



HELLENIC REPUBLIC  
UNIVERSITY OF CRETE

# Academic English

## Section 15: Curriculum Vitae (CV)/ Résumé Writing

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# Description - Sections

- Latin expression translated as: *'the course of my life'*
- Outline of a person's educational and professional history
- Sections included:
  - **Personal details**
  - **Education and qualifications**
  - **Work experience**
  - **Interests and achievements**
  - **Skills**
  - **References**

# Personal Details

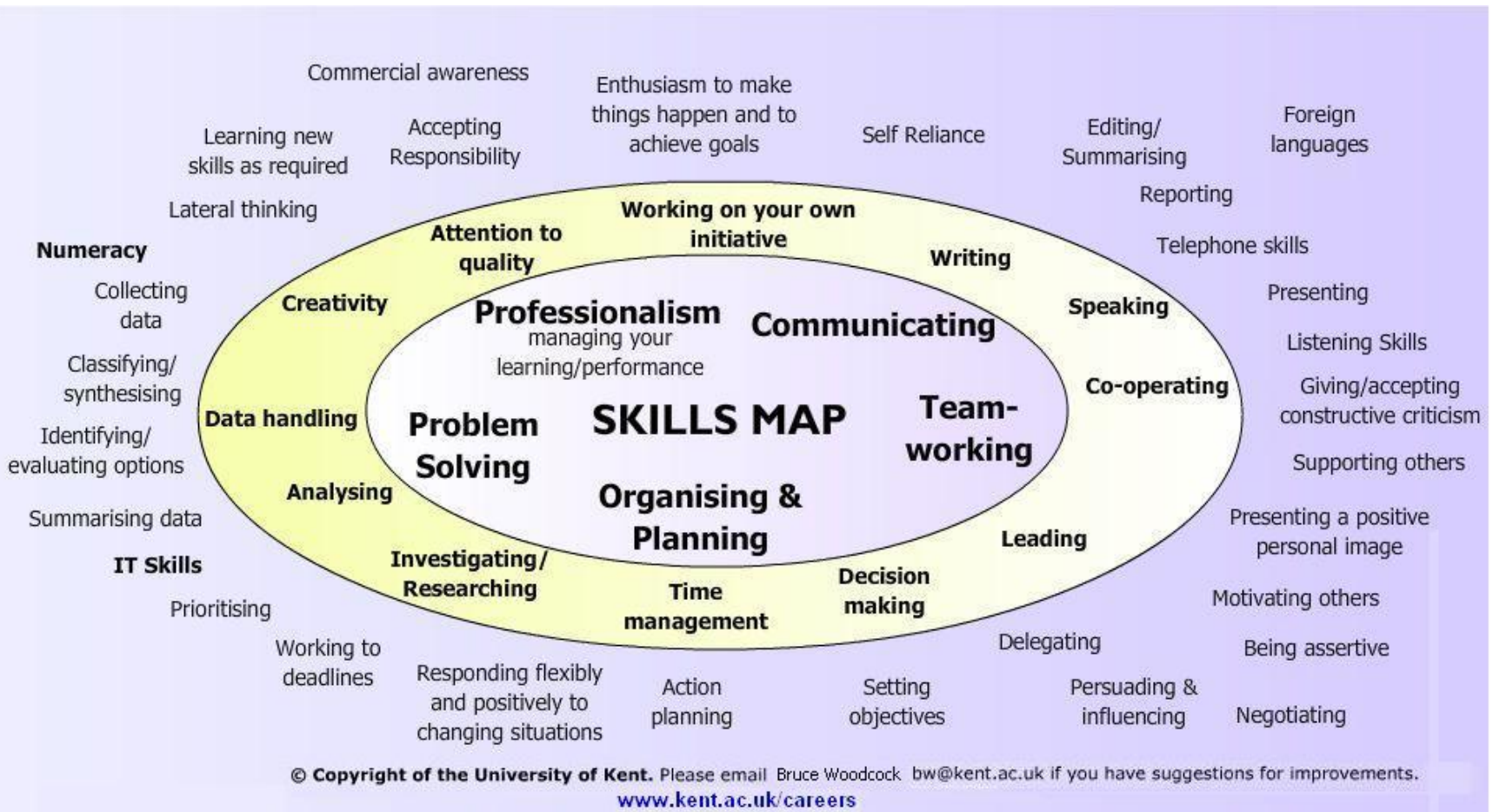
- Name
- Address
- Date of birth (not essential)
- Telephone number
- Email

*(British CVs **don't usually include a photograph**, whereas in European countries such as France, Belgium and Germany it's common for CVs to include a passport-sized **photograph** in the top right-hand corner.)*

# Work Experience

- **ACTION WORDS** (i.e. obtained, achieved, planned)
- Mention even **work in a shop, bar or restaurant** if it involves team work, providing a quality service to customers, and dealing tactfully with complaints.
- **Don't mention the routine, non-people tasks**
- **Relate the skills to the job** (*see the following skills map*)

# Skills Map



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[www.kent.ac.uk/careers](http://www.kent.ac.uk/careers)

# Interests & Achievements

- Keep this section short and to the point.
- Bullets can be used to separate interests into different types.
- Don't put many passive, solitary hobbies. Show a range of interests and hobbies that are a little out of the ordinary.
- Refer to any interests relevant to the job.
- Any evidence of leadership is important to mention.
- Anything showing evidence of employability skills (team working, organising, planning, persuading, negotiating etc.) is worth mentioning.

# Skills & References

## **SKILLS**

- Mention languages, computing and driving.
- Check the skills map already provided.

## **REFERENCES**

- Normally two referees are sufficient: one academic (perhaps your tutor or a project supervisor) and one from an employer.
- You only need to supply references when the organisation you are applying for asks you for them.

*See relevant link for further details:*

<http://www.kent.ac.uk/careers/referees.htm>

# Formatting

Your CV should be **clear and easy to read**:

- Use legible font types in a normal size (**font size 11 or 12**) with normal sized margins (**such as 1 inch or 2.5 cm margins**).
- Use **bullet points** to highlight important items and to concisely present your credentials.
- Keep a **consistent style for headings and sub-headings and main text** – do not use more than 2 font types in your CV.
- Make smart, but sparing use of **bold**, *italics* and underlining.
- Be aware of **spelling and grammar** and ensure it is perfect.
- **Re-read** a few times after writing the CV to ensure there are no errors.

See more at: <http://www.elsevier.com/connect/writing-an-effective-academic-cv#sthash.hJ2OZeN8.dpuf>



# Personal Profile/Statement

- A **personal profile (personal statement)** at the start of the CV can work for jobs in competitive industries to help you to stand out from the crowd. If used, it needs to be an original and well written short introduction to your CV.
- State the JOB SECTOR you're applying for.
- Summarise your strengths (skills).
- State when you're available to start.

<http://www.kent.ac.uk/careers/cv/CVProfiles.htm>

# Personal Statement Example

**AMY BUCKSHEATH**

14, Wychurch Road, Canterbury, Kent. CT2 7SJ.

Tel. 01227 - 764521

email ab999@kent.ac.uk

## **Profile**

An adaptable and responsible graduate seeking an entry-level position in public relations which will utilise the organisational and communication skills developed through my involvement with Kent Rag and promotional work during vacations.

During my degree I successfully combined my studies with work and other commitments showing myself to be self-motivated, organised and capable of working under pressure. I have a clear, logical mind with a practical approach to problem solving and a drive to see things through to completion. I enjoy working on my own initiative or in a team. In short, I am reliable, trustworthy, hardworking and eager to learn and have a genuine interest in PR.

**Education ..... (CV continues here)**

# Cover(ing) Letter

You will also need a **Covering Letter** to accompany your CV, that is a one page letter going into much more detail about why you are suitable for a specific job and organisation.

# Structure of Covering Letter

- **First Paragraph**
- **State the job you're applying for.**
- **Where you found out about**
- **When you're available to start work**
  
- **Second Paragraph**
- **Why you're interested** in that type of work
- **Why the company attracts you**
  
- **Third Paragraph**
- **Summarise your strengths** and how they might be an advantage to the organisation.
- **Relate your skills to the competencies required in the job.**
  
- **Last Paragraph**
- Mention any **dates that you won't be available for interview**
- **Thank the employer** and say you look forward to hearing from them soon.
  
- If you start with a name (e.g. "Dear Mr Bloggs") you should end with "***Yours sincerely***". If you start with "Dear Sir or Madam" you should end with "***Yours faithfully***".

# Cover Letter Example

*Date and name and address.*

*Employer's name and address*

Dear Ms. Wise

As a biochemistry undergraduate at the University of Kent I am looking for a placement within a pharmaceutical company from July to September of next year. I am writing to you as I understand that Biologics may have appropriate vacancies available. I have a strong interest in anti-asthma products which I understand is a specialty of Biologics, as I have a younger sister who suffers from asthma. As I live only 6 miles from your site, travel and accommodation would not be a problem for me.

# Cover Letter Example

I first became interested in the pharmaceutical industry through talking to a Kent graduate via the University Alumni Network last March. Since then, discussion with my careers adviser has confirmed my decision to aim for a career in this field.

Through my degree course, I have been able to develop my interest in biochemistry, whilst improving my laboratory skills and my numeracy skills. I have gained some experience in HPLC and have good computing skills, having used several scientific databases. I achieved 61% in my first year examinations and am hoping to achieve a good 2:1 for my course work this year. While at University, I have also been able to utilise my skills in working with people through a variety of vacation jobs. My work at the Tourist Information Office was valuable in teaching me the importance of ascertaining customers' needs and providing clear and accurate information.

# Cover Letter Example

I would be most grateful if you could consider me for any suitable positions within your company. I will be available for interview if required at any time up until Easter. I will be at my home address in Manchester from 18th December to the 4th January: at all other times I can be contacted at my college address. Please find enclosed my CV where you will find further information.

Yours sincerely

***John Andrews***

JOHN ANDREWS

<http://www.kent.ac.uk/careers/cv/coveringletters.htm>

# CVs for Academic Posts

- Different format and length (it could exceed the normal 2 sides)

*It might include:*

- A section on **conferences attended** (including any presentations made or poster displays)
- **Publications** produced: normally in chronological order, but if the most recent is not the most relevant you could use a subheading such as "Relevant publications". Other subheadings could include "Peer reviewed", "In Progress", and "Conference Proceedings". If you have a long list of publications, include these as an appendix;
- A **synopsis of your PhD** at the beginning or as an appendix;
- **More than the usual two references** . One or more from your postgraduate degree and one from an employer or other individual who can comment about your personal qualities as opposed to your academic performance;
- **Evidence of teaching/presenting skills**, such as running seminars or practicals. Also administration experience, plus any record in **attracting funding**;



# CVs for Academic Posts

- List of **scientific techniques used** e.g. NMR, HPLC etc;
- Give **evidence of IT, time management, project management and report writing skills;**
- For research posts in industry mention any **contact with industry** that you have had, such as placements;

One strategy is to produce a two side CV and then to **put a synopsis of your research, conferences, publications and references on a third (and perhaps fourth) page.**

- Find out the research interests and papers published within the department you are applying to: this will help you to target your CV.
- Get feedback and advice from your supervisor, who will have experience of academic CVs.

# CVS for applications for a Master's Degree or PhD

- An academic CV might sometimes be required if you are **applying for a Master's degree or PhD**. Here your work experience will be less important than your academic achievements. Normally these CVs will be chronological rather than skills-based.
- **Detail all the courses you have studied** during your degree by year and give grades (if they are good!). Also give details of any projects, extended essays or dissertations you have done - especially if the subject area was related to the study area you are applying to. If you have any relevant interests, put them in. **Use headings to emphasize technical content** e.g. "relevant work experience", "areas of scientific interest", "laboratory skills and techniques".
- In your **covering letter**, say why you want to go to the particular university (for example - excellent reputation in that field of research) and try to show real enthusiasm for the subject you will be studying ( for example - evidence that you have read around the subject and know about recent developments).

# CV Example

## **Environmental CV**

This is an example of a high quality science CV. All the course modules are included, also laboratory experience gained on your degree course and course projects. If you were applying for jobs outside the environmental field (e.g. finance) you would probably omit most of your modules (except those including mathematical or computing skills).

# CV Example

**Alfred Russel Wallace**

22 Temple Road, Folkestone, Kent CT17 3YU

**Email:** [arw999@yahoo.co.uk](mailto:arw999@yahoo.co.uk) **Mobile:** 0339005678 **Tel:** 0167534768

## **PROFILE**

I am passionate about conservation and the environment. My three years of study and my summer practical field work experience have strongly confirmed biodiversity conservation as the career choice for me. I am now looking forward to a career focused on my passion for the environment, presenting opportunities to work with similar minded people.

My reliability, communication skills, responsibility and friendly nature are assets I would bring to the work. I have experience in project management and strong organizational and administrative skills with the ability to work independently and use my own initiative. I also have the ability to prioritize whilst under pressure meeting tight deadlines. I have specific experience in research, data collection and analysis.

I am able to work in a multi-cultural team and adapt to new cultures. My previous positions have involved working and living in remote areas often under difficult conditions with significant physical fieldwork.

# CV EXAMPLE

## EDUCATION

- **2008-2011 THE UNIVERSITY OF KENT Biodiversity Conservation BSc (Hons)**

### **1<sup>st</sup> Year subjects included:**

Biodiversity

- Life's Systems and Processes 61%
- Economic and Environmental Systems 63%
- Environmental Sciences 69%
- Survey and Monitoring for Biodiversity 54%

### **2<sup>nd</sup> Year**

Animals and People 81%

- Economic and Environmental Systems 59%
- Environmental Sciences 68%
- People and Plants 66%
- Skills for Wildlife Conservation and Management 62%

# CV EXAMPLE

## Final Year

Ecology & Conservation;

- Biodiversity Law;
- Communities, Conservation, Conflict & Change;
- Sustainable Resource Use;
- Survey and Monitoring for Biodiversity.
  
- **Practical skills gained so far during my degree:**
- My course has included individual and team projects, field reports, commentaries, management plans and statistical analyses. I have learned data collection methods including focal and scan sampling methods, transects and behavioral observations.

# CV EXAMPLE

- **Research Project.** Field research in a tropical forest in the Peruvian Amazon has allowed me to develop both theoretical and practical skills including developing a research proposal, finding appropriate methods, conducting research, analyzing results, interpreting results, writing up a full research project and giving an oral presentation on my findings. I gained a knowledge of biological field techniques with specific experience including wildlife tracking using GPS telemetry, wildlife collaring and wildlife health monitoring.
- **2001-2008 Folkestone High School**
- **A-levels:** History B, Biology B, English C
- **GCSEs:** 8 including Maths and English at grades A to C

# CV EXAMPLE

- **RELEVANT WORK EXPERIENCE**
- **July '07 – Sept '07 Kenya for 3 months.**
- I have organized work experience during my summer holidays which has involved conducting scientific research, animal care and a variety of physically demanding activities, all of which have contributed to my personal development.
- Voluntary work for “Save The Elephants”: taking part in daily research work in the field. Data collection and entry on the computer. Tracking and monitoring of the elephant population. Participation in the fixing of GPS collars on selected elephants.
- **2008-09 Blean Woods RSPB Nature Reserve Rough Common, Canterbury**
- Voluntary work on Saturdays, clearing rhododendron bushes, coppicing and preparing environments for the Heath Fritillary butterfly



# CV EXAMPLE

- **OTHER WORK EXPERIENCE**
- **Summer 2008 Next Retail (Sales Assistant)**
- The job entailed working on the busy sales floor, taking deliveries, stock control and dealing with customers with high quality customer care.
- **September 2006-February 2009 Sales Adviser in the Cookware Department, BHS.**
- Duties involved stock taking, ordering of relevant stock from warehouse, arranging stock, displaying sales items, customer assistance and advice, arranging special orders and deliveries, as well as answering telephone enquiries. I was also responsible for my own particular sections of the department and had to ensure they met with the approval of my department store managers.
- **Other jobs have also included:** voluntary care in Folkestone Hospital and assisting in teaching infants at a Primary School.

# CV EXAMPLE

- All of my work experiences have involved working within a team-based culture. This involved planning, organization, co-ordination and commitment e.g., in retail, this ensured daily sales targets were met, a fair distribution of tasks and effective communication amongst all staff members.

# CV EXAMPLE

- **SKILLS**
- **Teamwork** I have successfully undertaken various team projects within both academic and non-academic environments. **Communication** I was also a member of the editorial team for a school science newspaper. As a sales adviser at BHS, I had to demonstrate knowledge of the different types of items sold and their uses, to be able to respond effectively to customer queries. My degree course greatly enhanced my written and verbal communication skills due to the many **presentations**, assignments, posters, essays and projects required. **Practical conservation skills** I have a full clean driving licence with 4 wheel drive experience.
- NPTC Agricultural Tractor Operation Certificate
- I undertook a small mammal identification course at **Kent Wildlife Trust**
- Chainsaw certificate
- First Aid Certificate
- PADI Diving Certificate

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# CV EXAMPLE

- **Computing skills:** Competent using Microsoft Word, Excel, Access, PowerPoint
- GIS mapping using Arcview
- Cybertracker for the use of tracking animals, birds, and insects.
- **INTERESTS**
- My peers nominated me as course representative for my degree course.
- At university I was a member of the Badminton Society which I attended weekly and successfully encouraged friends to join.
- I have travelled to Peru, Kenya, Europe, the USA and Asia.
- **REFEREES**
- Charles Darwin (Lecturer in Biodiversity)  
Durrell Institute  
University of Kent  
Canterbury  
Kent CT2 7NJ  
cd9999@kent.ac.uk  
John Audubon, Manager  
BHS  
High Street  
Folkestone CT17 5RU  
[jja@bhs.com](mailto:jja@bhs.com)

# SOURCES:

<http://www.kent.ac.uk/careers/cv.htm>

- <http://www.kent.ac.uk/careers/cv/environmental-cv.htm>
- <http://www.kent.ac.uk/careers/cv/cvexamples.htm#CV>
- <http://www.kent.ac.uk/careers/cv/pgstudycv.htm>

<http://www.elsevier.com/connect/writing-an-effective-academic-cv#sthash.hNsuleQV.dpuf>

<http://www.dayjob.com/content/cv-examples-430.htm> (with a wide range of example CVs, Cover Letters etc.)

[https://en.wikipedia.org/wiki/Curriculum\\_vitae](https://en.wikipedia.org/wiki/Curriculum_vitae)

# End of Section



Με τη συγχρηματοδότηση της Ελλάδας και της Ευρωπαϊκής Ένωσης

# Financing

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