

# Doctoral School Effective Applications

Kent Roach

Careers and Employability  
Consultant



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# Today's Aims...

## This session will help you:

- put together effective CVs, Cover letters and applications
- understand how to use a job description
- think about your selling points and how to use these in your applications.

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What would you like  
to cover?

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# Academic and Higher Level roles: Methods of application vary...

## Online application forms

- e.g. University roles
- you will need to write a personal statement in support of your application

## Academic CV and cover letter

- More choice over what to include, can present self in much more creative way.
- Can put emphasis on different parts of your experience if you need to

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# Application Forms....

...help you to **evidence** and **demonstrate** your experience to employers

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# What is a personal statement?

- A blank page at the end of the application form
- ....also called 'supporting information'
- A section which requires you to show you match the criteria for the job in terms of
  - ✓ knowledge
  - ✓ skills
  - ✓ experience
  - ✓ motivation

**Usually the bit which makes you feel...**





# Use the Job description and person specification

## Job description

Key elements of the **job description** include:

- the purpose of the job and its main responsibilities and tasks
- who the job reports to
- its location and salary scale
- the skills and competencies needed to carry out the job.

## Person specification

The **person specification** describes:

- the personal qualities an individual will need to perform the job in question
- what qualifications, experience, skills and abilities are essential to carry out the key objectives of the job and which are desirable
- a candidate must have the 'essential' elements; being able to demonstrate the 'desirable' factors gives him or her an advantage during selection.

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# Tailor your application to the job description

This is what employers will be looking at to shortlist candidates

Candidate Name	Criteria							Total / 35
	Attainment - Educated to A level standard (or equivalent experience)	Working with complex regulations & procedures	Planning & organisational skills	Contributing to team work planning activities	Ensuring excellent customer service	Identifying opportunities to improve processes	Working independently including prioritising own workload	
John Tibs	5	3	2	3	4	3	1	21
Rajesh Girati	5	1	5	2	2	3	2	20
Sarah Hart	5	2	4	4	3	2	4	24

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# Sample academic jobs at SHU...



UK Time 09-February-2016 16:49

## Applicant options

- [Search our jobs](#)
- [Login](#)
- [Register](#)
- [Terms and conditions](#)
- [Working at Sheffield Hallam](#)

## Search criteria

Job type: Academic

## Current Jobs

Your search returned 8 results

### Lecturer / Senior Lecturer in Architecture

Employment Type : Permanent - Full Time

Salary :

[Apply](#)

Grade 7/8 - £32,600 to £47,801 per annum, dependent on experience

Faculty / Directorate Development And Society :

In response to growing student numbers and exciting international partnership opportunities we are now looking for a talented and ambitious lecturer / senior lecturer in Architecture to join the ... [More](#)

### Lecturer / Senior Lecturer in Automotive Engineering

Employment Type : Permanent - Full Time

Salary :

[Apply](#)

Grade 7/8 - £32,600 to £47,801 per annum dependent on experience

Faculty / Directorate Arts Computing Engineering And Sciences :

The [Department of Engineering and Mathematics](#) is already one of the UK's leading providers of engineering education with ... [More](#)

### Lecturer / Senior Lecturer in Materials Engineering

Employment Type : Permanent - Full Time

Salary :

[Apply](#)

Grade 7/8 - £32,600 to £47,801 per annum dependent on experience

Faculty / Directorate Arts Computing Engineering And Sciences :

The [Department of Engineering and Mathematics](#) is already one of the UK's leading providers of engineering education with ... [More](#)

### Lecturer in Midwifery

Employment Type : Permanent - Full Time

Salary :

[Apply](#)

Grade 7 - £32,600 to £36,672 per annum, dependent on experience

Faculty / Directorate Health And Wellbeing :

## Person Specification

Job Title	Postdoctoral Researcher			
Faculty / Directorate	Faculty of Development and Society			
(* <u>E</u> ssential or <u>D</u> esirable)	Details	E*	D*	Evidence**
<b>Attainment</b>  Evidenced achievements e.g. relevant qualifications (or equivalents), training, membership of professional bodies	Honours degree in a relevant discipline.	E		AF + QC
	PhD in relevant subject area (at date of appointment)	E		AF + QC
<b>Experience</b>  Type of experience and specific knowledge required for this job	Experience of research in English language and linguistics and/or literary studies.	E		AF + I + P
	Good knowledge and experience of qualitative research methods and techniques and their application including analysis and research ethics.	E		AF + P
	Experience of academic writing and publication, including conference papers and journal/book articles.	E		AF + I
	Experience of teaching adult learners.	E		AF
	Knowledge of or willingness to learn about and critically engage with a range of digital fiction.		D	AF + I + P
	Knowledge of or willingness to learn about and critically engage with one or more of the following methods: literary stylistics, cognitive poetics, cognitive narratology, reader-response, empirical study of literature.		D	AF + I
	Experience of event management and promotion.		D	AF + I + P
	Experience of analysing quantitative data		D	AP + + P
Experience of website design and maintenance and research promotion (e.g. via social media).		D	AF	



Ensure you provide  
**examples** for  
**ALL criteria,**  
essential and  
desirable

# Use subheadings

- This is a useful way to show the employer you can **evidence** each point on the **job description**
- Think about **examples** that will demonstrate these points
- **Researching the company** will help you highlight important aspects

# Researching the Organisation

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## 5 Key research areas...

1. Read through the [job description](#) carefully - it should give the background detail
2. Go to the [university / organisation's website](#), find out about specialisms, advancements, new techniques
3. Be sure you understand the [values](#) - this is often a key part of the recruitment process
4. [Visit](#) if you can. Try Open Days or speaking to relevant academics or hiring managers
5. [Network](#) (use your tutors, mentors, colleagues, friends, peers who might know about the company)

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# Researching the organisation

Understanding the company and role will help you tailor applications to catch the eye of the employer.

## What to find out? Commercial Awareness...

What do they actually do? what are their values?  
Ethos? Specialisms?

What projects have they done in the past?

Any new projects / technology / techniques /  
partnerships?

Where do they sit in the industry? e.g. big  
company? small company? leading company? big  
turnover? global?

Who are their competitors? how can they compete  
better? do things differently?



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# What you should include...

- ✓ Your reasons for applying to this organisation - the **WHY** part is important here...
- ✓ Why this job / specialist area ?
- ✓ Use the **job specification** to highlight key criteria in themes - show examples of your:

## Experience

- in projects, conferences and work experience

## Knowledge

- key policies, changes, techniques

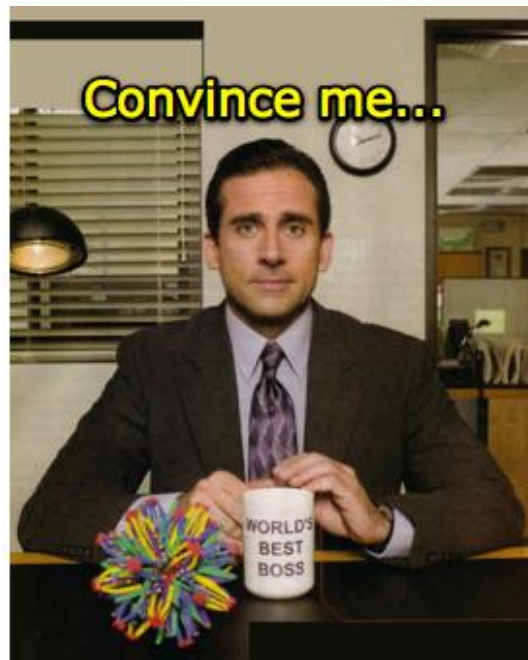
## Skills

- specific techniques, abilities, strengths

## Motivation

- why this specialism? passion, any plans for future career?





The 'Supporting Information / Personal Statement' section is an opportunity for you to **sell yourself to the employer**

You need to **convince** the recruiter that you have the required skills, knowledge and experience and that they should be inviting you for an interview.

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# The STAR Method

A way to talk about your experience using specific examples

- **S**ituation      Brief outline or context
- **T**ask            What you were required to do
- **A**ction          Details of what you did
- **R**esult          What was the outcome  
Quantity? Quality?
- **R**eflection      What did you learn?

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# A STAR Example

**S** When I was working at Company X in a customer service role...

**T** ...I was approached by an angry customer who wanted to make a complaint about his faulty washing machine to a senior manager.

**A** I quietly suggested to the customer that we move to a quieter part of the room so he could tell me about the problem. By giving him time and space to vent his frustration and anger, I gave him the opportunity to calm down.

I then suggested two options for resolving his complaint, either that we replace the faulty machine or send out an emergency engineer within the next 3 days.

**R** The customer chose the replacement option and said he would be happy with this. He decided not to make a complaint to senior management after all.

**R** I learned the importance of listening and interpersonal skills

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# The Difference between Task and Action

*cleaning the kitchen...*

Your task is the 'umbrella' aim, but the ACTION tells us what you actually did, step by step.

Situation	My mother is coming to stay for the weekend
Task	I need to clean my kitchen
ACTION	I first cleaned the oven and hob and ensured the surfaces were sparkling. I then swept and cleaned the floor, removed the bins, did the recycling and cleaned the sink.
Result	My mother was really pleased and took me out to lunch as a reward

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# Have a go

- In pairs
- Meeting a hypothetical person specification
- Write a paragraph evidencing:



*Good planning and organisational skills  
and the ability to manage conflicting  
demands and meet deadlines.*

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# Top tips for completing application forms

Use the **STAR** method

Highlight your **unique selling points**

Always use specific **examples** to demonstrate your skills (the job description is there to help you)

Do your **research**: keep in mind what the employer wants

**Good presentation**: attention to detail

Write concisely and use **action words**

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# Summary: Personal Statement Writing tips

- ✓ Use the **job description** and clearly **evidence** your suitability for the role
- ✓ Use your personal statement to sell yourself - don't forget to answer ALL questions asked on the form
- ✓ Always focus on the **positive** - think of your selling points
- ✓ write **concisely** - make sure sentences are not over-complicated! Think in themed paragraphs and bullet points with a **clear** and logical flow
- ✓ check **spelling**, grammar and punctuation
- ✓ Check **deadlines** (applications take time and employers expect several hours research and writing time)
- ✓ does it make sense?! Read it out loud

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# CVs and Cover Letters

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# What is a CV For?

- A tool for advertising yourself and your skills to an employer
- A tailored and relevant picture of your experience and qualifications
- NOT just a list of things you have done

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selling  
customer  
trademark  
commercial  
online  
advertisement  
internet  
radio  
brand  
marketing  
newspapers  
billboards  
concepts  
ads  
mobile  
media  
banner

# Advertising

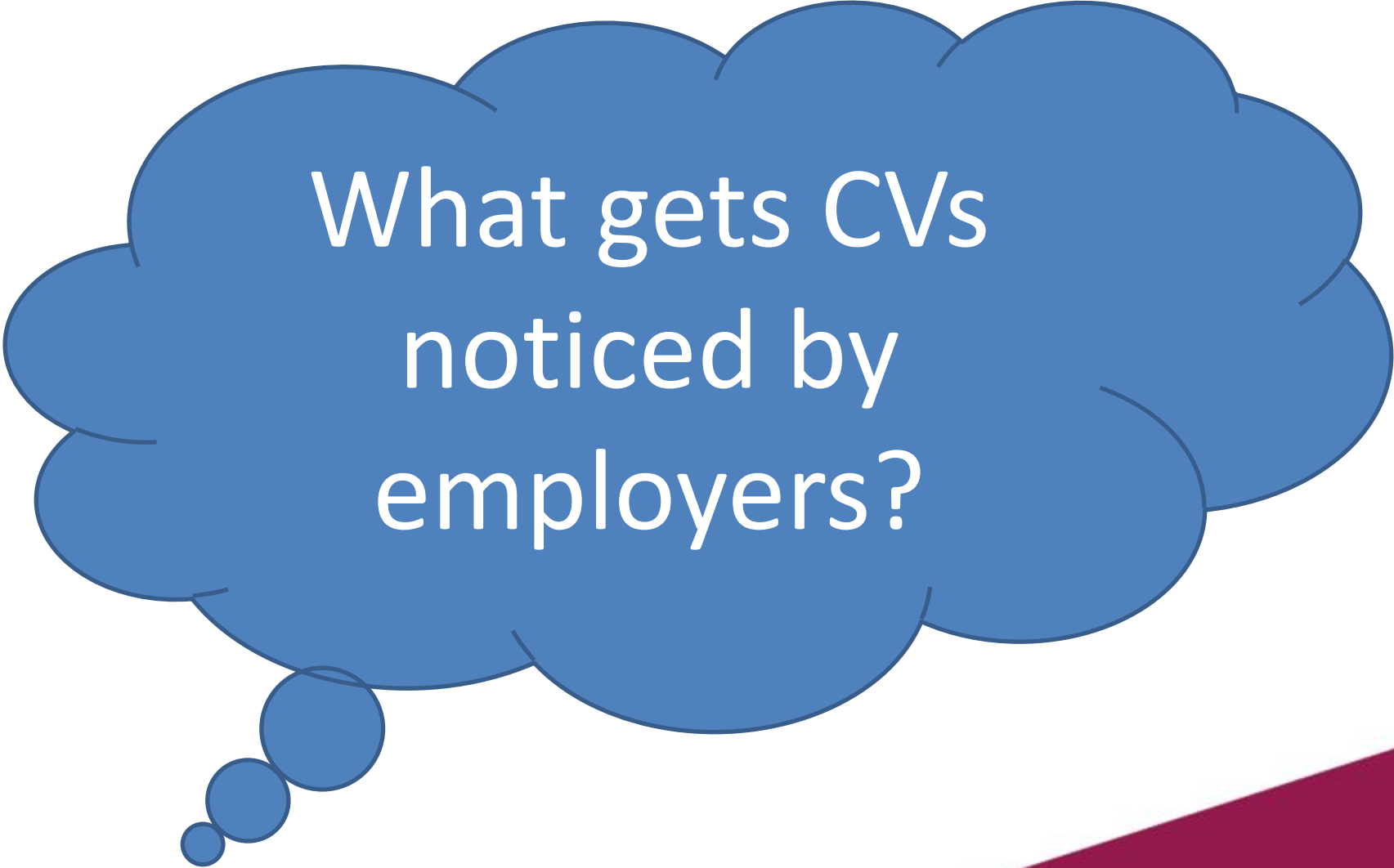


# Advertising Yourself

Your CV is your advert,  
it is used to help you sell your skills

This is the same process an employer will go through





What gets CVs  
noticed by  
employers?

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# What gets CVs noticed by employers?

1

Tailored to the job description

2

Strong profile / research interests - a summary of why you are great

3

Professional layout

4

Relevant experience is clear

5

Achievement focused

# Different Types of CV

- Chronological/Traditional
- Skills Based
- Hybrid
- **Academic**



Check out our [SHU CV Booklet](#) for traditional examples and....

[Vitae.ac.uk](#) for academic examples

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# The Job Description should write your CV

This is what employers will be looking at to shortlist candidates

Candidate Name	Criteria							Total / 35
	Attainment - Educated to A level standard (or equivalent experience)	Working with complex regulations & procedures	Planning & organisational skills	Contributing to team work planning activities	Ensuring excellent customer service	Identifying opportunities to improve processes	Working independently including prioritising own workload	
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2

Strong profile / research interests - a summary of why you are great

## Personal Statements

A personal statement is a  
**SUMMARY OF WHY YOU  
ARE GREAT**

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# Personal Statement / Relevant Research interests

## SUMMARY OF WHY YOU ARE GREAT

### – Punchy

- succinct, avoiding too much jargon - what do you really want them to know about you?

### – Attention Grabbing

- Achievement focused, relevant work experience, positive outcomes

### – Unique to you

- If you could copy and paste it to another candidate then you haven't been specific enough. Does it provide a snapshot of you?

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# Research interests

brief outline of past, present and future and see Vitae's [Statement of research interests](#)

“

## Writing a statement of academic research interest

- Your 'statement of research interests' contains a proposal for future academic research and shows how that builds on your current expertise and achievements. It forms the basis for discussions and your presentation if you are invited for interview.
- **Tailor** it for each academic position you apply for. Your research interests are likely to be broad enough to be tailored to the local interests and expertise. Make sure that there is palpable synergy between the research you are proposing and what the employing department carries out. This is worth the substantial time investment.

”

# MIKE ROBINSON

---

(Personal details included here)

## POSTDOCTORAL RESEARCH ASSOCIATE

*Cancer Researcher /Molecular Biologist/Animal Models*

### Career summary:

- 2013-present Research Fellow, European Cancer Stem Cell Research Institute, Cardiff, UK
  - 2005-2013 Postdoctoral Research Associate, Cardiff University, Cardiff, UK
    - *Prof Jonathan Giles, CRUK Programme Grant – Investigating the roles of epigenetics in neoplasia.*
  - 2002-2005 Postdoctoral Research Fellow, Murdoch Children’s Research Institute, Sydney, Australia
    - *Prof George Larsson, NHMRC Project Grant – Identifying novel genes for mitochondrial disorders.*
  - 1997-2001 PhD Studentship, Institute of Medical Genetics, University Hospital Wales, Cardiff, UK
    - *Prof Julian Smythe & Prof Jeremy Hill – Molecular and functional analysis of the TSC1 and TSC2 tumour suppressor genes.*
- 

## Dr Susan Weaver (BSc, MA, MSc, PhD)

Research Associate (Personal details supplied here)

---

### Current employment

#### Research Associate, Nottingham Law School, Nottingham University, January 2012 to present:

- Postdoctoral researcher on interdisciplinary project, “Gender equality and public services in Europe”
- Responsibility for research into gender equality in public healthcare in three European countries
- As part of inter-disciplinary team (Political Science, Sociology, Public Policy), contributing to research meetings; developing an analytical framework; comparing results and drawing comparative conclusions
- Linguistic assistance and editing support for project publications
- Organisational and administrative support for functioning of the School’s Europe Centre.

#### Research interests

- Women’s rights and gender equality
  - European Union politics and policy-making
  - Gender and healthcare in Europe
  - Policy analysis, particularly interpretative analysis of policy texts.
-



## Professional layout

*"Disorganised CVs reflect a disorganised mind"*



*"Show wider portfolio - this will help you stand out."*

*"watch spelling errors - first impressions count"*



*"Covering letters and CVs should not be too lengthy or wordy. Need to be more concise and more specific"*



*"spelling and grammar are really important. Candidates with grammar errors will get sifted straight out of process electronically."*

**BAE SYSTEMS**

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# Layout of Academic CVs

- Academic CVs can be around **2-5 pages** long
- This will depend on your research interests and experience and how many conferences and publications you have.
- Remember that academic CV formats will vary in different **countries** (see [Euraxess](#) for help with European CVs)

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---

Name and personal details

---

Profile / Research interests

---

Education

---

Relevant Work Experience (if possible!)

---

Research experience

---

Publications

---

Teaching experience

---

Relevant Skills (e.g. Technical / Clinical / techniques)

---

Conferences

---

Funding – awards for research projects, prizes or to attend events

---

Admin. experience – committee membership, positions of responsibilities

---

Professional qualifications – membership of societies or professional bodies

---

Training and development

---

Interests and Achievements

---

References

---

An example  
structure for  
academic  
CVs...

# Portfolios and Social Media

Great way to showcase additional skills and projects relevant to the role e.g. your writing skills, technical skills, online community engagement etc

most interview panels will look at your LinkedIn and it is great to find likeminded researchers and potential collaborators

Can do this through creating blogs, websites, using LinkedIn, Twitter and other social media to promote and showcase.

speak to your academics for more ideas



WORDPRESS



**Bēhance**

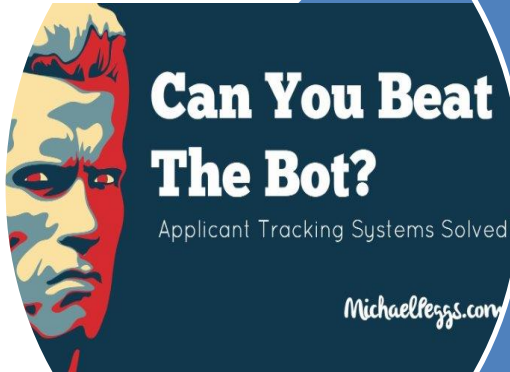
**COROFLOT**

**Linked in**

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# Applicant Tracking Software

Applicant Tracking Software (ATS) is often used by recruiters in order to sort through CVs and applications for **key words, phrases** and shortlisting criteria (as well as any spelling or grammar errors.)



## Tips

- Re-read job description and company website - which words or phrases come up frequently or prominently?
- Avoid over-complicated formatting and tables
- Use key headings
- Keep CV up to date - always check spelling & grammar
- Check out ['Can you beat the bot?'](#) for tips

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# Remember...

## CVs:

- should be tailored to each job description
- should be no longer than 2 pages for industry and around 2-5 for academic
- are subjective
- should communicate effectively to *all* audiences.

## **There is no right or wrong way**

- Use your own style depending on the role
- Don't copy examples

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# Academic Sections to include...

---

**Publications** most recent first, journal articles, books or chapters, reports and patents

---

**Teaching experience** student demonstrating, supervision, lecturing, seminar leading, assessment activities

---

**Conferences** reverse chronological, include invitations to present

---

**Funding** awards for research projects or to attend meetings, conferences and prizes

---

**Admin. experience** committee membership, positions of responsibilities

---

**Professional qualifications** membership of learned societies or professional bodies

---

**Training and development** teaching and learning qualifications, specialist research taught modules, academic writing, research supervision

---

# Contact Details

---

**Your Name** at the top (Not 'CV') - this is your heading



---

Address/Email/Telephone

---

Blog or websites - great way to highlight skills and abilities

---

**Linked**  and  if relevant to the role & will remain clean

---

No need for status/age/gender/nationality etc.

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# Education and Qualifications

## Keep it relevant

### Reverse chronological order

- Start with your PhD, then UG degree, then A-Levels, then GCSEs
- With different or international qualifications, show equivalents (9/10, equivalent to 280 UCAS points etc.)

### Your Degree

- relevant modules (around 4-8)
- information about particular projects if they are relevant
- Include dissertation titles
- Grades

### No need to list all qualifications /GCSEs

- e.g. 9 GCSEs grade A-C or 1A, 6Bs, 3Cs be brief

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# Academics

Think about how employers will see your degree?  
What elements are most useful to this role?

What makes your degree commercially valuable?	
Research Experience	Relevant knowledge of research techniques in X area including....
Up to date techniques	can help organisation to stay relevant in industry through new techniques in.....
Clinical skills	excellent practical skills in.... experience in X procedure...
Data analysis	Expert level in X software with X years experience analysing...

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## Relevant experience is clear

This can be done in a variety of ways, but make sure the employer can see that you have **relevant experience**, **projects**, **subject knowledge** or **skills**

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# Research and Teaching experience

Tailor to each role - what are the key things they would want to know about your experience?

- reverse chronological order
- outline your aims, achievements, relevant techniques, responsibilities and any funding received
- highlight relevant taught sessions (but be brief)
- Avoid too much jargon
- Check out [Vitae - Applying for academic jobs](#)

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# Teaching and Research example...

## Teaching and Research Experience

- Oct 2013-present      Teaching Assistant, *Introduction to International Relations*, University of Edinburgh.
- Oct 2013-present      Teaching Assistant, *Study Skills Drop-In Sessions*, University of Edinburgh.
- November 2013        Session Facilitator, '*The International Politics of Tourism*', Access to Edinburgh scheme, University of Edinburgh.
- March 2013            Session Facilitator, '*The Politics of Representation: Gender, Islam and the War on Terror*', Access to Edinburgh Scheme, University of Edinburgh.
- Oct 2011-Jan 2013    Teaching Assistant, First Year Course *Introduction to World Politics*, University of Edinburgh.
- Sept 2010-July 2011   Research fellow, *The American University in Morocco*, Institute for Gender and Women's Studies, Egypt.
- Oct 2009- Jan 2010    Teaching Assistant, *Interpreting Political Texts*, First Year Course Politics Department.

# Publications and Conferences

- Publications should be in **reverse chronological order** (most recent first), **consistently presented** throughout, usually as an appendix
- Include journal articles, books or chapters of books, reports and patents
- **Conferences** are a great way to show your engagement with the academic community, both as a participant, speaker and poster presenter

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# Key Skills: Your Skills Profile

You don't have to have a skills profile but it can be a good way to show employers you are capable, particularly if you lack relevant work experience

Skills & competencies that are relevant to each job description

- Skills CV (focus on skills)
- Hybrid CV (focus on skills & work history)
- Try [Skills for Researchers](#) for ideas

Don't just list these skills, demonstrate them

- Give employer a '**Mental Picture**' of you demonstrating each skill
- show evidence with clear examples

Use positive words to showcase yourself and your skills

- Use [CV Action words](#) to highlight positive actions

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# Key Skills: Examples...

## Skills and expertise

### Research and analytical skills

- Formal training (M.Sc., *distinction*) in quantitative and qualitative research methods (including SPSS)
- Particular experience of undertaking public policy research using text-based content analysis (discursive frame analysis and critical discourse analysis)
- Experience of undertaking key stakeholder interviews during internships
- Experience of manipulating data sets electronically (UG level [Maths B.Sc.] and SPSS [M.Sc.]).

### Communication and building networks

- Preparing and presenting written and verbal communications for use in with a range of audiences
  - academic (including inter-disciplinary audiences); policy-makers; senior management
  - students of mixed level and ability (University and High School)
- Building and maintaining internal and external networks, nationally and internationally.

### Teamwork

- Working on a common project in a highly collaborative team (e.g. EWL and Vice-Chancellor's Researcher)
- Sharing research in an inter-disciplinary environment
- Building and developing a team in the voluntary sector .

### Project management

- Designing and managing both academic and commercial research projects
- Working effectively on multiple and diverse projects, adjusting priorities as required
- Working flexibly within dynamic time and resource restrictions, meeting tight deadlines.

### Conference and event organisation

- Initiating and hosting gender discussion group for academics and policy-makers
- Helping to co-ordinate the Faculty of Social Sciences inaugural Festival.

## Employer Tips

*"Your degree will get you to the table, but its the extra things you can offer that will get you through the door" Enterprise Rent a Car*





## Achievement focused

# Focus on responsibilities and achievements NOT just your duties

To show examples and evidence  
use phrases like:

*such as...*

*for Example...*

*e.g...*

*as demonstrated by...*

Use *CV Action words* to  
highlight positive actions

- highlight skills & **specific examples**
- what was your **impact** in that role
- what **action** did you take?
- mention duties briefly
  - but it shouldn't sound like a job description or a story

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# Interests, Awards and Achievements

Any interests, achievements and awards that may be relevant to the employer

Societies, institutes, member organisations that you are a part of (e.g. Chartered Society of Physiotherapy)

A great way to:

- show your personality
- show that you are a rounded candidate
- be memorable

Don't just list them – give more details for each

## Employer Tips

*"Don't undersell yourself - know your worth in regards to skills and experience"* HSBC

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# References

- Include at least two academic references (and/or professional referee if possible)
- Include their contact details including:
  - Name, job title, company, address email address and telephone number
  - Don't forget to ask permission



# Attention to Detail

- Accuracy and professionalism is vital for 1<sup>st</sup> impressions
- Most employers will reject CVs that contain any errors
- It is vital that students proofread and **get it checked**.

## Employer Tip

*"If I see even one spelling error it goes in the bin - if they can't be bothered to perfect their CV, how do I know they will have attention to detail when it comes to coding or calculations - I can't take that risk."*

*Network Rail*

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# CV Action Words

- Ability
- Achieved
- Analysed
- Administered
- Arranged
- Budgeted
- Calculated
- Completed
- Conceived
- Conducted
- Created
- Designed
- Determined
- Developed
- Devised
- Enthusiasm
- Enhanced
- Evaluated
- Formed
- Guided
- Guaranteed
- Implemented
- Instigated
- Introduced
- Ingenuity
- Initiative
- Judgement
- Lasting
- Launched
- Liaised
- Maintained
- Managed
- Merit
- Negotiated
- Organised
- Performed
- Persuaded
- Planned
- Presented
- Progress
- Promoted
- Recommended
- Redesigned
- Represented
- Researched
- Stability
- Stimulated
- Supervised
- Surpassed
- Thorough
- Trained
- Successfully...
- More than...years extensive experience in..
- In charge of...
- Instrumental in...
- Constant interaction with...
- Responsible for...
- Excelled in....
- Competent at....
- Established...
- Promoted...

# Key Action phrases

- More than...years extensive and diverse experience in
- Expertise and demonstrated skills in
- Extensive and involved academic /practical background in
- Experience in all facets/phases/aspects of
- Knowledge of/experienced as/in
- Extensive training/involvement in
- Proficient/competent at
- Initially employer to/joined organisation to specialise in
- Provided technical assistance to
- Worked closely with
- Constant interaction with
- Promoted to
- Succeeded in
- Proven track record in
- Experience involved/included
- Successful in/at
- Reported to
- In charge of
- Now involved in
- Familiar with
- Employed to
- Assigned to
- Edited
- Established
- Formulated
- Initiated
- Implemented
- Managed
- Instrumental in

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# Is it *HR Friendly*?

- Academic CVs are a great way to show an employer that you have the know-how that they're looking for.

## BUT...

- A non-technical person, such as someone in HR, still needs to be **able to grasp your experience** and potential, even if they don't understand the techy bits.

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Remember to keep it...

Relevant

Recent

Creative

Concise

The Guardian has a good article on avoiding  
the [top 10 Academic CV mistakes!](#)

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# Your CV: Key Points

**Use the job description**

if you don't, you won't be shortlisted



**Do your research**

what do the company want?  
What is the role / Industry?



**Evidence your skills, don't just list them**

Give specific details, giving a 'mental picture'



A tailored, relevant CV that will impress employers

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# CV peer Review

*In Pairs...*

- Assess and provide constructive feedback on your own CVs
- Consider content, design, evidence of skills

Peer Review:

1. Be constructive.

2. Be kind.

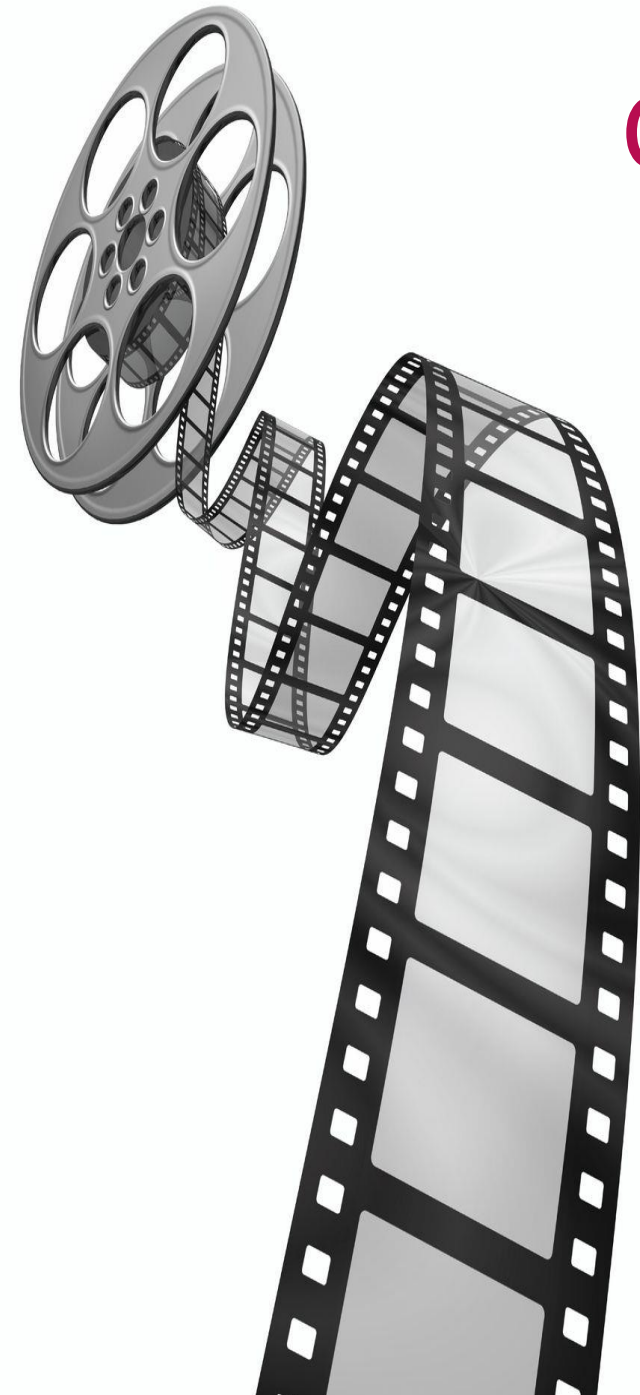
3. Be helpful.

4. Read & listen.

# Cover Letters

They highlight all your relevant selling points and reel in the reader to 'watch' more on your CV.

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# Cover Letters



## **Overall**

- No more than A4 page
- Tailored to the job
- Be specific about your skills and experience
- Be specific about the company

## **Layout**

- Include your address (top right), their address (top left) and the date.
- Try to send it to a named person (or Dear Sir or Madam)

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# Cover Letter Example Layout

All in ONE A4 page

## Employer's Address

Company Name  
27 Employer Road,  
Hull,  
HU4 7WT

Dear Mr Daniels,

**RE: Application for Postdoc Researcher Ref: 4362**

I am currently in my final year of my PhD in X at Sheffield Hallam University. Having seen the exciting opportunity to join your team as a postdoc Researcher, I have attached my CV for your consideration.

Employer's Name (or Dear Sir or Madam)

Your Address

Your Name  
12 Road Name  
Sheffield  
S1 3RR  
Date

Date

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# Finishing your letter

As a company who have strived to diversify by being the first organisation to implement the paperless office, I know that my own values as a member of the Sustainability Committee at Sheffield Hallam University will very much fit TFD's culture.

I look forward to expressing my interest, expertise and suitability for this role at interview and will be available to start work on the completion of my PhD in June. Many thanks for your consideration and I look forward to hearing from you soon.

Yours sincerely,

James Hatcher

## End formally

- Yours Faithfully for *Dear Sir/Madam*
- Yours Sincerely for *named person (Dear Ms Watson)*

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# Use the 4 paragraph Structure

## 1. Positive Introduction

- Tell them what you are applying for and give a brief overview of yourself.

## 2. Why You?

- Why should they hire you? What about you is great?
- What skills and experience do you have that are relevant to the role?
- Be specific

## 3. Why Them?

- Do your research
- Why have you picked them of all the companies out there?
- What projects have they done in the past?
- What interests you about them and *why*?
- Relate your own skills to these.

## 4. Positive Conclusion

- Leave them with a good final impression

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Some useful  
resources...

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# Key resources

## **Vitae**

[www.vitae.ac.uk/](http://www.vitae.ac.uk/)

Best website for researchers - Examples of academic and non- academic CVs

## **Jobs.ac.uk**

[how to write a cover letter for research jobs](#)

## **Prospects**

[CVs for industry and academic roles](#)

## **Kent Careers Service**

[Tips on PhD CVs](#)

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# Careers Information for Researchers...

- Prospects *job profiles*
  - [www.prospects.ac.uk](http://www.prospects.ac.uk)
- Vitae *career stories*
  - [www.vitae.ac.uk/careerstories](http://www.vitae.ac.uk/careerstories)
- Epigeum - training and resources for researchers
  - <https://www.epigeum.com/> (have a look at the library catalogue)
- The Shard - SHU's website for Researchers
  - <https://shardprogramme.wordpress.com/shard/career/>
- The RCUK's Case study series: Careers in Research
  - <http://www.rcuk.ac.uk/skills/percase/>
- Vitae.ac.uk: Find out what happens to PhD graduates
  - [What do researchers do? Labour market information -](#)
- UKCGE - UK Council for Graduate Education
  - <http://www.ukcge.ac.uk/>
- AGCAS
  - [University Researchers & the Jobs Market\(2001-09\)](#)

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# More Info? Careers Central Website

<http://careerscentral.shu.ac.uk/>

Sheffield Hallam University Careers Central

Home Planning your Future Options with your Subject Getting Experience Finding a Job CV / Applications / Interviews See An Adviser

Carers Central Graduate with more

Welcome to the NEW website from Careers and Employment.

Working while you study

Career Mentoring Scheme 2014/15

Getting Experience

Careers Fairs

Careers Central

Careers and Employability Centre

**Vacancies** More

- Mandarin Speaking Student Assistant
- Weekend Retail Salesperson
- Account Manager
- 2015 Summer Internships
- Graduate Developer - Sheffield or Leeds

**Events** More

- Career Impact Introduction and Selection Event
- Career Impact Introduction and Selection Event
- Preparing for a Nursing Interview or Assessment Centre
- CRCC Asia Live Webinar- How an Internship Abroad can
- Participate in a usability study and receive a £20 Amazon

**Tweets** Follow

SHU Careers @SHUCareers 22h  
Lets get @SHUCareers to 1000 followers by end of #FreshersWeek Can you RT to help us? @HOTCstudent @SHUlawcrim @suebecks @SHUActive

Tweet to @SHUCareers

INFO

Jobs

EVENTS

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# Need more help?

Tel: 0114 225 3752 / 2491

Web: <http://careerscentral.shu.ac.uk>

Email: [careers@shu.ac.uk](mailto:careers@shu.ac.uk)

To book a one to one appointment with your faculty adviser

Careers and Employability Centre  
City Campus



Careers @ Student Services,  
Heart of the Campus, Collegiate



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# Any Questions?



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