

Hybrid CV - Example only

Name

(Centred, bold and approx. size 14 – make 'You' stand out on your CV)

Address (run your address along one line, don't use bold and use smaller text size than name).

Email, Mobile, LinkedIn etc. (as per address above).

Commented [BC1]: This is just an example of how you can layout the first section of your CV. Whatever you do, make 'You' clear and how to contact you easy to decipher.

Career Profile (optional – does it give a strong positive impact? Have you tailored it to the role? How will you write about 'you' i.e. first, third or passive tense? Whatever you do here must be reflected throughout your CV. For example; 'Focussed on developing a ... career within the ... sector. Key skills and experiences drawn from and enhanced through higher study, research and previous employment include... Particular interest in (organisation)... due to world leading research and development capability.....')

Commented [BC2]: Suggest: either bold or underline, but not both, for a heading as it can look very heavy.

Education (is this the most important element of you for this role? Is it your PhD and the rest of your education that you need to showcase first? Should it be your Employment History here instead? Remember, page one is the most important page of a 2 page CV, what do you need to draw your potential employer's eye to first, just in case they don't get to page 2? Know the job description and the person specification)

PhD University of Exeter **Date**

(What is it about your PhD you want to showcase? E.g. research discipline, topic, skills, experiences etc.? What will help you meet the job description and person specification? Remember, you can use short sentences and bullet points to help you keep your message clear and on point).

Commented [BC3]: Try to get an even balance across the page so that you utilise the white space well. Keep continuity throughout your CV – remember visuals are important and first impressions count.

MSc/MA/MRes/MPhil University **Date**

(What is the most relevant aspects of previous study that you need to showcase here and below? Should you say less or more than your PhD section?)

Commented [BC4]: You don't have to lay out your CV in this order, but ask yourself, what's the most important element you want a potential employer to read first – course, university or date?

BA/BSc University ... **Date**

Employment History

(What is the most relevant experience you need to draw the eye of the employer to? Here you can use different headings to help you tailor your CV, see below. If you split employment history into 'Directly Relevant' and 'Additional Experience', make sure you put your experience in each section in the order of most recent first).

Directly Relevant Experience

Role Employer's name **Date**

(Consider what responsibilities and skills you've developed through this/these experiences, how they match what is sought by the employer? How will you lay out your experience and skills to make the most of them and the space you have? Consider a short lead in sentence followed by bullet points that show case both experience and evidence and how you've developed/used those skills successfully. There's one thing in making just a claim but there's more power in evidencing your claim with real experience and skills).

Commented [BC5]: If you have used bold for main headings, you can try using underline for subheadings to help clearly identify each section and subsection.

Additional Experience

Role Employer's name **Date**

(Have you gained key transferable skills and experiences from this/these roles? Lay them out as you've done above).

Commented [BC6]: Break these into separate sections.

Voluntary Work/Sport/Extra-curricular Activities

Role Organisation **Date**

(Stop and think about your life outside of your PhD and employment, what else will showcase to an employer that you have the potential to carry out competently the role they need filling? Remember, short sentences and bullet points can help draw the eye to the key message you are trying to make).

Use these sections to help convey the right message about you in relation to the role. Some people have gained more directly relevant experience or skills from voluntary work than from employment. If this is the case for you, then consider whether voluntary work should go before your employment section or within it. If you put it inside, you will need to consider a more suitable main heading e.g. 'Directly Relevant Experience' which will allow you to mix both paid and unpaid and then 'Additional Experience' and remove 'Employment History'. You may wish to indicate which is voluntary and which paid experience).

Unless specifically requested, you should not include your referees' details, but always remember to check whether your potential referees are happy to write a reference before you put their names forward in the application process. Ensure to keep them up to date with what is happening.