



Academic Resume Template: seeking an academic position

Use this guide to take your resume from the “To Do” pile to the “Done” pile

Your resume plays an important role in applying for a job and getting an interview. Academic resumes, like all others, need to be tailored to the job you apply for. Although longer and more detailed than other types of resumes, they should be concise and focused on relevant experience. Academic resumes should only be used for seeking an academic position.

The key headings of an academic resume include publications, descriptions of research and details of funding awarded. An academic resume can be longer than other types of resumes as it will contain detailed information about publications, conferences, research abstracts etc and so it is acceptable for it to be 3-5 pages in length.

The following template has been produced and should be used as a **guide only** for seeking an academic position. In order to make your application competitive and unique, you should consider your experience and background and compile your academic resume in a way that highlights your relevant knowledge. You may need to alter the structure and headings in order to better reflect your circumstances and enable you to clearly demonstrate that you meet the needs of the employer you are targeting.

Many PhD students look to secure an academic role overseas so it is important to bear in mind that different protocols exist for resume writing in different countries. If you are unsure what the protocols are then check out the country profiles on the following website for some hints and tips about style and content of resumes for the country you wish to apply to: www.prospects.ac.uk

Top tips for Academic resumes:

- Give prominence to your academic achievements and research interests
- Remember to proof-read, edit and spell check your work – twice!
- Ensure your formatting is consistent (**bold**, underlined, **font type** and **size**)
- Ensure your contact details and those of your referees are accurate
- Use past tense when describing a previous position
- All requested information is included
- Use positive action words to describe your experiences
- Consider creating an appendix to include a list of your publications and an abstract of your research work to cut down on detail within the body of your resume
- Check out resumes of other researchers in your faculty as styles and norms vary from field to field
- Don't be shy – highlight your research achievements!

Further Help:

- Upload your resume via **CareersConnect** to have your document personally reviewed within 3-5 working days
- Curtin Careers Centre regularly hosts resume workshops throughout the year (including sessions specifically for postgraduates and Higher Degrees by Research students). Access times and dates **here**
- If you are applying for jobs outside of academia, the resources on **writing Resumes and Cover letters** or the **Chronological** and **Functional Resume Templates** are a good starting point

Curtin Careers Centre operates a Duty Counselling Service Mon – Fri during business hours on the Bentley campus (Bldg 303, Level 2). You can meet with a Careers Consultant for a ten minute appointment. If you are not available to attend the campus please call 9266 7802 or email careers@curtin.edu.au



NOTE: You do not need to include birth date or marital status. Contact details only.

First Name Last Name

Address, Suburb, State, Postcode
Phone/Mobile Number, Email address

Professional Profile / Areas of Expertise

- Highly developed XXXX
- Proven ability to XXXX
- Good working knowledge of XXXX
- First rate XXXX skills and the ability to XXXX

Professional Profile Highlight areas of expertise relevant to the specific academic field you are applying for. Use the job description / person specification / research focus of the department or university as a guide

Academic Qualifications

2011-2014 PhD title: XXXX
 University of XXXX, Department of XXXX, Location
 Supervisor / source of funding: XXXX

Note: Relate your interests and skills to the position early in your resume

Overview of your thesis:

- Aims
- Achievements
- Relevant techniques
- Responsibilities

Academic Qualifications For an academic position you can assume the reader will be familiar with the technical language of your discipline, so it is appropriate to write a description of your research in academic language

2008-2010 Master of Arts:
 University of XXXX, Department of XXXX, Location
 Masters Thesis: Title XXXX

2004-2008 Bachelor of Arts (First Class Honours)
 Majors: XXXX
 University of XXXX, Department of XXXX, Location
 Honours Thesis: Title XXXX

To make headings stand out, use **bold** and a larger font size or CAPITALS

Research Interests

A brief outline of past, present and future research interests. My principal research interests lie in the field of XXXX. I am currently investigating XXXXX for my PhD. Using the latest XXXX techniques.

Future research plans are to XXXXX. I have particular expertise and interest in the XXXXX

Don't be shy about your Awards!

Scholarships and Awards

- 2011 Australian Postgraduate Award, University of XXXX
- 2008 Award for Academic Excellence
- 2005 Dean's Commendation, Faculty of Arts

Academic Employment (Teaching and Research)

- 2011-12 Tutor, Department of XXXX, University of XXXX
 - Responsibilities:* XXXX
 - Achievements:* XXXX
- 2010-11 Research Assistant to Professor XXXX, University of XXXX
 - Responsibilities:* XXXX
 - Achievements:* XXXX

Academic Employment
 * Explain teaching responsibilities & competencies including lecturing, course design and grading
 *Describe research experience including projects, techniques etc.

Publications / Work Submitted / Work in Progress

List most recent first, use sub-categories if this section is lengthy. Include journal articles, books or chapters of books, reports and patents.

Reference fully – usually Harvard style

Presentations / Conferences / Posters

List most recent first – dates, location, title or theme. Highlight any invitations to present. If numerous, you may list only “invited” or “selected” presentations.

Professional Memberships

- 2008-current Member of the Association of XXXX

Employment History – General

- 2008-2010 Administrative Assistant, XXXX Company, Location
 - Responsibilities:* XXXX
 - Achievements:* XXXX
- 2004-2006 Sales Assistant, XXXX Company, Location
 - Responsibilities:* XXXX
 - Achievements:* XXXX

Employment History List most recent job first. Past tense should be used when describing your previous roles



Extra-Curricular Activities

2011-current Member of the Postgraduate Student Association at the University of XXXX

2009-current Volunteer with Curtin Volunteers! Initiated XXXX; co-ordinated XXXX

2008-2010 Student Representative, Faculty of Arts Committee, University of XXXX

Regularly participate in triathlons and have raised more than \$1700 for charity. Enjoy the cinema, visiting art galleries and going to the theatre.

Extra-Curricular Activities

- * State the organisation and your role
- * Outline tasks you carried out
- * Highlight achievements / skills that you gained here

Languages

Specify languages spoken and level of fluency e.g. Fluent in French; English (Mother tongue); conversational German

Referees

Name

Position

Company / Organisation

Tel: (08) xxxx xxxx

Email:

Referees

- * ALWAYS the last thing on your resume
 - * Provide details of two or three referees (usually at least two academic) who have given permission to be included
- It's important to include referees who can vouch for your professional skills and attributes