

## Example CV8: A template for a good academic CV (Four core examples available in *The Graduate Career Guidebook*)

CVs for research or teaching roles within academia generally have a third page, which typically list the publications you've worked on and any conferences you've attended. An academic CV format is shown below.

**John Smith**

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### Education

<b>'16– Present</b>	<p><b>Name of university, title of PhD, supervisor's name and submission date</b></p> <ul style="list-style-type: none"> <li>Briefly outline your thesis relating it to the post you're seeking. Mention any relevant collaboration with academic departments and industry.</li> <li>Consider bullet points to highlight key points.</li> <li>Keep things short and easy to read in a rush.</li> </ul>
<b>2014–2016</b>	<p><b>Name of university, title of original postgrad qualification (if you took one) and grade</b></p> <p>Outline modules and/or dissertation relating it to the post-doc vacancy.</p>
<b>2011–2014</b>	<p><b>Name of university, title of undergraduate qualification and grade</b></p> <p>Outline modules and/or dissertation relating it to the post doc vacancy.</p>
<b>2004–2011</b>	<p><b>Name of Secondary School and the town/city</b></p> <p>Briefly list your qualifications and grades (summarise your GCSEs).</p>

  

### Research interests

A couple of paragraphs on your research interests (linking them to the vacant research post).



Carry on outlining your research interests (linking them to the vacant research post).

## **Relevant Experience**

**Summer 2017**      **Role title**  
**Name of department and university**  
Provide a brief synopsis of your research, teaching and administrative responsibilities. Outline what the work involved and what you achieved. For example, describe any novel approaches you applied and any publications you were involved with. Focus on the technical and transferable skills you gained that are relevant to the job you're seeking.

**Summer 2016**      **Role title**  
**Name of department and university**  
Provide a brief synopsis of your research, teaching and administrative responsibilities. Outline what the work involved and what you achieved. For example, describe any novel approaches you applied and any publications you were involved with. Focus on the technical and transferable skills you gained that are relevant to the job you're seeking.

## **Additional Experience**

**Summer 2015**      **Role title, Name of organisation**  
Briefly describe previous jobs outside academia relating them to the role you're seeking, especially the requisite transferable skills

**May '13- June '14**      **Role title, Name of organisation**  
Briefly describe previous jobs outside academia relating them to the role you're seeking, especially the requisite transferable skills



## **Publications**

- List any publications to which you've contributed
- Include journal articles, conference papers, presentation and work in progress etc.
- Use the Harvard System to reference

## **Conferences and Courses Attended**

- List any conferences you've attended outlining where and when they were held and any contribution you made

## **Professional Memberships**

## **Interests and Achievements**

## **References**

First Reference  
Research Supervisor  
Full name and title  
Address  
Phone number  
Email

Second Reference [Another academic,  
preferably in a field related to the position  
you're applying for]  
Full name and title  
Address  
Phone number  
Email

You may also want to attach a synopsis of the work carried out on your PhD