



democratising access to higher education

Writing your CV  
Graduate Studies in STEM



# Goal of this session

To get students in this workshop acquainted with proper CV writing required for graduate STEM admission process in the universities abroad.



# Road map of this session

- What is a CV and Why is it required?
- Standard sections of a CV
- Language
- Formatting
- General Tips
- Questions



# What is a CV?

CV or Curriculum Vitae (coming from Latin) is a document that contains detailed synopsis of your educational/academic background as well as related work experience such as teaching and research experience, publications, awards, presentations, honors, and additional details.

In the US, a CV standard is a 2–12 pages academic document that describes your educational history, work experience and skills in deep detail

In Europe/UK, a CV is a standard 1–2 page tailored to the position describing your educational history, work experience and skills in deep detail



# CV vs Resume vs Biodata

*Remember that a CV is not the same as a resume or bio data.*

A resume tends to be a 1-2 page summary of your academic qualifications and work experience mostly used by employers for non-academic positions, whereas a CV is a more comprehensive document that captures your academic qualifications, work experience and skills etc.

Bio data is usually just an account of your personal information (and therefore, not the most relevant document in an academic setting).

# Why is it required?

- It gives academic boards or admissions team an **outline/overview of what the applicant has been doing** in terms of education history, related work experience and whether the applicant has required academic/work/skill level required to pursue a particular course for which the applicant has applied for.
- It **acts as an initial funnel** for university admission committee to single out applicants of interest for them to be accepted for further process leading to acceptance.
- Given the fact that the interest and applications for graduate studies in STEM is rapidly growing, as a consequence of which high number of application are to be sorted out by the admissions team, hence, role of CV comes into play, by which **data based methodology** is used for initial screening in STEM graduate studies.

# Standard Sections in a CV

1

Personal Information

2

Education

3

Research Experience and Work experience

4

Publications

5

Conferences and Presentations

6

Awards and Honours

7

Skills

8

Courses

9

Extra-curricular activities

10

Languages

11

References



# Personal Information

- Name
- Address
- Phone number
- Email address
- Online profiles (LinkedIn etc.)

## **YOUR NAME**

Address: Flydrugrandi 12, 107, Netherlands.

Contact: +31XXXX, email@gmail.com

Website: <https://www.linkedin.com/in/contact-6282a825>



# Education

- Name of the institution
- Location of the institution
- Type/Name of Degree
- Dates you attended
- Reverse chronological order (most recent to earlier ones).
- May include Percentage or GPA

**B.E in Computer Science, University of Kashmir, Srinagar  
(2012 - 2014)**

CGPA: 7/10 (Top 10 rank)

Studied data structures, OOP, data algorithms ... *(a short description of what course was about and what do you learn)*



# Research Experience or Work Experience

- Your Role in research
- Name of institution/organization
- Dates worked
- Description
- Name of your Supervisor
- Publication (if any)

2011– 2012

Research Assistant

Name of Institution/Organization/Lab, Location.

*Worked as ... (describe your role and responsibilities in the research project.*

*Achievements (if any) should be included)*

2014 – 2015

Computer Engineer Trainee

Name of Employer, Location.

*Worked as Computer Engineer Trainee at... (describe your role and responsibilities in the research project.*

*Achievements (if any) should be included)*



# Publications

- Publications include conference papers, journal publications etc.
- Don't forget to mention other authors if there are any.
- Include online links to your publications wherever possible!

New techniques in analysis of Data Structures  
Date of Publication  
Name of conference paper or journal  
Short description (1-2) about the publication  
Online link (if available)



# Conferences and Presentations

- Title of presentation
- Name of Conference
- Location
- Date
- Description



# Awards and Honours

- Awards
- Scholarships
- Grants
- Prizes
- Fellowships



# Skills

- Instrumentation/ Lab techniques
- Programming Languages
- Software
- Data analysis
- Soft skills
- Team management



# Courses

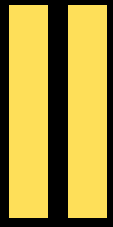
- Include courses you have undertaken.
- It is equally important to include any relevant professional certifications here (provide the title of the certification, the name of the certifying organization and the date on which you earned the certification).



# 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.





# Languages

- 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.



# References

- Include name of your referees, their position, and contact details.
- 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 (try to be minimalist).
- 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.
- Check it for any **spelling and grammatical errors**, that is a huge turn off for admissions team.



# General Tips

- **Tailor your CV**
  - Customize your CV to suit the application
  - Make sure you read (and re-read) your program's requirements
  - Tailor your language, skills, and accomplishments so that the right details are highlighted
- **Focus on academic background and related research experience**
  - Be sure to emphasize your academic achievements
  - Include awards, grants, and publications.
- **Keep it simple**
  - Keep your CV design organized
  - Use simple fonts
  - Give each section a clear heading
- **Use a good CV template**
  - The easiest way to make sure your CV looks great is to use a CV template.
  - You can focus on showcasing your experience without having to worry about the design.
  - Use Latex, Word, Docs, Websites, etc.
  - Plenty of online CV templates available.



# Stay Connected

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Other ways to get in touch

