



CVs for Postgraduates & Researchers

Preparation

Who is going to be reading this CV? Who is your target?

Focus on what you think the employer really wants to know about you, and make sure you use an appropriate format depending on whether you are applying for academic roles or for jobs in other sectors. For each individual job opportunity, you will need to tailor your CV in order to demonstrate your skills that are most appropriate for the role you are applying to.

Research the role

What are the requirements? What specific skills and experience are outlined in the vacancy advert and job description? Visit the employer's website and explore their areas of research, their mission statement, and any similar roles. Search the internet for further information. Social media can be a useful research tool. You should consider connecting with current employees on LinkedIn and searching for Twitter accounts such as departmental news feeds.

Consider your skills and experience

Consider how your skills, experience and research match the job description. Map out your most relevant examples — where you have demonstrated these requirements — and review your information to decide which key aspects to focus on and which information you could exclude.

Applying as a Postgraduate for Academic or Non-Academic Roles

Academic roles

Virtually all academic CVs are built around **research, teaching and administration**. Focus on your subject specific educational achievements, your past, current and future research interests, include an extract from your PhD, outline any work that you have had published. Demonstrate your research skills (academic roles typically require research at post grad level and increasingly PhD). Outline any teaching carried out. Also cover admin activities, any awards achieved, conference involvement and other activity demonstrating professional standing. Include relevant training and other professional development activities.

An academic CV is generally based on a chronological CV format. Such CVs, however, can often be much lengthier than a conventional CV — usually because of supporting information related to your research, publications and experience. Whereas for a non-academic CV two pages is standard, a five page CV is not unusual for an academic.

Applying as a Postgraduate for non-academic roles:

- **Roles related to your subject:**

Using your specialist subject, focus on your subject specific achievements, ability to achieve results, your education, any projects and resources managed, relevant techniques and knowledge as well as transferrable skills such as teamwork, problem solving and creativity relevant to the role. Refer to the chronological CV template in our CVs and Covering Letter guide.

- **Roles not directly related to your subject:**

Focus on your key transferrable skills that are appropriate to the role, particularly highlighting achievements. Avoid over technical descriptions relating to your studies if it is not directly relevant to the role.

A Key Skills CV (refer to our CVs and Covering Letter guide) can be particularly useful in these cases. A Key Skills CV allows you to highlight your relevant skills that are appropriate to the role rather than focusing on work experience that is not directly related to the role.

Further Resources:

- Vitae.ac.uk has some helpful examples of CVs for post-graduates, academics and those applying for a Masters: [vitae.ac.uk](https://www.vitae.ac.uk)
- Examples of CVs available for post-graduates: [jobs.ac.uk/careers-advice/cv-templates](https://www.jobs.ac.uk/careers-advice/cv-templates)
- Advice on careers options and career planning: [jobs.ac.uk/careers-advice](https://www.jobs.ac.uk/careers-advice)

Careers & Employability Support

The Careers & Employability Service offers a range of application support to Manchester Met students and graduates:

- **Career Consultant Appointments:** Book an appointment with a Careers Consultant who can give you one-to-one feedback on your academic CV. To book an appointment you can call us on 0161 247 3483. For non-academic CVs please use our Jobs Hub drop-in.
- **Jobs Hub drop-in:** Available Monday-Friday 1pm-4pm, our Careers & Employability Assistants are available to offer non-academic cv, job-seeking and application advice.
- **Careers Events:** Meet employers and enhance your employability by attending our workshops, employer events and careers fairs.

Example Academic CV template

*These subheadings are indicated as guidance only. There is no set academic CV layout, it is ultimately up to you and the most imperative aspects of your career that you wish to highlight to a potential employer. However, the key elements potential employers look for are **Research, Teaching and Administration**, so these three elements should definitely be prioritised and included in all academic CV's.*

Name

Address (optional)

Contact details (including telephone contact number and email address)

Personal Profile (optional)

If you choose to create a personal profile this should generally only be kept to a few lines. It should follow the formulae of introduction (stating your current position), skills/experience/knowledge you have relating to the position you are applying, and actually stating what role you are applying for.

Education

State in reverse chronological order. Highlight any elements of your PHD or research which are relevant to the post you are applying.

Employment

Write in reverse chronological order, job title, organisation and dates (only month and year necessary). Include jobs you did as a student only if they are relevant to your application. Do not write a job description unless the employment is directly relevant to the post you are applying for.

Research

Briefly summarise details of current research and names of supervisors. State how you evaluated and selected the appropriate approach to identify key features of the research.

Teaching

Give details on any teaching experience (paid and unpaid) as well as class size, level of study, lectures delivered and organisation of any teaching materials.

Administration

State your involvement in any marking or assessments, writing up research, involvement in other's research proposals and organisation of conferences.

Future Research Interests

Use this heading to identify where you would like your research interest to go.

Additional Qualifications

State any relevant additional qualifications you have such as formal teaching qualifications.

Professional Development and Conferences Attended

Include details of any relevant training courses attended such workshops, conferences and residential courses.

Funding and Academic Awards

Mention if you have secured any funding or scholarships as well as any academic awards won.

Professional Organisations

State which professional bodies you are a member of and include date membership started.

References

Usually three references. One will most likely be your PhD supervisor (if applicable). Make sure you use referees who can comment on your research interests or teaching experience or both and also consider using others from placements and or other work/employment history to provide a different perspective on your skills.