

# UCD School of Mathematics and Statistics

## Undergraduate Research Projects

### – Writing an academic CV

Writing an academic CV is different from writing a CV for a more general purpose. Sadly, it is not necessary to demonstrate that you are a well-rounded individual with lots of interesting hobbies and work experience in far-off places. Instead, the overriding purpose of the CV is to demonstrate that you have a level of academic achievement that is appropriate for the position being offered. Put as undelicately as possible, a good academic CV should also endeavor to demonstrate that your academic achievements are better than those of the competition! Thus, the focus of the CV should be your academic transcript, presented in a format to allow (favourable) comparison with other candidates, using a currency that is widely accepted (e.g. percentage scores). The following format is suggested.

First section – the usual personal details

Second section – Academic transcript in reverse-chronological order with degree classification to date and percentage scores for each course/module taken. Highlight relevant modules to the project. You do not need to include details about your secondary education. It should not matter where you went to school!

Third section – Any other skills or experience relevant to the project, e.g. programming languages, computational projects successfully completed in the past, other research projects successfully completed in the past

Last section – anything else you want to include