

Academic CVs are usually longer than industry CVs, and can take up several pages. This is because they usually include a significantly larger number of sections such as research interests, teaching experience, publications, conferences presentations and funding awards.

Jane Anne Smith

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Education

2014-2018

PhD in Chemistry

Trinity College Dublin

Highlight research areas and what tools/skills were used to complete your PhD.

This is a key section for academic CVs, therefore, it is important to expand on your PhD research, as well as tools, techniques and skills. Your PhD section can look like this:

Thesis Title:

Supervisor:

Brief Synopsis of Research:

2010-2014

B.A. in Science (Biochemistry stream)

Trinity College Dublin

Key Modules: Biochemistry in Health and Disease, Biochemical Analysis, Structural Biochemistry and Cellular Imaging

Final Year Project: "Exploring the link between X and X".

Result: Achieved 2.1

Present information in a reverse chronological order and specify your modules (choose up to five of those most relevant to the role) and provide examples of skills developed during your curriculum

Research Experience

2016-2017

Research Assistant

Trinity College Dublin

Responsibilities:

- Supported ongoing research project by analysing xyz using abc tools. This helped to develop my research and analytical skills
- Analyzed and interpreted data for the project using xyz
- Edited and proof read journal submissions

Present information in a reverse chronological order and include responsibilities. It is important to highlight skills to demonstrate our match with the job requirements

Teaching Experience

2017-18

Teaching Assistant

Trinity College Dublin

Responsibilities:

- Prepared and facilitated workshops and lab demonstrations for 1st and 2nd year science students

Publications

List publications in reverse chronological order and using a consistent reference style e.g. Harvard.

AH Taylor and L Leach 'Science Communication in the field of Chemistry, in *Chemistry*, vol. 10, 2016

C Harvey and AH Taylor 'Chemistry', in *British Chemistry Magazine*, vol. 6, 2016

Conference Presentations

2018 "Genome mining of novel bacterial carbazole natural products from new bacterial strains" at the 18th International Biochemistry Conference, Turin

Professional Affiliations

Member of the Royal Society of Chemistry

Provide a list of professional affiliations

Laboratory Skills

Mass spectrometry, GC analysis, HPLC analysis, chemistry techniques such as titration, ph/conductivity, Karl, Fischer and TLC. Participated in team involving R&D experiments, qualitative and quantitative analysis, extraction, distillation and titration.

List your relevant and other skills tailored towards your preferred job. Check the job description to find out what skills you need to include

Work Experience

2014-2015

Secretary

Pfizer

Responsibilities:

- Carried out administrative tasks such as answering phone calls and emails, developed excellent administration and customer service skills
- Processed documents and completing tasks according to deadlines

2010-2012

Administrator

CPL

Responsibilities:

- Developed excellent customer service skills whilst interacting with clients.
- Accurately input a high volume of data into in-house CRM system

Present information in a reverse chronological order and include responsibilities. Think about how you can explain the tasks you undertook in a way that is relevant to the role to which you are applying.

References

Professor Caroline Smith (PhD Supervisor)
Department of Chemistry
Trinity College Dublin

Professor Michael Lawrence
Department of Chemistry
Trinity College Dublin

Include 2 references. Make sure to give their full title and place of work. There is no need to include email or phone number at this stage. If you run out of space, you can also include 'Available upon request'