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**Academic CV and Covering Letter**

Guidance on producing an academic CV and covering letter.

**Academic CV**

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| 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. |

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| **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. |  |

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| **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. |  |

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| **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. |  |

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| **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. |  |

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| **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. |  |

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| **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. |  |

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| **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. |  |
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**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.