

CV Guide for PhD and Postdoctoral Researchers: Tailoring your CV for the Role.

This guide is designed to help you to:

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This guide also contains the following tools and samples:

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Before putting pen to paper.... Have you done your homework?

Pre-Application Research for Academic Roles

For an application to be successful, you really need to gather as much information as possible on the institution, department and role in advance. In particular, you need to find out about the specific requirements of the post (not always in the job spec!), how your experience would complement existing activities and how well the role will help you to achieve your personal goals and ambitions.

In order to write a winning application, the following questions are important to answer:

- What are the requirements of the post?
- Which requirements are most heavily weighted in terms of importance (e.g. teaching, research or enterprise experience)?
- In terms of teaching, what are the department's current undergraduate and postgraduate courses? Where would you fit in?
- Would you be willing to teach a variety of courses, perhaps outside your area of specialisation? Where could you make connections with other departments or institutions?
- How productive and distinguished is the department by reputation? How do they fare on research and quality ranking tables?
- What are their major recent publications?
- How often and in what books or journals are they publishing?
- What is the workload? (Contact hours? Additional duties? Administrative support?)
- What is the culture of the organisation and/or department?
- Where would your experience fit in with the current teaching and research programme?
- What do you want from this position?

The answers to these questions can be found through a combination of web research (first port of call), pointed questions to the nominated contact on the job advertisement and informal conversations with network contacts in that institution/department.

Don't underestimate the potential value of people you meet even once-off at conferences or seminars (most people get their high-value post through a "weak tie" connection). With social media, it's easier than ever to stay in touch and maintain far-flung connections. Your supervisor might also know about your targeted institution, so ask! You could also reach out and organize a visit and informational interview. There is a guide to informational interviews in the References on page X.

By the way, when a member of staff is named as the nominated contact for informal queries on a job specification, it is a good idea to reach out and make contact. It conveys genuine interest and could help you at the shortlisting stage.

Academic CV

Consider the following guidelines on each aspect of your academic CV.

Length	The length is not a concern – there is no “2-page rule” as with other job applications. An application for a junior academic post may be four pages long or more depending on the number of publications, conferences presentations and so forth. The detail is highly relevant.
Style	An academic CV is written in the same style as other CVs. For example, roles are described in bullet points opening with action verbs. In an increasingly competitive job market, it's becoming more necessary to emphasise achievements rather than just describe duties and responsibilities.
Chronology	Similar to other CVs, academic CVs should list roles in reverse chronological order within each section.
Supplementary Information	Your CV may be accompanied by many forms of supplementary information as part of the larger application for an academic post, including a Statement of Teaching Philosophy, Statement of Research Interests, Proposed Module Descriptor, Teaching Video, Dissertation Summary, Writing Sample to name a few of the more usual forms of supplementary information (in addition to References and Cover Letters).

Organisation

The content of an academic CV would typically be organised under the following headings*:

- Personal details
- Education
- Publications
- Presentations
- Awards/Fellowships/Scholarships
- Teaching Experience
- Research Experience
- Conference Participation
- Relevant Skills (e.g. languages, computers)
- Other Work Experience
- Professional Membership
- Referees

*The presence and sequence of headings will vary according to the experience of the candidate and the nature of the post.

So you must match the size and detail of various sections to the priorities of the job description.

Generally it's a good idea to ensure that any significant “gaps” in education and/or employment history are accounted for somewhere on the CV without going into unnecessary detail.

See the following table for guidance on how to write each section of your academic CV:

Personal	• Use your name – not “Curriculum Vitae”. If your name has changed, put
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Details	<p>former name in brackets.</p> <ul style="list-style-type: none"> • It is normal to add your qualification to the heading in the US – less so in Ireland and UK (i.e. Firstname, Secondname, Qualification). • Locate your personal details on or near the heading. • Use your home address if possible or reliable alternative. • Also include permanent email, phone number and nationality and/or work authorisation.
Education	<ul style="list-style-type: none"> • Give the most space to your recent education for academic applications. Include dates, qualification, supervisor, dissertation, papers and awards. • Include the qualifications under the relevant institutions. • Give the final results of your first degree. • International students should interpret grades, e.g. indicate range of scores and size of class –explain differences in how subject was taught and assessed. • It is typical to omit second-level qualifications. If you have a skill that you haven't used since second level, put it in "Additional Skills" section.
Publications	<ul style="list-style-type: none"> • Vital component of academic CV - if you have them, flaunt them! • Quantity and Quality (of publications) will be assessed. • For a junior post, some publications must be "in motion" at least. • Publications should be listed in the same style as in a footnote or bibliography. • If only one or two (or no) published items in progress, you can list them and indicate their status. The levels are: <ul style="list-style-type: none"> ○ "in preparation" ○ "submitted" ○ "under consideration" [i.e. sent for peer review] ○ "accepted by ..."; ○ "forthcoming" • You will be questioned about publications at interview – if you say "in preparation", be prepared! • If all of your publications are "in preparation", your referees may be contacted to confirm that they are of publishable standard. A writing sample is usually requested in the USA.

Awards/ Fellowships/ Scholarships	<ul style="list-style-type: none"> • Awards or any funding secured merit serious consideration - include any prestigious award offered but not taken up. • Mention any application that is currently under consideration. • State funding body, terms, duration and amount: <ul style="list-style-type: none"> ○ E.g. “IRCSS funded fees and €12,000 stipend” • If an award is unfamiliar to the reader, indicate the level of competition: <ul style="list-style-type: none"> ○ E.g. “one of six recipients selected from 3000 applicants” • Mention any competitive support secured in own name, even if it’s modest (e.g. to attend conference or visit archive – this shows that your research has been deemed worthy of support).
Teaching Experience	<p>Quantify and describe your experience:</p> <ul style="list-style-type: none"> • How many students in a class? • What year of study were they? • How many hours a week over how many terms? • If you have taught lecture courses/seminars/tutorials, what did you cover? What approach did you take? <p>How can you demonstrate achievement?</p> <ul style="list-style-type: none"> • Were you invited back? • How did your students perform? • Did they provide favourable feedback on your teaching?
Conference Participation	<ul style="list-style-type: none"> • Presentations given at conferences/meetings/seminars show commitment in absence of publications. • Conference presentations can sometimes be published. • Mention the conferences and seminars at which you have spoken and give the titles of the relevant papers in bibliographical form. • Mention also any experience you have of chairing a session, or organising a panel or conference.
Relevant Skills	<p>In research, relevant skills can include:</p> <ul style="list-style-type: none"> • IT/web/cataloguing facility • Laboratory skills/techniques • Field techniques • Survey methodology • Specific statistical packages, e.g. SPSS • Languages <p>Include training for relevant skills if they are at the appropriate level.</p>
“Other” Employment/ Experience	<ul style="list-style-type: none"> • Non-graduate roles are unlikely to interest an academic reader. • Include name of organization and dates only to account for a possible gap (1 year +) in employment history. Don’t provide detail on irrelevant roles. • Relevant voluntary experience is of interest. Experience of organising

	academic-related societies is also useful – so give details on these.
Interests	<ul style="list-style-type: none"> • Include only if helpful (it may demonstrate a skill now shown elsewhere on the CV). <ul style="list-style-type: none"> ○ E.g. team activity may transfer well to research group ○ E.g. sports coaching may show a commitment to teaching • Choose sub-headings relevant to job, e.g. Public Speaking. • Indicate scope of activity, your contribution and results achieved. • Be concise!
Referees	<p>Who is the ideal referee?</p> <ul style="list-style-type: none"> • The ideal referee knows your work, values your work and is eminent in their field. • For supervisor there is a “please do not contact” option. • MPhil/PhD examiners if independent scholarship is valued <p>How many?</p> <ul style="list-style-type: none"> • Two referees is enough, but up to four is acceptable. • Cultivate expert referees through networking activity. • Send referees your application material for each job.

Stephanie Barron

Address: Bru na Laoi, Middle Glanmire Road, Montenotte, Cork, Eire

Telephone: (021) 4365555 or (087) 2333665 Email: sbarron@gmail.com

Education

University College Cork 2012–Present
PhD in 18th Century French literature

Funded by the Irish Research Council for Humanities and Social Sciences

Supervisor: Dr. Cynthia Conway

Thesis: “The physiognomy and facial expression of female characters as described in French Literature 1747-1781”

University College Cork 2011- 2012
MA in French Literature First Class Honours

Supervisor: Dr. Cynthia Conway

Thesis: “The role of women in 19th Century French Literature”

National University of Ireland, Maynooth 2008- 2011
BA in French and English 2nd Honours 1 (68%)

Scholarships / Awards

- Government of Ireland Scholarship from the Irish Research Council for the Humanities and Social Sciences (IRCHSS) 2011-2012
- Postgraduate Scholarship from University College Cork 2011-2012
- Faculty of Arts UCC Postgraduate Scholarship Merit Award, 2012
- Commendation award in Sinclair French Postgraduate Prize, 2012, the only student in Ireland to have received an award from this competition to date
- Awarded the Title of College Scholar from National University of Ireland, Maynooth upon completion of my Bachelor of Arts Degree, 2011
- Undergraduate Scholarship from NUI, Maynooth, 2009-2010.
- Entrance Scholarship from National University of Ireland, Maynooth, 2008-2009

Publications

- Barron, Stephanie “The development of realism in 18th-century French portraiture”, under consideration for inclusion in the Journal of the Eighteenth-Century Ireland Society 2016
- “Ideas of Beauty in late 18th-century French fiction” received a Commendation award in the French Sinclaire French Postgraduate Prize Competition, 2012

Conferences / Presentations

- Paper entitled “Voltaire’s Legacy to Social Realism” at the Graduate School College of Arts, Celtic Studies and Social Studies Postgraduate Conference at University College Cork, 8th Nov 2016
- “A Feminist Critique of Voltaire’s ‘L’Ingénue’” at a Departmental Postgraduate Symposium, University College Cork, June 2013

Teaching Experience

Dept. of French, University College Cork

Sept 2012-Present

Teaching Assistant

- Selected by the Head of the French Department to teach the first year literary seminar in for the past three academic years, on her behalf
- The seminar, entitled “18th Century French Literature, History and Thought” was the most popular choice amongst students and was over-subscribed each year.
- Taught core module of the Masters Degree programme in French and Comparative Literature
- Provided an analysis of the novels of 'Rousseau from 19th- century feminist perspective'

Administrative Experience

Special Language Demonstrator, The Language Centre, UCC

Dec 2009-Present

- Organise and coordinate the Centre’s Summer School Social Programme, arranging activities, tours, visiting speakers & workshops
- Manage Social Programme budget
- Organise home-stays for visiting students and manage their stay
- Design and circulate Homestay Newsletter and other promotional material
- Liaise with students offering guidance on effective language learning through the recommendation of resources to suit both French and English study needs
- Responsible for registration of new students and keeping records of their membership fees and renewal dates.
- Invigilator duties for Cambridge exams
- Contributed to Language Centre’s business plan
- Supervise junior staff members

Conference Organisation

- Member of organising committee for the ADEFFI (Association des Etudes Françaises et Francophones d'Irlande) conference held at University College Cork, 10th Oct the 2013

Professional Skills Training

- Attendance at Departmental Research Seminar Series, *Jan - May 2014*
- Professional Training for Postgraduate Researchers in the Humanities, *Jan – April 2014*
- Awarded a certificate for successful completion of PATHS (Postgraduate Training in the Arts, Humanities, Commerce and Social Sciences); panel-based research seminars held at University College Cork. Required the submission of a Research Learning Journal (approximately 4,700 words). Oct 2012- Feb 2013

Additional Employment

- Translator (Freelance) with Eurotext Agency, Pearse Street, Dublin (2012-Present)
- EFL Teacher, Cork Language Centre, Wellington Road, Cork (Summer Schools 2013, 2014)

Voluntary Work

- Interpreter/English Teacher, National Asylum Seeker Centre (2011-Present)
- PRO of French Literature Society, UCC (2014, 2013)
- Fundraised for Serve in 2013. Organised community events and requests to businesses. Funds raised exceeded €4,000. Also fundraise for SHARE at Christmas for the past 10 years.

Referees

Professor Grace Newman, Dept. of French, UCC, Western Road, Cork
Phone: 021-49025xx Email: g.newman@ucc.ie

Dr. Colm Manway, Dept. of French, NUI Maynooth, Co. Kildare
Phone: 021-49536xx Email: c.manyway@nuim.ie

Michael Ross

43 Dawn Road, Cork, Ireland T: +353-21-9483736 E:m.ross@ucc.ie L:<http://tinyurl.com/ly8b7ou>

EDUCATION

- PhD, Dept. of Genetics, University College Cork, Ireland 1997-2002
- Diploma in Biomedical Methods, College of Medicine, University of Wales 1997-1998
- BSc Genetics (1H), Cardiff University, Wales 1993-1997

RESEARCH EXPERIENCE

Dept. of Genetics, University College Cork, Ireland 2005-2013

Postdoctoral Researcher

Project: "An Investigation of the role of epigenetics in neoplasia" - Funded by Health Research Board

Supervisor: Professor Jonathan Moore

- Highlighted a link between Mbd2 and Kais genes and intestinal inflammation, indicating that the immune system may play a significant role in the colorectal cancer phenotype
- Awarded a Cork Cancer Research Award for setting up a collaborative project to investigate the role of probiotics in suppressing the inflammation

Murdoch Children's Research Institute (MCRI), Sydney, Australia 2002-2005

Research Fellow

Project: "Identifying novel genes for mitochondrial disorders" - Funded by National Health and Medicine Research Council, Australia, Supervisor: Professor George Larrson

- Contributed to a team investigating causative mutations in a panel of 10 unrelated individuals with an OXPHOS Complex 1 disorder
- Personally completed a molecular analysis of these patients and characterised a balanced translocation in one patient in particular
- Identified a new splice variant of the NGL-1 gene and added novel sequences to GenBank

Biosciences Institute, University College Cork, Ireland 1997-2001

Graduate Researcher

Project: "Molecular and functional analysis of the role of TSC1 and TSC2 tumour suppressor genes in sporadic renal cell carcinoma or glial/glioneuronal tumours", Supervisor: Professor Julian Smith

FUNDING

- Lead Researcher for Health Research Board, Ireland Fellowship - €50,000/year
- Secured Tenovus PhD Studentship €90,000/3 years
- Won Cancer Research Ireland Development Fund €5800/year - for probiotics research
- Awarded two externally reviewed MCRI project grants, amounting to \$68,000AUS/year
- Shortlisted for an applied Biosystems Taqman Grant

PUBLICATIONS

- Hok, D., Yin, H., Min, Y., Ross, M., Hillong, Y. (2012) Kaiso, a unique modifier of the p53 code, is a master regulator of apoptosis. *PNAS*, under review
- Morris, V., Smith F., Philpott, T.J., Jenkins, J.R., Ross, M., Durnford, S., Willis, A. (2013) Evidence for crucial role of Paneth cells in mediating the intestinal response to injury. *Stem Cells*. April 21 (7): 716-25
- Stone, H. J.M., Gibson, A., Gonzales, P., Talbot, E., Chester, C.A., Wood, C., Ross, M., Knight, M., Richardson, H., Parker, C. (2011) Catenin represses expression of tumour suppressor 15-prostaglandin dehydrogenase in the normal epithelium and colorectal tumour cells. *Gut*, 61 (9): 306-14
- Ross, M., Giles, A.R. (2011). The roles of the methyl-CpG binding proteins in cancer. *Genes and Cancer*, 2(6): 918-930
- Carter, A. M., Rich, R. A., Deacon, S. C., Ross, M., Beacon, R., Clare, H., Giles, A.R., Silver, O. (2010) P21 loss block senescence following APC loss and provokes tumourigenesis in the renal but not the intestinal epithelium, *EMBO Molecular Medicine*, 2(11): 772-786
- Philpott, T., Ross, M., Rowe, L., Evans, K., Dale, T., (2011) Deficiency of Mbd2 attenuates Wnt signalling, *Molecular and Cellular Biology*, 28(19): 4049-4103
- Whittard, C., Prylinski, S., Ross, M., Guy, M., Griffiths, D.F., Lasso, E., Byrne, R. (2005) A mouse model of tuberous sclerosis showing background-specific early postnatal mortality and metastatic renal cell carcinoma, *Human Molecular Genetics*, 14(13): 1439-1550
- Kirk, D., Souza, R., Sarl, C., Ortiz, A., Ross, M., Ball, K., King, E., Billings, A. (2004) NDUFS6 mutations are a novel cause of lethal neonatal mitochondrial complex 1 deficiency, *Journal of Clinical Investigation*, 114(6): 1837-2845
- Danesh, P.F., Ames, S., Chinn, E., Furst, S., Minto, H., Ross, M., Stinch, D., Thicke, J., Rice, M., Thomas, D., Warwick, K. (2003) Four years of monitoring for viral haemorrhagic septicaemia virus in marine waters around the United Kingdom, *Diseases of Aquatic Organisms*, 54(3):2275-2286

SUPERVISION EXPERIENCE

- PhD Supervisor: Cork Cancer Research PhD Rotations, 2010
- Supervisor to Research Technician: Genetics, University College Cork, 2008-Present
- Project Supervisor to Final Year Students of Genetics: University College Cork, 2005-Present
- Laboratory Demonstrator to Undergraduate Students of Genetics, 2004-Present

COMMITTEE LEADERSHIP

- Association of Contract Research Staff: UCC Representative, 2012-Present
- Irish Representative on the EU HR Badge of Excellence Panel, 2013 - Present
- UCC, Dept. of Genetics Research Staff Association, Chair, 2010-2012
- Postdoctoral Representative on UCC Genetic Manipulation Safety Committee 2012-2013

COMMUNITY ENGAGEMENT

- Irish Cancer Society Fundraiser and Guest Speaker, 2012-Present
- STEM Ambassador, University College Cork, 2010-Present

PRESENTATIONS

Invited

- *Researcher Careers and Mobility Conference*: "The Benefits of a Regional Staff Association", June 2013

Oral

- *World Congress on Tuberous Sclerosis 10th International Symposium, Gothenburg, Sweden*: TSC1 and TSC2 involvement in sporadic renal cell carcinoma and astrocytoma. Ross, M., Morrison, J., Van Damme, A., Haill, J. P., May 1998

Poster

- *Beatson Conference, Glasgow, UK*: Mbd2 deficiency suppresses intestinal tumourigenesis but increases susceptibility to colitis. Ross, M., Griffiths, A., Given A., 2011
- *Keystone Symposium, Utah, USA*: Characterising the role of Mbd2 in suppressing intestinal tumourigenesis. Philpott, T., Silver, O., Rowe, K., Ross, M., 2006
- *American Society of Human Genetics Conference, Toronto, Canada*. Characterisation of a de novo translocation in a patient with isolated respiratory complex 1 deficiency. Ross, M., Harris, E., Thomas D., Larrson H., 2004
- *Sixth European Meeting on Mitochondrial Pathology (EUROMIT), Nijmegen, The Netherlands*: Functional complementation, homozygosity mapping and transcriptome analysis reveal a novel cause of respiratory chain complex 1 deficiency. Souza, R., Sarl, O. Ross, M., Billings, A., 2004

PROFESSIONAL CONTRIBUTION and AFFILIATIONS

- Journal Reviewer for Immunology 2013
- British Association of Cancer Research, 2005-Present
- European Association of Cancer Research, 2005-Present
- Irish Society of Human Genetics, 1997-Present
- Genetics Society UK, 1997-Present

REFEREES

Title, Name, Role, Dept., Institution, Ireland Email: professor@college.ie Phone: +353-45-383772

Title, Name, Role, Dept., Institution, Australia Email: professor@college.au Phone: +353-45-383772

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Cover Letters for Academic Posts

The cover letter is an extremely important element of the academic application. It is where you as a candidate argue for your appointment and illustrate that you have already researched their needs, developed some initial proposals and identified why you are the best candidate for the role.

An effective cover letter must answer the following key questions:

- Who are you? What you applying for?
- Why are they are right for you?
- Why are you right for them?
- When are you available for interview?

<p>Who are you?</p> <p>What are you applying for?</p>	<ul style="list-style-type: none"> • Introduce yourself by academic programme and discipline • Say what job you are applying for at the very beginning – mention its reference number (if applicable), where you saw it advertised and how it came to your attention
<p>Why are they right?</p>	<ul style="list-style-type: none"> • Show that you have done your best to research the institution, faculty and department • Explain your career path to date and how the post offers you exactly the kind of opportunities that you career needs at this point • Show that you have thought about how you might fit into the current activities and how you might overcome any apparent challenges
<p>Why are you right?</p>	<ul style="list-style-type: none"> • Identify the aspects of your CV that are most RELEVANT to the job and person specification • Do not repeat verbatim from CV - add specific detail and draw out relevant examples • In addition, suggest initiatives: E.g. a new seminar/research group across schools (collaboration) E.g. a proposed new lecture series (innovation) • Refer to what is being done in another institution that you have experienced – but be careful! • Show that you have ideas, energy and are already thinking of yourself as “one of them”
<p>When are you available for interview?</p>	<ul style="list-style-type: none"> • Mention if you have issues with availability for the interview, job start or duration dates. Be clear and brief: don't apologise, but don't be curt! • Clarify when you expect to finish the PhD if not yet finished

You will find more detailed advice in the following excellent resource:

<http://www.jobs.ac.uk/media/pdf/careers/resources/how-to-write-a-cover-letter-for-academic-jobs.pdf>

Marketing Your Research Experience to Non-Academic Employers

These days, most PhD graduates in Ireland and abroad will progress to employment in fields and sectors other than lecturing and academic research. Therefore, the ability to describe your research experience to those who may not appreciate or understand it has become an important skill.

The following attributes are particularly important for PhD graduates to emphasise in non-academic applications:

- ◆ Commercial awareness
- ◆ Career motivation
- ◆ Adaptability and flexibility
- ◆ Self-presentation
- ◆ Ambition
- ◆ Creativity
- ◆ Ability to see broader picture
- ◆ Passion for chosen career
- ◆ Involvement in university and community

There are many aspects of your experience (perhaps under-valued in academia) that non-academic employers will really want to know more about, such as:

- Presentations given (frequency, size, level of audience, tools used etc.)
- IT skills (e.g. web familiarity, Excel, Powerpoint, Access, Photoshop)
- Building/maintaining websites or databases
- Organising conferences or events
- Editorial work, including critiquing the work of peers
- Committee work, e.g. faculty teaching and learning committee
- Pastoral/administrative roles in college
- Participating in departmental open days, presentations to schools, exhibitions
- Club and society involvement – extra-curricular initiatives
- Commercial or business-related experience

The level of detail that you provide on these will depend on the role for which you are applying.

Fortunately, your research experience has developed a wide range of skills that are highly valued in commercial settings. You just need to adjust your language to get the message across in a language that business employers will recognise and appreciate. The following table provides examples of how your academic strengths and research experience relate to key, highly valued transferable skills.

Your experience.....	...in business language:
Scholarship:	planning, research ability, creativity, analysis, fieldwork
Lecturing:	presenting
Tutoring:	motivating, monitoring
Examining essays:	appraising/assessing
Thesis, articles:	report writing, documenting
Demonstrating/supervising:	instructing, training, communicating
Grantsmanship:	fundraising, influencing, commercial awareness
Collaborative research:	teamwork, creativity
Multi-disciplinary research:	flexibility, versatility, lateral thinking

How are Non-Academic CVs Different?

- The 30-second rule applies – which means that length should be < two pages!
- Consider appendix for Dissertation and Publications if research topic is relevant to role
- Give skills, work experience and extra-curriculars more space but no padding!
- Avoid overemphasising your academic experience
- Mention exceptional second-level results if relevant

How should the academic research be described?

Thesis/Dissertation:

- Indicate the scope of the thesis – in an accessible language
- Give name of supervisor only if it means something to recipient
- Indicate variety of research methods used, e.g. libraries home/overseas, archives, interviewing, fieldwork etc.

Publications:

- Summarise publications selectively if necessary
- Consider including non-academic publications like a broadsheet or magazine

Awards:

- If more than four received, be selective
- Awards worth specifying are Research Council, Overseas or Competitive
- Specify amount of large awards (€1000+)

How should employment be described?

- Decide on chronological or skills-based format
- Include a brief chronology on a skills-based CV but devote more space to the skills section
- Go back to the beginning of your time as an undergraduate and summarise if necessary
- Describe voluntary roles as you would paid “jobs”, e.g. tutoring, editing, faculty committee member, society treasurer, charity work
- Give examples of how you have demonstrated key skills, mentioning successful results/outcomes

Recruitment Agency Guidelines for PhD Graduates Applying for Roles in Industry (courtesy of Fastnet Recruitment)

- Use a uniform format and font and organise the information clearly
- Keep it short and concise (use bullet points) – 2 pages max
- Include a Profile/Summary and make it personal – summarise your qualifications, skills and aspirations in 3 – 4 sentences
- Almost all recruiters are on LinkedIn – start and maintain a professional and active profile
- Split Employment and/or Experience into “Relevant” and “Additional”
- Include Skills section but keep it brief and bulleted
- Keep Interests recent
- Get professionals to review and critically analyse your CV
- Remove any spelling/grammatical errors

These are the sections you should include in a CV that you are sending to a recruiter for a role in industry:

- Contact details
- LinkedIn profile
- Profile summary
- Education
- Work experience
- Skills
- Interests
- References

Stephanie Barron

Address: Bru na Laoi, Middle Glanmire Road, Montenotte, Cork, Eire
Telephone: (021) 4365555 or (087) 2333665 Email: sbarron@gmail.com

Profile:

- Finance: Possess six years of successful administrative, budgeting and supervisory experience in a university context
- Marketing: Recently graduated from Diploma in Digital Media with First Class Honours – strong writing, digital media and desk-top publishing skills
- Strategy: Shaped successful unit business plan for Language Centre. Keen to apply my interpersonal and entrepreneurial skills to a challenging administrative post, involving a high degree of personal initiative and decision making

Administrative Experience:

Special Language Demonstrator, The Language Centre, UCC

Dec 2009-Present

- Organise and coordinate the Centre's Summer School Social Programme, arranging activities, tours, visiting speakers & workshops
- Manage Social Programme budget – keeping accounts and ensuring payments
- Organise home-stays for visiting students and manage their stay
- Design and circulate Homestay Newsletter and other promotional material
- Liaise with students offering guidance on effective language learning through the recommendation of resources to suit their study needs for both French and English
- Register all new students and keeping records of fees and renewal dates
- Supervise up to 20 junior staff members at any one time
- Contributed to the Language Centre's business plan
- Played a key role in expansion of the Centre's student base by 35% in four years

Teaching Experience

Teaching Assistant

Sept 2012-Present

Dept. of French, University College Cork

- Selected by the Head of the French Department to teach the first year literary seminar for the past three academic years on her behalf
- The seminar, entitled "16th Century French Literature" was the most popular choice amongst students and was over-subscribed each year
- Taught core module of the Masters programme in French
- Provided an analysis of the novels of 'Trousseau from a 16th- century perspective'

Additional Employment:

- Translator (Freelance) with Eurotext Agency, Pearse Street, Dublin (2012-Present)
- EFL Teacher, Cork Language Centre, Wellington Road, Cork (Summer Schools 2011-2014)

Education:

University College Cork PhD in 18th Century French literature	2012–Present
Digital Marketing Institute Digital Marketing– Level 7, First Class Honours	2015-2016
University College Cork MA in French Literature, First Class Honours	2011-2012
National University of Ireland, Maynooth BA in French and English	2008-2011
St. Aloysius Secondary School, Crawford Street, Cork Leaving Certificate Attained 580 points- achieved an A grade in seven subjects at Higher Level	2002 - 2008

Key Achievements:

- PRO of French Literature Society, UCC (2014, 2013)
- Interpreter/English Teacher, National Asylum Seeker Centre (2011-Present)
- Key member of the organising committee for the ADEFFI (Association des Etudes Françaises et Francophones d'Irlande) conference held at UCC in 2013
- Fundraise for Enable Ireland – funds raised personally in 2013 exceeded €4,000.

Referees

Available upon request

Michael Ross

43 Dawn Road, Cork, Ireland T: +353-21-9483736

E:m.ross@ucc.ie L:<http://tinyurl.com/ly8b7ou>

- Current Post Doc and PhD Genetics graduate •
 - Excellent technical writing skills with 9 journal articles submitted •
 - Sound understanding of animal models, in vivo stem cell biology and pathway analysis •
 - Strong DNA manipulation and analysis skills •
 - Keen to apply technical and project management skills to an industry role •
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EDUCATION

PhD Molecular Biotechnology, University College Cork, Ireland 1999-2013

- Research was based on CHO cell culture and drug development
- Developed skills in PCR, cell culture, molecular cloning, protein and gene purification
- Developed a novel method to promote synthesis of hard to produce proteins
- Proficient in project management, design and execution of experiments and troubleshooting

BSc. (Hons) Genetics, Cardiff University, Wales 1994-1998

RELEVANT WORK EXPERIENCE

Dept. of Genetics, University College Cork, Ireland June 2015-Present

Research Associate in collaboration with CUH

- Highlighted a link between Mbd2 and Kais genes and intestinal inflammation, indicating that the immune system may play a significant role in the colorectal cancer phenotype
- Skills developed: Gene cloning, gas chromatography, microscopy, ELISA, assays
- Awarded a Cork Cancer Research Award for setting up a collaborative project to investigate the role of probiotics in suppressing the inflammation
- Authored one paper in an international, peer-reviewed journal, published a review of the field and co-authored eight journal articles

Murdoch Children's Research Institute (MCRI), Sydney, Australia Jan 2014-Jan 2015

Research Fellow

- Contributed to a team investigating causative mutations in a panel of 10 unrelated individuals with an OXPHOS Complex 1 disorder
- Developed skills in PCR, growth and viability assay profiling
- Personally completed a molecular analysis of these patients and characterised a balanced translocation in one patient in particular
- Identified a new splice variant of the NGL-1 gene and added novel sequences to GenBank

LABORATORY TECHNIQUES

- SDS-PAGE
- FPLC protein purification
- Protein precipitation
- Subcellular fractionation
- DNA/siRNA transfections
- Immunofluorescence
- Protein isolation & immune-blotting
- Cell & tissue culture techniques
- Intracellular iron assays
- PCR & PCR-based molecular cloning
- Aseptic technique
- DNA electrophoresis

LEADERSHIP ROLES:

- UCC Representative - Association of Contract Research Staff, 2012-Present
- Irish Representative on the EU HR Badge of Excellence Panel, 2013 – Present
- Peer Reviewer for *Immunology* 2013
- UCC, Dept. of Genetics Research Staff Association, Chair, 2010-2012

KEY ACHIEVEMENTS:

- Irish Cancer Society Fundraiser and Guest Speaker, 2012-Present
- Co-authored over 11 journal articles in international, peer-reviewed journals
- Presented my research at over six international conferences on three continents including Sweden, the Netherlands, the USA, Canada and Australia.
- Won over €200,000 in research grants from the Health Research Board Ireland (€150,000), Tenovus (€90,000), Irish Cancer Society and two Murdoch Children's RI project grants
- Invited to present to an audience of 500 contract researchers on "The Benefits of a Regional Staff Association" at the Researcher Careers and Mobility Conference in August 2015.

References available upon request.

Cover Letters for Non-Academic Roles

- Address an individual by name wherever possible (worth a phone call if necessary)
- Present your decision to change direction as a positive next step
- Emphasise that you have achieved in your research and your wish to move on
- Tease out aspects of your recent experience that have led naturally to your desire for change
- Demonstrate what you know about the employer and highlight what appeals to you
- Give the letter the same font as the CV for consistency
- ***Your letter must be written for the specific employer – stock letters will be deleted!***

There are four key sections in every cover letter which are outlined as follows:

Opening	Say what you are applying for, where you heard of the vacancy and any previous personal contact with person/firm, if applicable
Why them?	Say why you want this job/organisation and indicate the link between the opportunity and your career objectives
Why you?	Outline your key unique selling points (USPs) and support them with relevant evidence, referring to your CV
Next Step	Refer to future contact – <i>speculative</i> letters require you to initiate future contact – indicate when and how, e.g. “I hope you’ll welcome my call next Monday to discuss this application further.”

A cover letter has to be your own but reviewing samples can help to give you some ideas. There are some excellent samples – and sound advice – available at the following web sites:

Prospects UK:

<https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/cover-letters>

Target Jobs:

<https://targetjobs.co.uk/careers-advice/applications-and-cvs/271393-covering-letter-essentials-for-graduate-vacancies>

Target Jobs is the source of the useful, detailed cover letter template on the next page.

Your name and address
Phone number
E-mail

Date

Include a reference to the job title/position, eg Graduate mechanical engineer, ref 123

Dear Mr./Ms. Surname, (give them a call if you don't know who to address it to)

First paragraph: This needs to be a brief introduction. Start off with who you are, what job you are applying for, and where and when you saw the job advertisement. You should also say when you expect to graduate, give details of your degree, university and result/expected result. You could tell them here that you've enclosed your CV.

Second paragraph: Explain a bit about why you are interested in the job and why you are applying to that particular organisation. Try to show that you know a bit about your prospective employer and about the industry in general. Carefully tailor your letter and say something specific about the organisation. What work does the company do? What are its strengths? Be as specific as you can – why this job and this particular employer?

Third paragraph: You could combine this with the second paragraph. Talk about your own strengths – why your knowledge and skills make you a strong candidate. Make a link between the organisation and you: where do its aims coincide with yours? Talk about any relevant experience and particular skills you have to offer. Back up your statements with hard evidence and refer to sections of your CV.

Fourth paragraph: Any other relevant points such as what you hope to gain from the job and how it fits into your career plans, or little extras you might want to mention such as your year out or the travelling you have done. Highlight any interests/roles of responsibility that are particularly relevant to the job on offer.

Final paragraph Conclude positively – tone is very important. Tell them when you'll be available for interview (and for work) and that you look forward to hearing from them. Remember to be brief: try to keep the entire covering letter to one side of A4.

Yours sincerely,

(or Yours faithfully if you don't know their name)

Your name

CV CHECKLIST (for Non-Academic Roles): You will want to say “YES” for all!

HEADING	YES or NO
Is your name (not the words Curriculum Vitae) in a bold format at the top of the page?	
Have you included your email address and telephone number?	
Do your personal details account for no more than one third of the page?	

OPENING SUMMARY (e.g. Profile, Objective)	YES or NO
Is it short (no longer than 3 sentences), punchy and highlighting your current situation, relevant strengths and future career plans?	

EDUCATION	YES or NO
Do the details begin with your current course and then work backwards (i.e. reverse chronological order)?	
Are the start and end dates provided for each institution attended?	
Did you include the name of each institution attended?	
Did you provide the full title of the courses?	
Did you provide the modules, projects and skills most relevant to the application?	
Did you include expected degree classification (not essential but include if good)?	
Did you include your Leaving Certificate results (not essential but include full results or highlights if good)?	
Does your Leaving Certificate take no more than a line or two?	

EXPERIENCE (PAID EMPLOYMENT AND VOLUNTARY ROLES)	YES or NO
Do your details start with your most recent role and work backwards (i.e. reverse chronological order)?	
Have you provided start and end dates for each role?	
Did you name the company/organisation and, if unfamiliar, provide a line on the nature of the business?	
Did you include a job title?	
Did you describe your main duties and responsibilities in each role?	
Did you emphasise key achievements in each role and the positive outcomes for you and/or the organisation?	

INTERESTS	YES or NO
Have you concentrated on a few keen interests rather than a long list?	
Do you offer information on the depth of your commitment (e.g. club name, years of membership, key achievements, levels reached etc.)?	
Have you used this section to demonstrate that you have relevant skills and qualities?	

REFEREES	YES or NO
Have you provided referees' names? Job titles? Addresses? Telephone numbers? Email addresses?	
Have you asked your referees to provide a reference for this application?	

CONTENT AND WRITING STYLE	YES or NO
Have you supported claims with specific evidence?	
Have you not used jargon or abbreviations that would confuse the reader?	
Have you used positive action verbs to introduce each point?	
There are no spelling and grammatical errors.	
Have you checked that there are no gaps in your history?	

FORMATTING	YES or NO
The various sections of the CV are arranged in a way that draws attention to the important information.	
Your CV is ideally no more than 2 pages long.	
Your CV is word processed on good quality and neutral paper.	
The type is big enough (10 to 12) even for a long-sighted reader.	
You have left a blank line between categories.	
You have avoided long paragraphs of text by using bullet points.	

REFERENCES

How to Write a Cover Letter for Academic Jobs (Jobs UK):

<http://www.jobs.ac.uk/media/pdf/careers/resources/how-to-write-a-cover-letter-for-academic-jobs.pdf>

Prospects UK:

<https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/cover-letters>

Target Jobs:

<https://targetjobs.co.uk/careers-advice/applications-and-cvs/271393-covering-letter-essentials-for-graduate-vacancies>

ADDITIONAL RESOURCES

<http://www.jobs.ac.uk/careers-advice/cv-templates>

<https://www.vitae.ac.uk/researcher-careers/pursuing-an-academic-career/how-to-write-an-academic-cv>

<https://www.vitae.ac.uk/researcher-careers/researcher-cv-examples>

<https://chroniclevitae.com/news/tags/CV's>

<https://career.berkeley.edu/PhDs/PhDCV>

<http://cheekyscientist.com/industry-resume/>

<http://www.sciencemag.org/careers/2009/10/focus-your-industry-cv>