TIPS FOR BUILDING YOUR RESEARCH CV

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April 2018

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CV Dos & Don'ts

DO:
- ✓ Start now
- ✓ Document all your research achievements as they happen – you will forget
- ✓ Record everything correctly
- ✓ Tailor your CV to fit the purpose

DON'T:
- ✓ Don't assume – be clear but concise
- ✓ Skimp – but be sure to back up all claims
- ✓ Waffle or ramble – keep it clear and concise
- ✓ Be vague or cryptic – give brief details – *but give details*
- ✓ Get fancy – keep the layout logical and clear – no fancy fonts, colours, borders
- ✓ Use cliché's – 'committed', 'passionate', 'driven' - even if true sound meaningless
- ✓ Look lazy - no excuse for and no reprieve from typos and grammatical errors

Bottom Line about CVs – **Don't make the reader work!**

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PERSONAL DETAILS

Set the scene

Include:
- ✓ Full name
- ✓ Email address – UQ
- ✓ Phone - *optional*
- ✓ UQ ID Number
- ✓ Domestic or International
- ✓ Current situation – be sure to say what you are currently doing. (student? working?)

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EDUCATION

In chronological order starting with current or most recent, *include the following (if possible):*

- ✓ Full title of the qualification/program (BSc, PhD, Grad Dip etc.)

- ✓ Yes include Secondary School

- ✓ Institution attended (+ state / country)

- ✓ Year commenced and the year awarded (if 'current' use year commenced and 'current')

- ✓ Distinctions: OP, ATAR, GPA, Dean's Commendations (how many-when-what years), Honours (include Class)

RESEARCH EXPERIENCE

In chronological order starting with most recent list individual episodes of research experience.

<u>*Include for each* e</u>ntry:

Full name of your experience:
   paid employment, summer project/scholarship, research course, voluntary/casual experience

Dates you were involved or worked: *from* Month/Year *to* Month/Year or to 'Current'

Time spent on each:
   ✓ Approximately how much time over the dates you specified, did you spend on this research?
   ✓ Represent as either a full time equivalent (.05 FTE) or in hours per week (10 hrs/week)

Main supervisor or principal investigator

Name of lab, institute, centre, hospital etc.

Brief description **of the experience/work/project**: 4 lines of text max & do not use technical terms
Describe what you did, your role, or your project.
   ✓ Include skills you learned but not in detail.
   ✓ *Make sure you can back up your claims*

RESEARCH OUTPUT: PUBLICATIONS

<u>*Include:*</u>
- ✓ Journal articles, full research papers, letters, commentaries, short reports, editorials, etc.
- ✓ *Articles that have been published or accepted for publication, and submitted.*
- ✓ *Articles in preparation – same applies (give intended date of submission)*

For each item include full bibliographic details using an common **citation style (**e.g. Harvard, Vancouver, APA)
- ✓ This needs to be correct and complete
- ✓ *Look at the journal and follow their style*

<u>*Example*</u>: First author family name + initials , Second author family name + initials, Third author family name + initials. Article title. Journal name, Year (or date submitted or date accepted), Volume number, pages xx – xx. DOI number (this will be available for early online or in press articles.

Specify your contribution to any items where you are not first author.
- ✓ *No more than 2 sentences*

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RESEARCH OUTPUT: CONFERENCE ABSTRACTS / PRESENTATIONS

<u>*Include:*</u>
- ✓ Conference abstracts for oral or poster presentations (*include submitted or accepted)*
- ✓ *Specify oral, poster, keynote or invited*

<u>*For each item include*</u>
- ✓ *Full details of your abstract and the conference details*
- ✓ This needs to be correct and complete
- ✓ *Look at the conference website for these details*

<u>*Example*</u>*:* First author family name + initials , Second author family name + initials, Third author family name + initials. Presentation title. Full name of conference. Conference dates. City and Country where it was held. Include date submitted if not accepted yet.

<u>*Specify*</u>
- ✓ *if you are the presenting author*
- ✓ *your contribution to any items where you are not first author - no more than 2 sentences*
- ✓ *if you won an award for the presentation*

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AWARDS / SCHOLARSHIPS / PRIZES

In chronological order starting with most recent, list all academic or research or community recognition as awards, prizes, scholarships, fellowships etc. Include Secondary School.

For each item include:
- ✓ Full name of award / prize /scholarship
- ✓ Date – month and year awarded
- ✓ Duration of the award
- ✓ A brief description of the award: i.e. what was for why did you receive it.
- ✓ Dean's commendations can be listed again here even if already listed under education.

Don't skimp!

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EMPLOYMENT HISTORY

In chronological order, starting with most recent list all 'relevant' employment.

'Relevant' means to include positions that demonstrate responsibility, academic excellence (e.g. tutoring), leadership or leadership potential, initiative and special skills.

<u>Include for each entry (if possible)</u>:
- ✓ dates of employment;
- ✓ title of position,
- ✓ name of employer,
- ✓ main duties or accountabilities,
- ✓ achievements connected to that employment i.e. did you win an award or was it instrumental in a subsequent position
- ✓ skills that led to subsequent employment or opportunities

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Good Luck!