

Academic CV Template

By Catherine Armstrong

It is often recommended that commercial sector CVs should be only two pages long. This is not true for academic CVs. It is acceptable to submit a CV of around 4-5 pages, but no more. If your CV is longer than 5 pages then remove the oldest conference papers, publications and grant awards and concentrate on your most recent activity.

Below is an academic CV template. If you are going to use this template please remove all instructions on how to complete each section.

CURRICULUM VITAE

Name

(Date of birth)

Address

Phone:

Mobile:

Email:

Qualifications:

PhD: title, date and place where received, supervisor's name/examiners' names

Bachelor's and Master's degrees: details of where and what awarded and grade achieved.

Any other relevant awards, e.g. teaching qualifications

Publications:

Monograph

Title, place and date of publication

Articles/Edited Collections

Listed in order (or reverse order) including article title, co-authors if any, place and date of publication.

Current Employment and Teaching Experience: Give your job title

Course title: list courses you teach on and what your responsibilities are for each, e.g. unit leader, seminar tutor, essay and exam marker etc.

Previous Employment Experience:

List all previous teaching jobs by university.

Then describe the nature of the courses and roles you worked on at that institution.

Conference Papers Given:

List in order (or reverse order) the date, paper title, conference title and venue of each paper given.

Competences and Skills:

List any other roles that you fulfil as part of your academic job, such as editorship of a journal, administrative roles etc.

Grants awarded:

List in order (or reverse order) any funding awards received from internal and external sources, including PhD funding, conference grants and research leave/awards.

Referee:

List the names, postal addresses, phone numbers and email addresses of two referees who know your academic work well and/or have observed your teaching.