**A good CV showcases your skills and your academic achievements concisely and effectively.** It's well-organized and easy to read while accurately representing your highest accomplishments.

Recommendations:
- Emphasize your academic excellence.
- If possible, highlight your enthusiasm for your research topic through previous research experience, attendance at conferences, etc.
- Showcase research skills gained through master's and undergraduate dissertations or projects, lab work, or specific technical skills where relevant.
- Draw attention to modules and other courses you have taken that are especially relevant to the PhD topic.

*Don't be shy about your achievements, but also remember to be honest about them. Do not exaggerate or lie!*

An academic CV usually follows a reverse chronological order: more recent items are listed first. An academic CV can be many pages in length, depending on your experience (the usual 2-page limit does not apply here).

Structure:
After providing basic contact details, we recommend starting the CV with **a short bio** (7-10 lines) explaining the most relevant aspects of your CV and your research interests.

Main sections:
- **Education**
  Include the title, dates and institution for your previous degrees. You may also include grades and titles of relevant modules and research projects/dissertations.
- **Research outputs** (outputs from your master's degree, published research articles, presentations delivered at conferences, etc.)
  Provide a brief explanation of your role. In the case of publications, provide the full reference (e.g. following APA style).
- **Research projects**
  Summarize your undergraduate and master's research projects and any other research projects you have undertaken, either as part of your studies or elsewhere. For each project: describe the project briefly including an explanation of your role.

**Other elements** to address are:
- Language skills (it is advisable to use the Common European Framework of Reference for Languages)
- Funding, awards and prizes
- Teaching roles
- Technical and professional skills and qualifications
- Professional affiliations or memberships

- Conferences and seminars attended
- Other relevant items

**Tips**
Make the CV reader-friendly. A great PhD application accompanied by an academic CV that is well thought out and structured can be the difference between you receiving a PhD position or not.

Take your time to write the first draft, then put it away for a few days. After you've written a second draft, show it to colleagues.

Make any necessary changes and double-check for spelling mistakes and grammar issues.

Information obtained and adapted from (accessed December 2021):
https://career-advice.jobs.ac.uk/cv-and-cover-letter-advice/academic-cv-guidelines/
https://www.elsevier.com/connect/writing-an-effective-academic-cv
https://intranet.birmingham.ac.uk/as/employability/careers/postgraduate/further/quick-guide-cv-for-a-phd-application.aspx