

CV styles

There is no 'perfect' style or template but you need to format and present your CV as a professional document. For most graduate jobs in the UK we would recommend that you adopt the more conventional, 'reverse chronological' style but there may be occasions - depending on sector or personal circumstances - where a different approach is best.

Skills-based CV

Can be useful for PhD students looking to enter professional employment beyond academia. It can help PhD students communicate the value of the skills developed during their research.

You can identify the skills and qualities in the job and person spec and use these to create headings eg 'Project Management', 'Mentoring'. Try to concentrate on 4 or 5 skills maximum, specifically those highlighted by the employer. Trying to incorporate a very broad range of skills may dilute the impact.

A skills based CV can be effective if you have a lot of varied work experience. It can show that you've thought about what the employer wants and tailored your CV accordingly. However, if you lack concrete evidence of your skills, it can look insubstantial.

Academic CV

- Typically used for a PhD student/graduate seeking an academic post. Academic CVs can be longer than 2 pages as they will often include publications, conferences and papers.
- Principal sections are generally considered to be Research, Teaching, Publications, Conferences, Administration.
- Only include details about your first degree if it is relevant - otherwise just summarise the dissertation.
- List publications in reverse chronological order or under meaningful headings e.g. 'peer reviewed', 'in progress' etc.

Web-based recruitment

- Individual recruitment company websites may require you to use different formatting. Take note of this as you may need to alter the content of your CV to address these specifications.
- Remember, the employer may wish to print off your CV. Experiment to see whether your CV looks presentable once it has been printed.
- If posting your CV on a website database, you cannot tailor it to each employer.
However, you can tailor it to the sector for which you are applying, and this should continue to be as specific as possible.

- If your CV is accessible to the general public avoid writing your contact details. An email address will be sufficient.
- You must be very careful which websites to post your CV onto. You should not have to pay anything to post your CV onto most recruitment websites - **if you are ever asked for any bank details treat this with extreme caution.**
- If you have chosen to use URLs make sure that these link to the relevant sites.
- Many employers now choose to research potential applicants via the internet. Be aware of this when creating content and addressing privacy settings for networks such as Facebook and LinkedIn.

External links

- [Prospects: Example CVs](#)
- [TARGETjobs: Writing CVs for different types of graduate jobs](#)