



BOOST YOUR CV

WITH YOUR DOCTORAL SKILLS

INFORMATION AND CAREER GUIDANCE CENTER

THIS DAY'S OBJECTIVES

- Overview CV creation guidelines
- Develop a methodology
- Prepare to meet employers

In the recruiter's shoes

- How many applications do you receive for a position?
- How much time do you spend reading for each CV?

Vote et discussion

WHAT IS THE PURPOSE OF A CV ?



Recruiters say:

“To get an interview.”

“To make employers want to meet potential candidates.”

CV = communication tool



CV : Three considerations

Style and Format

- ✓ Easy to read
- ✓ Basic rules

Content

- ✓ Describe your experience
- ✓ Emphasise your skills

Structure

- ✓ Organise content to help the reader
- ✓ Choose appropriate headings

Adapt to the culture of the target country and professional context.

CV : Style and Format

- ✓ 1 to 2 pages (out academia)
Adjust margins
- ✓ Appropriate font and font size
Sans serif font (avoid Times New Roman!) 10 to 12 pt depending on character
- ✓ No complete sentences
e.g. I participated in a workshop; I organised; etc.
- ✓ Adapted to organisation's/country's culture
e.g. no photograph on a Canadian CV
- ✓ Use formatting to structure the information

-> TO BE ADAPTED TO THE POSITION.

Web resources : modeledecv.com, flowcv.io, CV Europass (for EU institutions)

CV : Content

Take stock: be factual -> What - Where - When?

- 2020 Research Associate
« Innovation Process » Department - Université de Liège
- Research Associate, Université de Liège, Innovation Process Department, 2020
- Université de Liège, Innovation Process Department, Research Associate, 2020

Present your PhD as a professional experience

Emphasise your doctoral skills

Analysis

A RATIONAL APPROACH TO A COMPLEX SUBJECT

Ability to define, understand, explain, argue

MOBILISE SPECIALISED AND GENERAL KNOWLEDGE

Ability to design tools and contextualise

IMAGINE NEW SOLUTIONS

Creativity, rigour, autonomy, integrity, flexibility

CREATE A TRAINING PROGRAMME

Didactic materials, organisation, evaluation

DESIGN AND LEAD PROJECTS

Conception, planning, financing, HR, partnerships, valorisation

EXPRESS YOURSELF IN A VARIETY OF SITUATIONS

Public, oral/written, report/conference/post

Innovation

Science

Pedagogy

Communication

Management

Have a look on [VITAE skills project](#).

CV : Content

Describe your experience = emphasise your skills

Sociology Researcher

Innovation Process Department, Université de Liège

- Subject: set up and managed projects in Walloon business clusters
- Collaborated with life science professionals and academics
- Organised and facilitated psychosocial courses (Jeunes Entreprises, CAPAES)
- Reviewed literature and developed recommendations based on concrete situations
- Communicated scientific information orally and in writing (three conferences, two scientific articles)

Highlight actions and their purpose !

DESCRIBE YOUR PHD EXPERIENCE

Your turn !

- Step 1: List your PhD achievements and responsibilities – 5 minutes maximum
- Step 2: Describe your PhD journey as a professional experience (with action verbs) - 10 minutes maximum

CV : STRUCTURE

- **Rule 1 : List in reverse chronological order**

-> It's your most recent experience that interests recruiters!

-> Only include relevant information! No need to go back to primary school or even secondary school!

CV : Structure

Theme-based ? Why not ?

Group by theme, either by:

- activity type
- field

Headings
Education
Experience
Skills

Examples

- **Research experience**

Research Assistant

Genetics Unit ...

- **Pedagogical experience**

Practical work Supervisor, ...

- **Health education experience**

Kap'Santé Manager

Student housing project, awareness-raising 2014-2016

CV : Structure

Categorise your skills

- **Technical**

- Computer science: office automation, statistics, modelling, programming
- Biochemistry: HPLC, cell culture, etc.

- **Pedagogical**

- Supervision: seminars, laboratories, practical work, exercises
- Organisation/Facilitation: conducting meetings or scientific workshops

- **Communication**

- Languages: oral and written
- Popularisation: brochure writing
- Reporting, e.g. to sponsors

This makes reading easier

CV : Structure

- Title
 - [Field] Researcher, PhD
- Experience
 - Research Assistant
 - Quality Manager
- Education
 - PhD in ...
 - Master's degree in ...
- Skills
 - Scientific
 - Managerial
- Personal interests
 - Member of the Association of ...
 - Music: piano, singing

- Desired job title
 - Project Manager
- Qualifications
 - PhD in ..., research project management experience, organisational skills
- Experience
 - Research Assistant
 - Project Leader
- Education
 - University
- Specific skills
 - Languages: oral and written
 - Project management
- Commitments and interests
 - Scientific Staff Representative
 - Health issues

CV : Before sending

Check:

- ✓ spelling, style (avoid cumbersome wordings and sentences!)
- ✓ layout (properly spaced: view in print preview)
- ✓ number of pages
- ✓ that your CV and Cover letter are in PDF format with a logical file name (name_firstname_cv)
- ✓ that your contact details are complete
- ✓ that your mobility status is indicated, if required per the job announcement.

FURTHER INFORMATION

- **Job search links:**

- Specific by sector and/or country

- **Reference sources:**

- « Yes You can » Brochure : <https://uclouvain.be/fr/chercher/actualites/doctorant-es-yes-you-can.html> (also in EN.)
- Use repository about professions

- **Links to doctoral careers and associations**

- ABG : <https://www.abg.asso.fr/en/>

THANK YOU !