



democratising access to higher education

Writing your CV  
Graduate Studies in Social Sciences



# Outline

- What is a CV?
- Common Heads to Cover
- Language
- Formatting
- General Tips
- Questions



# What is a CV

Curriculum Vitae or CV is a document that contains details about the educational qualifications and work experience of a candidate.

Remember that a CV is not the same as a resume or bio data. A resume tends to be a one-page summary of your academic qualifications and work experience, whereas a CV is a more comprehensive document that captures your academic qualifications, work experience and skills. Bio data is usually just an account of your personal information (and therefore, not the most relevant document in an academic setting).

Across applications, there will be many different requirements for a CV, depending on the university, the course and the scholarship in question.

# Common Heads to Cover

1

Personal Details

2

Education

3

Work & Research Experience

4

Publications

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Conferences/ Projects/  
Courses

6

Awards and Scholarships

7

Skills

8

Extracurriculars



# Personal Details

- Write the name in big and bold font as the CV heading.
- Under that, include contact details like an email address you regularly use, a phone number you can be reached on, and any relevant website/ portfolio link.

**SHAHRUKH KHAN**  
**shahrukhkhan@khan.com | +919999888777 | LinkedIn**



# Education

- The name and personal details should be followed by educational qualifications in a reverse chronological order (most recent to earlier ones).
- Include educational qualifications with a short description of the course and study outcomes and the final grade (percentage/GPA depending on application requirement).
- Include the years through which you did the course.
- Highlight course aspects and dissertations that are relevant to your current application.
- You can include your class rank or percentile, if you think it will reflect favourably on your application.

# Education

## **MSc in Finance and Economics, College Name, Location (2017–2019)**

CGPA: 7 (Top 5 rank)

Studied modules on International Finance, Derivatives and Financial Risk Analysis, Portfolio Management, Corporate Financial Reporting. The course gave exposure to econometric methodologies and its usage in financial risk analysis that I shall be using to develop my future research.

Dissertation: 'Title'

My research is concerned with...(a one/two-line description of the dissertation)

OR

- o LL.B – Year II | Campus Law Centre, University of Delhi | Aggregate of 3 semesters - 63.3% (I Div.) 2018-21
- o B.A. (H) Economic | XXX, University of Delhi | CGPA 7.4/10 (I Div.) 2015-18
- o Higher Senior Secondary (CBSE) | XX School, Delhi | Best four subjects aggregate 96.75% 2009-15



# Work and Research Experience

- This includes professional work and any positions of responsibility you have held including volunteer positions and internships.
- Mention your position, organisation name, time spent at the organisation, location and describe your responsibilities.
- You can include your responsibilities either in bullet points or in a paragraph, depending on the length of the content.
- If you are applying for a research degree, and have done any research internships or led any research projects, do include such experiences under this head.



# Work and Research Experience

## **Project Associate at Z Foundation (2 February 2020 to 2 February 2022)**

Led a team of five to conduct research and data analysis on healthcare accessibility of domestic workers under the welfare schemes of the Government of West Bengal. Responsibilities included guiding and training the team members, supervising all aspects of research and developing the final publication.

OR

## **INSTITUTE OF HUMAN RIGHTS**

Delhi, India

## **Events Officer**

January 2020 – Present

- Provide support for organizing conferences and seminars/ webinars on topical issues in human rights, liaising with speakers and participants, creating content for social media, and recording events for podcasts.
- Also responsible for recording and disseminating event outputs, including writing up, editing and proofreading academic reports.



# Publications

- Include relevant published works like articles, papers, blogs, journals and books.
- If there are group projects or publications, mention other authors and highlight your name and contribution.
- Include online links to your publications wherever possible!

'Impact of COVID-19 vaccines on diabetes patients', The Lancet: The paper investigates the impact of the COVID-19 vaccines on people with type 2 diabetes.



# Conferences/ Courses/ Projects

- Mention conferences you have attended and presented at. If you have just attended a conference, only include it if you think the theme of the topic is very relevant to your application. Otherwise, only include conferences that you have either organised or where you have participated as a presenter.
- Similarly, include trainings/ courses you have undertaken.
- It is equally important to include any relevant professional certifications here (provide the title of the certification, the name of the certifying organisation and the date on which you earned the certification).
- Please be careful about how many you include in the CV you submit for your application – list only those that are relevant for that particular application.



# Awards and Scholarships

- This includes academic awards, ranks, achievements, grants/ scholarships/ fellowships you received for studies or research work.



# Skills

- This may include IT, language and technical skills as well as relevant transferable skills (creativity, leadership, team management), which may not be wholly relevant to the application you are making.
- If you are multilingual, write about the languages you know and indicate how well you know them using “native/ advanced/ intermediate/ beginner levels of written/spoken fluency” as appropriate.
- This is an optional section.



# Extracurricular Activities

- This may include extracurricular interests, activities and achievements, including sports, debates, moot court competitions, etc.
- This is an optional section depending on its relevance to the application.



# Language to be Used

- The language of a CV should be straightforward and clear. Refrain from using long paragraphs, passive voice and short forms.
- Use technical terminology, wherever applicable.
- The CV is an archive of all your achievements, skills, and interests and therefore, it should read confidently so that it can convey how you are the suitable candidate.
- Use bullet points with action words (a list is available in the online guide on CV writing) to describe work/ academic experiences in short sentences.



# Formatting

- The CV design should be readable, clear and consistent.
- The main things to remember when formatting a CV are who it is being sent to and for what purpose, depending on which the information should be organised and highlighted.
- After preparing your CV, get it printed to check if it looks neat and readable in case you have to submit the hard copy at any point.
- **Font and Highlighting:** Choose a readable, attractive font and it is best advised to not use more than two fonts in one CV. The font size should be a minimum of 11 pt. Do not overuse bold, italics and highlighting because it is distracting for the reader. To highlight headers and sections of the CV, use bold since too much italics and underlining can make it look clumsy.
- **Headings:** Maintain a consistent style (font style, size, colour, capitalisation) for similar headings and sub-headings. Do not put full stops after headings/ sub-headings. Create headings that are of relevance to your application. Avoid using 'Other' as a section since it suggests that the reader could possibly skip it.





# General Tips

- An easy step is to make a Master CV document in which you should specify all the experience, activities, and grades secured. This can be a relative longer document which covers all experiences. At the time of application, you can pick up relevant information from the Master CV and tailor your CV for the specific application. most universities expect you to submit CVs that do not exceed 2 pages.
- Scholarship applications usually provide guidance on how to tailor a CV. Even otherwise, depending on the aims, intentions and scope of the scholarship, the CV can be tailored. For e.g., it may be important to show teamwork, initiative, and leadership for some scholarships. In this case, the CV should include 'Positions of Responsibility' with a brief description and outcomes, if any.



# General Tips

- It is especially important to highlight your involvement in academia and research projects, if you are looking to apply for research degrees like PhDs/ DPhils. Highlighting any previous research experience (in the form of writing dissertations in your undergraduate/ postgraduate degrees, or in the form of publications, or in the form of research internships) is necessary to demonstrate that you have the necessary skills to pursue a research degree.
- In a CV you submit for graduate applications and graduate scholarships, you do not need to include a “References” head, simply because you will be expected to input the details of your referees separately in the application form and they will also be asked to submit reference letters in support of your application.

# Stay Connected

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Other ways to get in touch

