

Further resources tailored to PhDs and Post Docs applying for jobs

CVs and Cover Letters for PhDs and Postdocs – Cambridge University Careers Service (2011). This excellent book covers the basics of writing a CV, cover letters and completing application forms and then provides more details for both academic and non-academic applications. Example CVs are included. A reference-only copy is available in Careers & Employability. Alumni of Cambridge University only are also able to obtain copies from Cambridge University Careers Service.

[Creating Effective CVs](#) (VITAE): VITAE is a national organisation championing the personal, professional and career development of doctoral researchers and research staff in higher education institutions and research institutes. The Career Development section of their website includes wealth of relevant information and a section on creating effective CVs.

[An Academic Career](#): This website from Manchester University has been specially developed for people wishing to work in academia. It contains lots of information and background on working in academia as well as sections on 'Finding Jobs', 'Making Applications' and 'Interviews and Assessments'.

www.Jobs.ac.uk: This website lists university job advertisements. It is worth looking through here to see the types of jobs available in your field and what the adverts are asking for so you can assess what you need to do to fulfil the criteria.