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| **FirstName LastName, BSc/BA, MSc/MA, PhD.**  **IF** you are applying to a place like Germany/EU, a picture here may be recommended. Keep it professional and with a nice smile.  1 Foundation Road, University/Institution, City, Postcode, Country  +234 000 000 0000 | Email: contact@domain.com  Date of Birth: this can be included, I include it, but is optional unless asked| Sex: also optional, I don’t include – see comment | Nationality: Nigerian |
| **EDUCATION** |
| 20\*\*-2021 PhD in X Subject – University/College/Polytechnic of Y, Country.  **Thesis:** *How to write a good CV (Supervisor: Dr/Prof/Mr/Ms FirstName LastName)*  20\*\*-20\*\* Masters in X Subject, with **Distinction/Merit/Pass** – University/College/Polytechnic of Y, Country.  **Thesis:** *How to write a good personal statement (Supervisor: Dr/Prof/Mr/Ms FirstName LastName)*  20\*\*-20\*\*  Postgraduate Internship/Housemanship: a pre-requisite for practicing licence, Hospital/Institute X, Country.  20\*\*-20\*\* Bachelor of X with **First/Second Class Upper/Lower** – University/College/Polytechnic of Y, Country.  **Thesis:** *How to study hard (Supervisor: Dr/Prof/Mr/Ms FirstName LastName)*  1995-2001 Secondary Education – West African & National School Certificate – X Secondary School, Country.  **Subjects:** *English, Maths, you can list all the remaining subjects or just a handful– e.g. 3 major subjects* |
| **EMPLOYMENT/WORK EXPERIENCE** |
| 2021 – present Postdoctoral Research Fellow – University/College/Polytechnic/Institution/Company, Place, Country.  ***Duties:*** *Teach students how to read; prepare lecture notes; supervise students’ thesis; prepare grant applications*  20\*\*-20**\*\*** Data Scientist/Tutor/Doctor/Nurse, Construction Engineer, etc, National Youth Service Corps – Place, Nigeria.  ***Duties:*** *Analyzed big data using Python/R; Designed/maintained websites; Treated patients; Helped to build roads*  20\*\*-20\*\* Here Internships can also be listed and **with a very short description of the core duties as above (in max 3 lines).** |
| **SKILLS** |
| **It might be worthwhile to list some of the skills or techniques you are familiar with:**  Statistics: R, Python, MatLab, SPSS, SAS  Molecular Diagnostics: Autoanalyzer, etc, key instruments that may be relevant to the role applied for. **Engineers – please adapt**  Computer/IT: HTML, JAVA, Adobe Suites, etc  Language: English, French, German, Chinese, Igbo, Yoruba, Hausa |
| **COURSES/WORKSHOPS ATTENDED** |
| 20\*\* – Grant Writing by X institute; Data Presentation by X institute; Online Course on Statistics by X Institute  **Listing could continue to this line but in general list only the key courses that are relevant to your application (max 4-5 lines)** |
| **PROFESSIONAL CERTIFICATIONS/LICENSES** |
| * Licensed Doctor/Scientist/Accoiuntant/Engineer/etc by Y (since 20\*\*). * The list can continue. List only professional licenses **NOT certificate of attendance of meetings/conferences/workshops** |
| **MEMBERSHIP OF PROFESSIONAL BODIES** |
| * Member – Association of X (since Jan., 20\*\*) * Member – Association of Y (since Feb., 20\*\*). * Fellow – X College of Y (since Mar., 20\*\*) |
| **HONOURS/AWARDS** |
| 2021 Award of Research Excellence by X Association/Foundation/etc.  20\*\* Best Mentor of the Year Award by X Association/Foundation/etc.  20\*\* Best Course Rep Award by X Association/Foundation/etc. |
| **CONFERENCE ABSTRACTS** |
| 1. List the authors (FirstName LastName…., or LastName, F…with the first name abbreviated. **You may underline your name, make it bold or both so that it is visible)**. Abstract title: How to write a good CV. CV Writing Conference, January 1-5, 2021, City, Country. In: Proceedings of the Association for X; Journal of X (i.e., if the abstract is published as a supplement in the association’s journal; in that case also include volume/issue NR:Abstract Nr. doi; (if applicable) 2. **List as many as possible but be mindful of page limit. You can list only the most recent or relevant 5 conferences.** |
| **PUBLICATIONS** | |
| 1. Kremer DM, Nelson BS, Lin L, Yarosz EL, Halbrook CJ, Kerk SA, Sajjakulnukit P, Myers A, Thurston G, Hou SW, Carpenter ES, Andren AC, **Nwosu ZC**, Cusmano N, Wisner S, Mbah NE, Shan M, Das NK, Magnuson B, Little AC, Savani MR, Ramos J, Gao T, Sastra SA, Palermo CF, Badgley MA, Zhang L, Asara JM, McBrayer SK, di Magliano MP, Crawford HC, Shah YM, Olive KP, Lyssiotis CA. GOT1 inhibition promotes pancreatic cancer cell death by ferroptosis (2021). ***Nature Communications***. 12(1):4860. doi: 10.1038/s41467-021-24859-2. 2. **Nwosu ZC**, Piorońska W, Battello N, Zimmer AD, Dewidar B, Han M, Pereira S, Blagojevic B, Castven D, Charlestin V, Holenya P, Lochead J, De La Torre C, Gretz N, Sajjakulnukit P, Zhang L, Ward MH, Marquardt JU, Pasca di Magliano M, Lyssiotis CA, Sleeman J, Wölfl S, Ebert MP, Meyer C, Hofmann U, Dooley S (2020). Severe metabolic alterations in liver cancer lead to ERK pathway activation and drug resistance. ***EBioMedicine***. 54:102699. doi: 10.1016/j.ebiom.2020.102699. 3. **List as many as possible but be mindful of page limit. You can list only the 10 most recent papers and provide a link to PubMed or other databases where people could see your entire publication lists. If you are asked to list all your publications, then list all.** |
| **COMMUNITY SERVICE/VOLUNTEER ROLES** |
| * **Volunteer** – X Foundation Against Y, Place: Role – Data analyst/Translator/Social media expert, etc. (20\*\*-20\*\*) * **Reviewer** – XYZ Journals (20\*\*- present) * **Choirmaster or Organist** – Church/Mosque/University Chapel, etc (20\*\*-20\*\* or present) * **Member** – Church/Mosque/Club X Committee: Role – Coordinate activities in South/North/East/West Parts of Country * **List as many as possible but be mindful of page limit. In general, list only those roles/services that appear to be most relevant to the role you are applying for and keep it reasonable.** For example, “Social media expert” is a relevant role for someone applying to work in a Human Resources Department or as a Digital Marketer. **Be mindful of and actually try to avoid listing things that cannot be verified easily. For example, being the President of Beer Drinkers’ Association in a remote village does not sound professional enough and may also not be easily verifiable if that association is not registered and doesn’t have an online presence.** |
| **REFEREES** |
| Here you can simply state: “Available upon request”  **Alternatively, if explicitly requested as part of your school/job/etc application supporting information, then list the names of the referees, including their institutional email address (if available) and office address.** **You may exclude telephone numbers** as you do not want your referees to be irritated by calls coming on your behalf at an odd hour (e.g., when they are in a meeting or teaching, etc). DO NOT PUT INSTITUTIONAL EMAIL ADDRESS FOR THE SAKE OF PUTTING – IF THAT EMAIL IS RARELY CHECKED THEN INCLUDING IT CERTAINLY DOESN’T HELP YOU.  BEFORE LISTING SOMEONE AS A REFEREE, CONFIRM THEY ARE WILLING TO SERVE IN THAT CAPACITY AND ARE AWARE YOU ARE SUBMITTING THAT SPECIFIC APPLICATION SO THAT THEY CAN EXPECT TO RECEIVE A REFEREE INVITATION IF APPLICABLE  **SOME KEY POINTS TO CONSIDER/NOTE**   1. **Keep the CV as short and nicely summarized as possible.** Have a **1-page CV, 2-page CV (highly recommended) and a full-length CV (3 or more pages)** that serves as a reservoir from which you extract information to suit specific applications. Sometimes the more space people have to write, the more room they have to write irrelevant points that eventually hurt their application. Therefore, TASK yourself to have a shorter CV and you will immediately see the most relevant points to include. 2. **Some people start their CV with a statement in the direction of how smart, punctual, nice, etc, they are. That opening statement is sometimes request, but otherwise it is irrelevant in my opinion.** Anyone will describe him/her/themselves as “nice”, etc, so it adds nothing special. In fact, there is a risk that it is interpreted as a lack of originality or an attempt to fill up space on the CV and distract the reviewer. On that note, unless if it is explicitly requested, there is no need to put that opening statement. 3. **Keep the CV less cluttered with words; use uniform font types/sizes, make bold or underline where necessary and only on keywords, and give a line space between key parts (e.g. between the last line under education and the “Employment/Work Experience” heading.** 4. **The word “relevant” as used in this document refers to “relevant to the specific application you are making”.** 5. **Feel free to edit this document directly into your new CV or use it as a guide to reformat yours.** |