

Opportunities in academia

1. How to write a CV
2. How to write an academic email
3. Opportunities pre-PhD
4. Applying for PhD positions in Europe and the US
5. The German-Palestine ScienceBridge

Curriculum Vitae (CV)

What is a CV?

Curriculum Vitae: “[*the*] course of [*my*] life”

Summary of background, relevant experience and skills.
Contact information.

Required for most applications.

Properties of a good CV

- Clear, pleasing layout.
- Relevant information easily scannable.
- Special skills and experiences highlighted.
- Irrelevant information absent.
- Spelling correct; complete sentences not always necessary.
- Non-academic: 2 page limit. Tailor to each job.

Good habits

- Update continuously.
- Create a “bucket CV”.
- Look at good examples. Try out templates (e.g. LaTeX).

Bucket CV

Personal details

Name
Contact details
Nationality/work authorisation

Education (Most recent first)

Date	Course(s)	Institution	Grades
•			
•			

Work experience (Most recent first, paid and unpaid)

Date	Job title / Description of role	Employer / Organisation	Achievements / Responsibilities
•			
•			



Academic CVs

Name and contact information:

- Make it simple to understand what your name is.
E.g. writing “Harrison, James” is ambiguous.
- Make it clear how to contact you, where you’re from.
- Possibly clarify how your name is pronounced, your gender.

Academic CVs

Education section:

- Reverse chronological order.
- Indicate research projects, specialisation, grades, honours.
- Title of thesis (if applicable); list publications if relevant.

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Academic experience:

- Summer schools etcetera.
- Teaching and organisational experience.

Academic CVs

Other items:

- Fellowships (indicate how competitive).
- Work experience.
- Level of command of languages (back up if possible).
- Additional skills, e.g. programming languages.

CURRICULUM VITAE

Personal Details

Name Eva Liu
 Address (home) 73 Thornton Avenue
 Gillingham
 Kent
 ME4 5BQ
 Telephone Number 01634 754261
 Address(university) Queens' College
 Cambridge
 CB3 9ET
 Telephone Number 01223 315572
 E-mail eal28hermes.cam.ac.uk
 Date of Birth 2/12/92 in London
 Nationality British

FULL UK DRIVING LICENCE

Education

9/04 to 6/11
 10/10 to 5/11
 10/11 to date

Markham Rain Grammar, Long Lane, Gillingham, Kent ME7 8AJ
 Dartcross ITEC
 Upbank Lodge School, Rochester Road, Gillingham
 Queens' College, CAMBRIDGE

Qualifications

Subject	Type/Level	Grade	Year
Psychology	GCSE	A*	2009
Economics	GCSE	A*	2009
English Language	GCSE	A*	2009
English Literature	GCSE	A*	2009
Sociology	GCSE	A*	2009
Physics	GCSE	A	2009
Chemistry	GCSE	A*	2009
German	GCSE	B	2009
Maths plus extension	GCSE	A+Pass	2009
Economics	AEA	Distinction	2011
Economics	A-Level	A*	2011
Pure Mathematics	A-Level	A	2011
English (Lang & Lit)	A-Level	B	2011
Using Information Technology	City and Guilds	NVQ 3	2011
(Word Processing Spreadsheets, Databases)			
Economics	B.A. Hons		2011 to date
Economics	B.A. Hons	Pt 1 II.I	2012

Improved layout

EVA LIU

Address (home):
Tel:

73 Thornton Avenue, Gillingham, Kent ME4 5BQ
01634 754261
at this address 14 Mar–9 Apr, 26 Jun–7 Aug

Address (term)

Queens' College, Cambridge CB3 9ET
Mob: 07779 526897
Email: eal2@cam.ac.uk
British

Nationality

EDUCATION

2011–2014

Queens' College, University of Cambridge
BA Hons Economics (2i expected)
Part 2 papers include statistics and sociology
7000-word dissertation on forecast applications

2012

Part 1:2i

2004–2011
2011

Markham Rain Grammar School, Gillingham
AEA: Economics (Distinction)
A-Levels: Economics (A*) Pure Mathematics (A)
English Lang & Lit (B)

2009

GCSEs: 9, 8 at grade A* including Maths and English

ADDITIONAL SKILLS

Computer familiarity: competent with Excel spreadsheets and data input, proficient with PowerPoint, wrote 7000-word dissertation in Word, with substantial footnotes and appendices

Full clean UK driving licence

Basic conversational German (A5-level)

WORK EXPERIENCE

2010

Spode China UK, Rochester: Corporate Communication Assistant (2 months)
• Publicity assessment – analysed all media coverage from a 6-month period enabling Spode to be more targeted about where to try to get future articles
• Research for exhibition – initiated survey to ascertain which exhibits would attract customers – resulted in a 25% increase on attendance from previous years
• Document analysis – compared and contrasted information received from 8 distributors in order to find common problems and areas for improvement. Spode was able to improve its packaging as a result

2009

Spode China UK, Rochester: Product Forecast Assistant (2 months)
• Assisted Sales Forecast Manager to produce sales forecast for next 3 years. Checked prices with suppliers and looked at underspend from previous years. Manager commented that the process had been quicker than in previous years as a result of my input
• Proofread the final 24-page sales forecast and covering report before it was circulated to regional sales staff

2009

Coriander Catering, Maidstone: preparing and serving food (3 weeks)
• Required good communication skills with a wide range of customers. Achieved highest amount of tips for one of my weeks there

2008

Kwiksave, Gillingham: produce display (2 weeks)
• Came up with a new idea for displaying sale items

2005–2009

Whirlpool Leisure, Rainham: Catering Assistant/Receptionist (Saturday job)
• Built good rapport with manager and other staff so asked back four years in a row

ACTIVITIES AND INTERESTS

2008–2009

University Rag Central Committee: Blind Date co-ordinator
• Jointly responsible for major Rag event
• Raised £3750 business sponsorship

2012–2013

Queens' College May Ball: Drinks co-ordinator
• Organised beverages for 450 guests
• Negotiated contracts and delivery

2008–2011

Medway Ranger Guide Troop: Secretary, Treasurer and Chair
• Initiated meetings
• Took minutes
• Kept accounts

2009

Duke of Edinburgh Award

LEISURE

Aerobics – twice a week to keep fit; Cooking – especially Asian food; Pool – organised informal College league and regular matches

REFEREES

Dr Sandra Mill (Director of Studies), Queens' College, Cambridge CB3 9ET
Tel: 01223 336432 email: stm21@cam.ac.uk

Ms V. Daunton, Corporate Communications Manager, Spode China UK, Swallow House, Gillingham Rd, Rochester, Kent ME9 7TQ
Tel: 01634 357963