

# Rachel Harker

## Personal and Contact Details

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Full postal address  
Date of birth

Telephone numbers  
emailaddress@server.com

## Professional Skills

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### Information Management and Analysis

- Experienced in the selection and appraisal of research methodologies
- PhD has involved critical review of published research and development of new interpretations
- Developed strategies to evaluate relevance and value of others' opinions and data
- Numeracy developed through analysis of scientific publications for PhD research

### Administrative and Leadership

- Leader of the intercollegiate Early Modern Reading Group at Birkbeck (2006-2008)
- One of six co-ordinators of the Oxford University Women's Open Day (2002), responsible for publicity, arranging and implementing programme
- Oxford University Target Schools Scheme (2002). Visited state schools to encourage more applications to Oxford.

### Communication Skills

- Experienced in delivery of oral and written reports to academic and commercial audiences (national conferences 2006,07)
- Socially confident through conference presentations and committee responsibilities as above

### Self Management

- Successful at working autonomously as evidenced by PhD success
- Adept at designing programmes to meet needs of employers through training and teaching experience
- Teaching and research responsibilities reflect trust of department in capabilities

## Consulting Experience

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*July - August 2002 and 2003*

### KPMG Management Consulting

- Conducting surveys, editing and compiling reports, IT, networking, professional and communication skills

## Research Experience

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*September 2006 - present*

### Queen Mary College, London University

- Teaching Assistant, seminar leader on first year Shakespeare course, responsible for support and assessment of 80 students
- Training workshop for course leaders of Queen Mary Shakespeare course (2001)

*This example has been based upon a real CV, but some information has been changed/included. It appears here by kind permission of the researcher who generously provided the source material.*

*March - May 2006 and May - June 2007*

**Birkbeck College, London University**

- Research Assistant, *Works of Robert Boyle* and *Correspondence of Robert Boyle*.  
Proof correction and manuscript work, editing skills

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## Education

*October 2005 - present*

**Birkbeck College, University of London**

- ♦ PhD in Seventeenth Century Science Writing funded by Arts Humanities Research Board: 'Encyclopaedism and the organisation of natural knowledge in theory and practice in the later seventeenth century: Robert Boyle and his contemporaries'

*October 2004 - September 2005*

**Pembroke College, Cambridge University**

- ♦ MPhil in Renaissance Literature funded by Arts Humanities Research Board.  
Average mark 70%

*October 2001- June 2004*

**Keble College, Oxford University**

- ♦ BA English Language and Literature. First class honours

*September 1994 – June 2001*

**Durham Johnston Comprehensive School**

- ♦ A-levels English literature (A) History (A) French (A) Art (B) & GCSEs 9 grade A

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## Professional and Personal Experience

**Professional development:**

- ♦ Research Councils UK GRADschool (2007)
- ♦ Invited speaker at the Research Councils UK GRADschool Directors' Workshop (2007)

**Voluntary:**

- ♦ Work with homeless people in Cambridge (2005) and London (2006)
- ♦ Charities Officer on the Keble College JCR Committee (2002-03). Responsible for raising and distributing money

**Sports:**

- ♦ Rowed in the Keble College first eight, winning blades in the Torpids Regatta in 2003, and coached and coxed novice crews in 2002 and 2003

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## References

Full names, addresses, phone number and emails of supervisor and former employer who can comment on performance in summer placement in management consultancy. For previous employment in other fields, prime your referee with details of the skills sought.