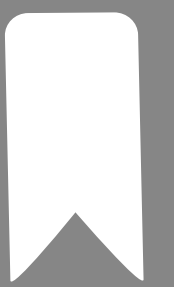# Academic CV Checklist

✓ **CV TITLE**
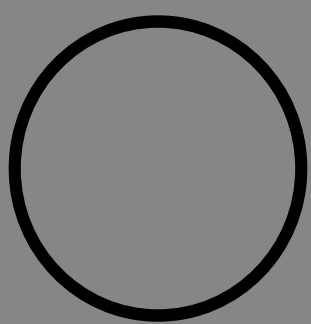Use your name as the heading not "CV" or "Curriculum Vitae"

✓ **RELEVANT CONTENT**
Make sure that the content is relevant for the application. The information you highlight hinges on the job description and person specification. For example, would it be more appealing to present your Research Experience first of your teaching Experience?
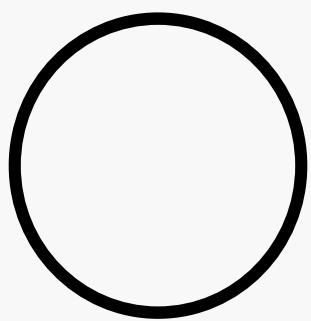
✓ **IMPACT**
Make an impact: Ensure that you have sections that highlight your achievements i.e. Publications, Funding Awarded, Conference Publications, Positions of Responsibility (Committee Memberships), Public Engagement and Knowledge Exchange.

○ **LANGUAGE**
Don't use language that is unclear or too specific i.e. does a recruiter need to know the institutions exact course codes or would they prefer facts and figures on the numbers of students you taught.?

○ **LENGTH**
There is no limit on the length of an academic CV but don't use this as an excuse to waffle. Remember to use page numbers to ensure that the reader can navigate their way through the document easily.