



## Academic CV Checklist

### *The content*

**Have you used section headings that will help the employer to see your relevant work or study experience easily?**

For example, headings such as research experience, teaching experience, academic service (or administration).

**Is your information presented in the right order?**

For example, research experience and skills first if that is the focus of the job, or teaching experience and skills first if that is what the employer is most interested in.

**Have you demonstrated your impact by having separate sections for achievements such as publications, funding awarded, conference presentations?**

Include any competitively awarded funding such as for travel to conferences, scholarships, small grants.

**In your publications section, have you included publications that have been submitted or that are under review to show your potential?**

This should be clearly noted so the employer knows they haven't yet been published.

**Have you included public engagement, knowledge exchange, or commercialisation experience?**

This will demonstrate your ability to communicate your research outside the academy and gives further evidence of your impact.

**Have you provided enough detail of your experiences as appropriate for the role?**

For example, for a teaching post giving detail of the level of teaching (undergraduate, Masters, PhD supervision), type (lecture, tutorial, demonstrating), breadth of subjects taught, and any experience of online learning. For research, have you talked about your interests, as well as methodology and approaches if this is relevant?

**In your education section, have you limited this to higher education qualifications only? And for your PhD have you provided the name of your supervisors/s or external examiner if they are known in your field of research?**

Employers are unlikely to be interested in qualifications gained pre-higher education so only mention your degree, and post-graduate qualifications. Give detail of your PhD thesis if you haven't already covered this in a research interests or experience section.

**Have you included details of your contribution beyond research and teaching which shows your willingness to contribute to wider activities of your institution or field?**

This could include things such as academic committee membership, conference or seminar organisation.

### ***The basics***

**Is your formatting consistent?**

For example, do you use the same font size and highlighting for section headings.

**Is your CV clear and easy to read?**

There shouldn't be any big chunks of text, instead use very short paragraphs or bullet point lists.

**Is your CV the correct length?**

While academic CVs are normally longer than 2 pages you should aim to describe your experience in enough detail to make an impact without it being overly long. Long lists of publications and conferences are expected as you progress an academic career.