a bit about you, but only very brief details.

## References

When applying for advertised jobs, you will usually be expected to provide full contact details (name, relationship to you, address, e-mail and telephone) for 2 - 3 referees at least one of whom will be your PhD supervisor.

- Think carefully about who you ask to act as a referee. It can be useful to have someone who is well-known in your academic field but only if they know you well and can comment positively on your abilities!
- Make sure you brief your referees well on what you are applying for and give them an up-to-date copy of your CV to ensure they are aware of all the contributions you have made to your department / research area.

## The covering or supporting letter

This is your opportunity to show your motivation for the position and demonstrate that you meet the person specification for the job. A covering letter shouldn't generally be longer than one page (unless it is in the form of a supporting statement of application) and should if at all possible always be addressed to a named person rather than 'Dear sir or madam'.

You should use your covering letter to address:

- Why you are interested in this particular institution and department / research group - they want to know that you are genuinely interested in working for them and are knowledgeable about the teaching (if relevant) and research interests of staff within the department.
- Why you are interested in this particular position and how it fits in with your career plans.
- What you have to offer in terms of research and / or teaching experience, qualifications and skills - use good examples to back this up.
- Your ideas for the future in terms of research direction, and potential to attract funding and publish - particularly important for research-only jobs or teaching jobs at research-intensive universities.

You don't need to repeat your CV, but you should draw attention to key points to encourage the employer to read it.

