



FOUNDATION

...Possibilities Unlimited

Reg. No: 07157129

Youth Empowerment & Community Development

Spice up Your CV 4 Impact

Bamidele Adebisi, PhD

Why CV?

- To pass Employers Screening Process
- Give fact that might favourably influence the employer
- To provide contact details, address ..
- Establish you as a professional person with high standard of writing skills – clear, organised, well written, well designed (sample of your skill)
- Help you clarify your strength and weaknesses
- Boost your confidence
- Help start a process of a job or career change.

Why CV?

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 - Give fact that might favour you to the employer
 - To provide contact details ..
 - Establish yourself as a professional person with high standard - clear, organised, well written (sample of your skill)
 - Highlight your strength and weaknesses
 - Boost confidence
- ... a process of a job or career change.

“Marketing yourself on Paper”!!!

YOUR CV is...?

NOT “YOUR AUTOBIOGRAPHY”

NOT “A LIST OF JOB TITLES & DUTIES”

.....It is your prospectus to
the future.....

.....Perfect CV will not get you the job, it
will get you an interview

“Candidate Selection” –

How The Employer Finds the Right Person

- Job description and person specification
- Develop evidences needed to prove candidates have these skills
- Collect evidences

“How long does it take to decide whether to reject or accept a CV?”

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“How long does it take to decide whether to reject or accept a CV?”

20-30s !!!

GET ORGANISED

- Build an outline CV that records details for what you might need for any type of CV
- Keep details of Jobs that interest you, adverts, job description, person specification to help you become familiar with the job market
- Keep copies of your CC, cover letters and application forms for every job you applied for
- It will cost you time and efforts (don't forget to send to your friends and mentors)

Career and CV Resources 4

Researchers:

–Beyond PhD

- Multimedia Website that support postgrads and post docs in Arts and Humanities
- Include case studies and advice on how to market your PhD/research to a non-academic
- www.beyondthephd.co.uk

Career and CV Resources 4 Researchers:

- **Jobs.ac.uk**

- Prime site for all vacancies at Universities + many overseas vacancies
- Research, academic, administrative and management jobs. The site is fully searchable
- Top tips on filling application forms, short articles on career development, CVs and
- www.jobs.ac.uk/careers/

Career and CV Resources 4

Researchers:

- **Vitae**

- Developed by the national organisation for researchers career development
- Career section include career development, job searching, networking and applying for jobs, including models of different types of CVs and cover letters
- <http://vitae.ac.uk/researchers/1270/careers.html>

Career & CV Resources 4

Researchers:

- **Prospects**

- UK graduate jobs and carer websites
- Aimed at undergraduates and recent graduates
- Highly ecommended by Higher Education Career guidance professional
- Includes advice and sample of CVs, prospect planner online career tool, and links to vacancies
- Also include advice for Cvs for non UK market
- It is free but you need to register to have access
- www.prospects.ac.uk
- www.prospect.ac.uk/csm/showPage/Home_page/Applications_CVs_and_interviews/p!eefmd

Academic Careers

- Landing an Academic Job

http://quattro.me.uiuc.edu/~jon/ACAJOB/Latex2e/academic_job/academic_job.html - this

book, 'Landing an academic job – the process and the pitfalls', is written by Jonathan A. Dantzig, a US academic. Lots of the advice, (apart from that relating to the construction of a CV) that can be applied to the UK context.

Self-Study Books for Careers

- A variety of books that cover building a successful career and applying for jobs are available
- It is free but you need to register to have access
- www.prospects.ac.uk
- www.prospect.ac.uk/csm/showPage/Home_page/Applications_CVs_and_interviews/p!ee_fmd

Useful Tips

- Target your CV to the job (address cover letter to specific individual)
- Don't shade the truth – be honest
- Quantify your accomplishments where possible
- Be concise
- Use verbs – developed, mentored, successfully sold, produced, managed, submitted, trained, presented
- Show your ability to produce results, to deliver..
- Clearly demonstrate your ability to communicate, work in a team
- Catch their attention

Career & CV Books

- Vickers T. 2000, From CV to Shortlist, Kogan Page
- Williams L. 2005, The Ultimate Interview Book, Kogan Page
- Yate J. M. 2000, Great Answers to Tough Interview Questions, Kogan Page
- Yate J. M. 2003, The Ultimate CV Book, Kogan Page
- Stewart S. 2007, A self-fulfilling prophecy - Building a successful Career in Health Research, Wiley
- Boden R, Epstein D, Kenway J. 2005, Building your academic research, SAGE
- Catt H. and Scudamore P. 2000, Successful Job Hunting in a Week, Institute of Management
- Cope M, 2003, Personal Networking, Prentice Hall
- Corfield R. 1999, Preparing Your Own CV, Kogan Page
- Corfield R. 1999, Successful Interview Skills, Kogan Page
- Covey S.R, 2001, The Seven Habits of Highly Effective People, Simon and Schuster
- Eggert M. 2000, The Best Job-Hunt Book in the World, Random House Business Books
- Eggert M. 1998, The Perfect Interview, Random House Business Books
- Fox K. 2004, Watching the English, Hodder and Staughton
- Hacker C. A. 1999, Job Hunting in the 21st Century, St Lucie Press

Other Resources-Science And Medicine

- http://www.elsevier.com/wps/find/editorsinfo.editors/editors_update/issue28c - Tips and advice on being more successful when writing for publication in peer reviewed journals.
- Cancer Research UK <http://www.lripostdocs.org> - Has details of postdoctoral fellowships.
- Science Careers <http://sciencecareers.sciencemag.org> - Contains articles, case studies, careers advice and links to vacancy sources for scientists.
- Nature Jobs www.nature.com/naturejobs - careers related information and science job vacancies
- Biotechnology Directory <http://guide.nature.com/companies.html> - global directory of biotechnology companies – basic company details are free, more detailed information is chargeable.
- Bioexchange <http://directory.bioexchange.com> - directory of Biotechnology and Life Science companies.
- Physiology www.physoc.org - careers information and vacancy sections for physiologically related jobs
- Bioscience and medicine <http://hum-molgen.org> - for job vacancies in bioscience and medicine search 'positions'
- Biology www.sebiology.org - careers and job vacancy information for Biologists
- New Scientist www.newscientist.com/home.ns - this site features the science vacancies advertised in New Scientist.
- Wellcome www.wellcome.ac.uk - contains details of biomedical research funding schemes and a vacancies database.
- Health www.rdinfo.org.uk - a digest of health related research funding and training opportunities.
www.jobs.nhs.uk - for health service work including research.
- Environment www.environmentjobs.co.uk wide range of UK based environmentally related jobs.
- Environment www.acre-resources.co.uk recruitment agency specialising in corporate responsibility, and sustainability.
- Department of Trade and Industry www.dti.gov.uk has overviews of initiatives and funding within science and research.
- British Council www.britishcouncil.org has a wealth of information including Gateway to UK Science.
- Community of Science www.cos.com offers funding opportunities, scientific expertise and potential collaborators from around the world.
- UK Science Park Association www.ukspa.org.uk provides a searchable database of science parks by region
- Patent Office www.patent.gov.uk contains careers and vacancy information.
- The British Association for the Advancement of Science www.the-ba.net/the-ba
- Committee on the Public Understanding of Science www.copus.org.uk
- The Royal Society www.royalsoc.ac.uk promotes excellence in science and contains information about UK science funding and details of public engagement and outreach programmes.
- Association of British Science Writers www.absw.org.uk has a careers section detailing ways into the

Other Resources –Social Sciences

- [Social Science Information Gateway](#) - Social Science information gateway containing specialist research information and a CV posting facility leading to the Social Science Research Grapevine below.
- [Social Science Research Grapevine](#) - Social Sciences Research Grapevine provides information about events and career development opportunities for social science researchers in all sectors.
- [The UK Centre for Economic and Environmental Development](#) - The Centre aims to demonstrate the benefits to business and the economy of good environmental practice. It does this through research, promotion of good practice, provision of policy advice to government and business, demonstration projects and engagement activities.
- [Forum for the Future](#) - a charity committed to sustainable development. We focus on the root causes and connections between big issues such as climate change, social inequality and environmental degradation.
- [The Long Now Foundation](#) - The Long Now Foundation hopes to provide counterpoint to today's "faster/cheaper" mind set and promote "slower/better" thinking. We hope to creatively foster responsibility in the framework of the next 10,000 years.
- [Demos is a London-based think tank that generates ideas to improve politics and policy](#) - Demos is a think-tank focused on power and politics. We search for and communicate ideas to give people more power to shape their own lives. Demos' vision is a democracy of free citizens, with an equal stake in society. Our work is driven by the goal of a society populated by free, powerful citizens. It is animated by four themes.
- [Links to government, political parties and NGO's](#) - PSI undertakes and publishes research studies relevant to social, economic, industrial and environmental policy. In 2009 it merged with the University of Westminster.
- [Institute for Public Policy Research](#) - As an independent, radical and progressive think tank that for over 21 years, IPPR's research and policy ideas have helped shape the progressive thinking that is now the political centre ground.
- [Social Market Foundation](#) - The Social Market Foundation is a leading UK think tank, developing innovative ideas across a broad range of economic and social policy.
- [Institute for European Environmental Policy](#) - IEEP is an independent not for profit institute dedicated to advancing an environmentally sustainable Europe through policy analysis, development and dissemination.
- [European Environmental Bureau](#) - EEB's specific mission is to promote environmental policies and sustainable policies on the European Union level.
- [Making sense of climate change](#) - CarbonSense has become a first port of call for companies in the UK, Europe and beyond that are seeking to develop a leading edge climate change strategy.
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- [People Science and Policy](#) - PSP uses the tools of social research and data analysis to help clients understand the public and their other stakeholders.
- [UK Energy Research Centre](#) - The UK Energy Research Centre is the focal point for UK research on sustainable energy. It takes an independent, whole-systems approach, drawing on engineering, economics and the physical,

Other Resources

- **Overseas**

- Commonwealth Universities www.acu.ac.uk/adverts/jobs - the Association of Commonwealth Universities International Job Vacancy Service.
- EU Academic Jobs www.academicjobseu.com - information on academic and research jobs in Europe.
- International academic jobs www.academic360.com - large collection of internet resources for the academic job hunter focusing on UK, USA, Canada and Australia
- Chronicle of Higher Education <http://chronicle.com> - the US version of the Times Higher Education Supplement.
- Academic Employment www.academploy.com - gives details of vacancies in North American educational institutions.
- Telejobs www.telejob.ch - electronic job exchange board for research assistants and doctoral student positions in the technological institutes of Zurich (AVETH) and Lausanne (ACIDE).
- British Council www.britishcouncil.org/eumobility - a useful site for international researchers working in the UK and for researchers wishing relocate overseas. It contains a european research job vacancy section.

- **Moving out of Academia**

- Options Outside Academia <http://gradschool.about.com/cs/alternativecareer/index.htm> and <http://www.ironstring.com/sellout/> - both sites offer career ideas and inspiration for those with PhDs who wish to move outside the HE sector.
- Physics <http://poplarware.com/personal/lvphys.html> - a personal view of the career options available to those who decide to leave academic Physics.

Other Resources-General

- EURAXESS - Researchers in Motion http://ec.europa.eu/euraxess/index_en.cfm - New EU portal with useful information about researcher mobility, rights and links to job sites including exchange schemes with the USA.
- Academic and related jobs www.jobs.ac.uk - national and international job listings for academics, administrators, support staff, researchers, technicians and students. Includes research posts and studentships.
- University vacancies www.vacancies.ac.uk - includes vacancies of all types in UK Universities.
- PhD Jobs www.phdjobs.com - a dedicated website for PhD holding job searchers.
- Find a Postdoc www.findapostdoc.com - a site for PhD students looking for a related job on completion of their research
- Recruitment Agencies www.rec.uk.com - the Recruitment & Employment Confederation website provides links to recruitment agencies across the UK.
- National Information Service Systems www.niss.ac.uk/cr/careers/recruit.html - links to recruitment agencies, covering academic and teaching posts and general areas, classified jobs pages of national and UK regional newspapers and journals, as well as details of graduate recruitment events.
- Prospects www.prospects.ac.uk - one of the UK's main graduate careers websites containing vacancy information, links to international recruitment websites and general help with CVs, covering letters and interview preparation.
- Career Development Planner www.swan.ac.uk/crs - includes a 'Career Development Planner' for CRS (in the section on Career development), which assists in identifying transferable skills.
- Higher Education and Research Opportunities www.hero.ac.uk - includes information on academic research problems, outputs and successes, organisation, funding, training and careers, experts, centres of excellence, facilities, methodologies and ethics. The focus is on academic research activities supported by and being carried out by HEIs and the research councils.
- Job Hunters Bible www.jobhuntersbible.com - the on-line supplement to the book 'What Color is Your Parachute' containing lots of information about career choice and job search.
- Careers Information and Vacancy Directory www.careers.lon.ac.uk - excellent source of careers information and job vacancies searchable by subject and employment sector
- Graduate Job Search www.careers.strath.ac.uk/graduatejobsearch/jobsector - although marketed as a graduate job search site, it contains lots of careers and job vacancy information for Contract Researchers
- Concordat www.universitiesuk.ac.uk/activities/rci.asp - information about the national concordat on the career development and management of Contract Researchers.
- Charity jobs www.thirdsector.co.uk contains lots of information about developments in the charity sector and has a job vacancy section.
- Company Reports www.carol.co.uk - on-line access to company annual reports.
- Presentations www.presentationhelper.co.uk a free web site to help improve presentation skills
- Recruitment Agencies www.agencycentral.co.uk - agencies listed by industry sector, skill or country
- Charity People www.charitypeople.co.uk charity recruitment site including a careers section with articles on fundraising and making applications

Vacancies

- <http://www.britishcouncil.org/africa-vacancies>