**RESUME/** **CURRICULUM VITAE**

Name

Address

Phone contacts

Email address

(Link to staff profile homepage – including Skype address, LinkedIn)

Nationality

**CAREER PROFILE/SUMMARY**

**Alternative headings:** CAREER SUMMARY/PROFESSIONAL PROFILE/CAREER OBJECTIVE.

* Provide a clear and concise profile
* Summary of your experience and/or key strengths that relate to the job.
* Remember this is about what you offer. Market yourself!
* **This must change** every time you send your resume. It must relate specifically to the position you are applying for.
* It only needs to be a few sentences.
* Don’t be modest.

**EDUCATION/ACADEMIC QUALIFICATIONS**

* **Always start with your most recent education first.**
* DATE COURSE STUDIED/COOMPLETED/ACHIEVED

INSTITUTION

For PhD/Doc: SUPERVISOR, thesis title and short description

**EMPLOYMENT HISTORY**

* **Alternative headings:** ACADEMIC CAREER / RELEVANT ACADEMIC EXPERIENCE
* You may wish to separate these out if you think this will display your experience more clearly.
* **Always start with your most recent employment first.**
* DATE
* ORGANISATION
* TITLE OF POSITION
* Provide 2-3 lines on what the position involved that will help the reader understand what the role entails/what you actually did.

**PUBLICATIONS**

**Publications**

* Dot Points for each publication
* Most recent first
* Make sure you highlight the publications that best fit the role you are applying for.
* Identify type of publication: book, refereed article, book chapter, journal article, non-refereed paper, major report, technical reports.

**PRESENTATIONS**

* **Alternative headings:** INVITED LECTURES/SEMINARS
* Dot Points for each presentation
* Most recent first
* Include – name of conference, where presented, date, title of presentation, type of presentation: invited, oral, poster, refereed, keynote address

**RESEARCH FUNDS/GRANTS**

* Dot Points for each.
* Most recent first
* Include – project, granting body, investigators and chief investigator, collaborations, date, $ value

**TEACHING EXPERIENCE**

* Dot Points for each.
* Most recent first
* Include lecturing, demonstrating, at undergraduate and postgraduate level, supervision of higher degree students (could be a separate heading), development of teaching resources, curriculum development
* Do not include unit and course codes
* Keep jargon to a minimum

**COMMITTEES**

* Dot Points for each.
* Most recent first
* Include your role/impact, faculty/university, national and/or international

**AWARDS**

* **Alternative headings:** PRIZES/HONOURS
* **Always start with your most recent first.**
* Date, Award name, from which institution, what the award was for

**SERVICE/OTHER RELEVANT EXPERIENCE/PROJECTS**

**Alternative headings:** CONSULTANCY/COMMUNITY INVOLVEMENT/ VOLUNTARY WORK

Translation of books, journal reviewing, mentoring of junior staff, service to the discipline, editing/refereeing for scholarly journals, organising conferences, service on state, national or international bodies, development of collaborations with industry, public agencies, community and professional organisations, assistance with visiting delegations, engaging in public debates.

Volunteer work shows commitment to the community and a willingness to give back without expectations. It also provides the employer with insight into your values. Other experience indicates well rounded experience.

**PROFESSIONAL DEVELOPMENT**

**Alternative headings:** STAFF DEVELOPMENT/TRAINING/COURSES

Attendance at any staff development training, eg teaching and learning, specialist research workshops, research supervision, leadership program

**MEMBERSHIP OF PROFESSIONAL SOCIETIES**

**Alternative headings:** PROFESSIONAL ASSOCIATIONS/ RELEVANT MEMBERSHIP

If you do have professional membership with an association or organisation, then include this.

**REFERENCES**

It is preferable that you have a minimum of two professional references (that is, people who have worked with you in a professional context, such as a Head of School, Dean, Senior Researcher. Choose your referee carefully in accordance with the position requirements, eg teaching or research. Always check with the person first before including their name and advise them each time you apply for a position. Also provide them with the details of the position and why you have applied so they have an opportunity to consider their input.

NAME

TITLE/COMPANY

CONTACT DETAILS (Phone and email contacts)