



THE UNIVERSITY
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AUSTRALIA

Medicine

TIPS FOR BUILDING YOUR RESEARCH CV

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April 2018

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)



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RESEARCH EXPERIENCE

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

Include for each entry:

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

Include:

- ✓ 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*

Example: 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 - optional: for early online or in press articles.

Specify your contribution to any items where you are not first author.

- ✓ **No more than 2 sentences**

Example: Eley DS, Benham H. From medical student to clinician-scientist: where is the pathway in Australia? *Internal Medicine Journal* 2016;46 (12):1449-52.



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RESEARCH OUTPUT: CONFERENCE ABSTRACTS / PRESENTATIONS

Include:

- ✓ Conference abstracts for oral or poster presentations (*include submitted or accepted*)
- ✓ *Specify oral, poster, keynote or invited*

For each item include

- ✓ *Full details of your abstract **and the conference details***
- ✓ This needs to be correct and complete
- ✓ *Look at the conference website for these details*

Example: 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.

Specify

- ✓ *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*

Example: Eley DS, Brooks KD. How will I cope with rural practice? Student reflections on their personality, values and expectations after a rural longitudinal integrated clerkship. WONCA 14th World Rural Health Conference, 29 April-2 May 2017, Cairns, Australia.

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.

Include for each entry (if possible):

- ✓ 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!



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