

EXAMPLE CV LAYOUT:

Name

[Clearly at the top of the page – you don't need to have "Curriculum Vitae". First name followed by family name].

Contact details

Home address, telephone/mobile and email address (but not a jokey/informal one – change it if necessary).

Academic CVs often include a University address and telephone number also.

Research interests

Brief synopsis, tailored to the position you are applying for, explaining your current interests and future research plans; summarise what you can offer and your career objectives. Make it focused and avoid vague statements. You can explore this section further in your covering letter.

Education

Dates (expected submission dates, if necessary)

PhD title

Institution

Supervisors (including their position or interests)

Key features of work undertaken (attach appendices with detailed information if relevant to position)

Dates Master's degree title (if applicable)

Institution

Grade

Key features (if applicable)

Dates Bachelor's degree title

Institution

Grade

Dates A levels (including grades)

Previous qualifications can be summarised.

Include other relevant qualifications (teaching etc).

International school qualifications may need a brief explanation if you are applying to employers outside your home country. Academic prizes and awards can also be included in this section.

Publications

List and reference fully, group into sections if necessary, e.g. journal articles, edited volumes, monographs. Include items currently in press, with expected publication dates.



Work experience

May be ordered chronologically (most recent first) or can be grouped to emphasise the most relevant to your application. For example, this section could be split into “teaching experience”, “research experience”, “administrative experience”, “relevant work experience”, “other work experience” or “voluntary experience”.

When describing your experience, use active words, include achievements and emphasize the relevant skills you developed. Give details of work done within particular roles that is relevant to the job description and person specification.

Dates	Employer name
	Job title
	Description (tailor to highlight elements relevant to position applying for)



Professional memberships

(If applicable)



Technical / other skills

(If applicable)



Conferences

Dates	Title
	Details of papers given or sessions organised / chaired



References

It is normal to list two academic references and one non-academic reference. Include name, relation to you (e.g. supervisor), address, contact number and email address.

Appendices

Attach extra information, if relevant, such as research proposals, publications, awards etc.

