



## Day 4

# ***Writing a Successful Grant Application Curriculum vitae & Track Record***



# Aims for day 4

- Clarify points from Day 3
- Assist participants to make or improve your CV
- Discuss Track Record and its role in grant success

# Structure of a Funding Application

- Title
- Investigators
- Institutions
- Date
- Summary
- Amount
- Background
- Significance
- Research Question
- Aims and Objectives
- Methods
- Timeline
- Monitoring and Evaluation
- Ethical considerations
- Budget
- Budget justification
- Track record of investigators
- Literature cited
- Letters of support

## *What is a CV?*

- *CV = curriculum vitae* = Latin for “course of life”
- CV is a mini-story about your life’s progress
- Summary of your educational background, work experience and skills
- Your CV should be different for different purposes
- Have a base CV which is modified to suit the purpose

## *What can a CV be used for?*

- To convince a potential employer that you are the best person for the job
- To gain entry to higher education; e.g., trade school, Atoifi College of Nursing, university
- To increase your competitiveness in a grant application
- To apply for awards

**Use a different version of your CV for each purpose!**

## *What do employers want in a CV?*

Your CV needs to answer these questions:

- How do your **skills match the job description?**
- How does your **experience meet or exceed the stated requirements?**
- How does your **education meet or exceed the minimum requirements?**

# CVs for employment

- To be effective your CV must address the **needs of the employer**
- Study the job description
- Research the employer
  - Do they have a mission statement or core values?
  - What will they be looking for in you?
  - Who works there at the moment?
  - What are they passionate about?

# Components of a CV

- Identification
- Summary / Profile
- Educational achievements
- Work experience
- Specific skills
- Evidence of public recognition
- Other achievements
- Referees (optional)



# What do these categories demonstrate?

- **Education** - ability to think clearly, analyse and assess information, draw conclusions, work independently, research, achieve long term goals, be persistent
- **Work experience** – familiarity with work environment, ability to get on with people, organise, work under pressure, meet deadlines, opportunity to gain technical skills
- **Specific skills** – technical expertise
- **Public recognition** – demonstrates your status in community, work environment, profession
- **Other achievements** - ability to plan and organise, co-operate with others, compete, lead, work hard to achieve results

# Essential basic information

- Your name
- Your address
- Your contact details:
  - Phone
  - Email
- Gender / ethnicity / nationality
- Do **not** include
  - A picture of yourself (unless an ID photo is requested)
  - Your marital status
  - Your birth date
  - Your physical details (unless essential for job)

# Profile / Summary

- Provides a snapshot
- Gives the main points from the major sections (education, work experience, skills)
- Always written with the needs of the reader in mind

**Profile:** Worker with 30 years of experience in bakery and technical arts. Skills include customer service, lighting and stage set up, baking, adherence to department of health standards for food preparation, inventory and quality assurance.

# Essential Educational Information

- Educational levels you have achieved
- When you achieved each
- What institution
- Start with the most recent
  - **Master of Public Health 2013 *James Cook University, Townsville, Australia***
  - **Bachelor of Nursing 2009 *University of Otago, Dunedin, New Zealand***
  - **Certificate in General Nursing 2006 *Atoifi College of Nursing, Atoifi, Solomon Islands***
  - **Solomon Islands Secondary School Certificate 2002 *Kukudu High School, Honiara, Solomon Islands***
- Include primary education, but not necessary if have tertiary degrees

# Education: Results for subjects?

- Do not give results for individual subjects
- However, if your grades are very good, you might highlight your grade point average or the number of High Distinctions or A+s
- If you only have primary schooling, state this
  - **Grade 6, 1992, Ibo Primary School, Malaita, Solomon Islands**
- Include any study that you are currently enrolled in

# Example: Another format

## Education and Qualifications

<b>2011 – Present</b>	<b>University of Kent</b> BA (Hons) Fine Art Modules include: Contextual Studies, Creative Investigations  Project: Communication and Critique
<b>2009 – 2011</b>	<b>Maidstone Grammar School</b> A-levels: Media Studies (A), Art (B), Information Technology (C)
<b>2005 – 2009</b>	<b>Wrotham School</b> GCSEs: 8 GCSEs including English and Maths

# Education: Add prizes or awards

- Awards demonstrate performance:
  - **Professor Leggatt Award for Academic Obsfuscation 2013 *James Cook University***
  - **Florence Nightingale Prize (2<sup>nd</sup> year Nursing Compassion) 2007 *University of Otago***
  - **Dux of School 2002 *Kukudu High School***
- You don't have to provide any other details

# Professional qualifications

- These may follow Educational Qualifications
  - ***Registered Midwife - Registration No: 187345, Nursing Council of Australia***
  - ***Registered nurse - Reg No: 5345 Solomon Islands Nursing Council***



# Professional Training

- Include training completed that did not result in a formal qualification (i.e., **not** Certificate, Diploma, Bachelors, etc)
- Put this **after** Work Experience
- Give name of course, where and when it was held and who ran the course
  - **Advanced Life Support, Honiara 2-4 July 2013, NZ College of Intensive Care**
  - **Atoifi-TDR Training Workshop: Project Planning and Management, Atoifi 17-20 March 2014, Atoifi TDR Project Team**
- Indicate if you gained a certificate of completion
  - **Soil Transmitted Helminths: Training for East Kwaio, Atoifi 24-25 March 2014, James Cook University (Certificate of Completion)**

# Work experience / history

- Start with the most recent
- Target the work history to the purpose
- Name of the company
- Your position
- Dates of employment
- Duties –with emphasis on the skills required for any position you are applying for

# Example of a format for Work Experience

## Work Experience:

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*Baker*

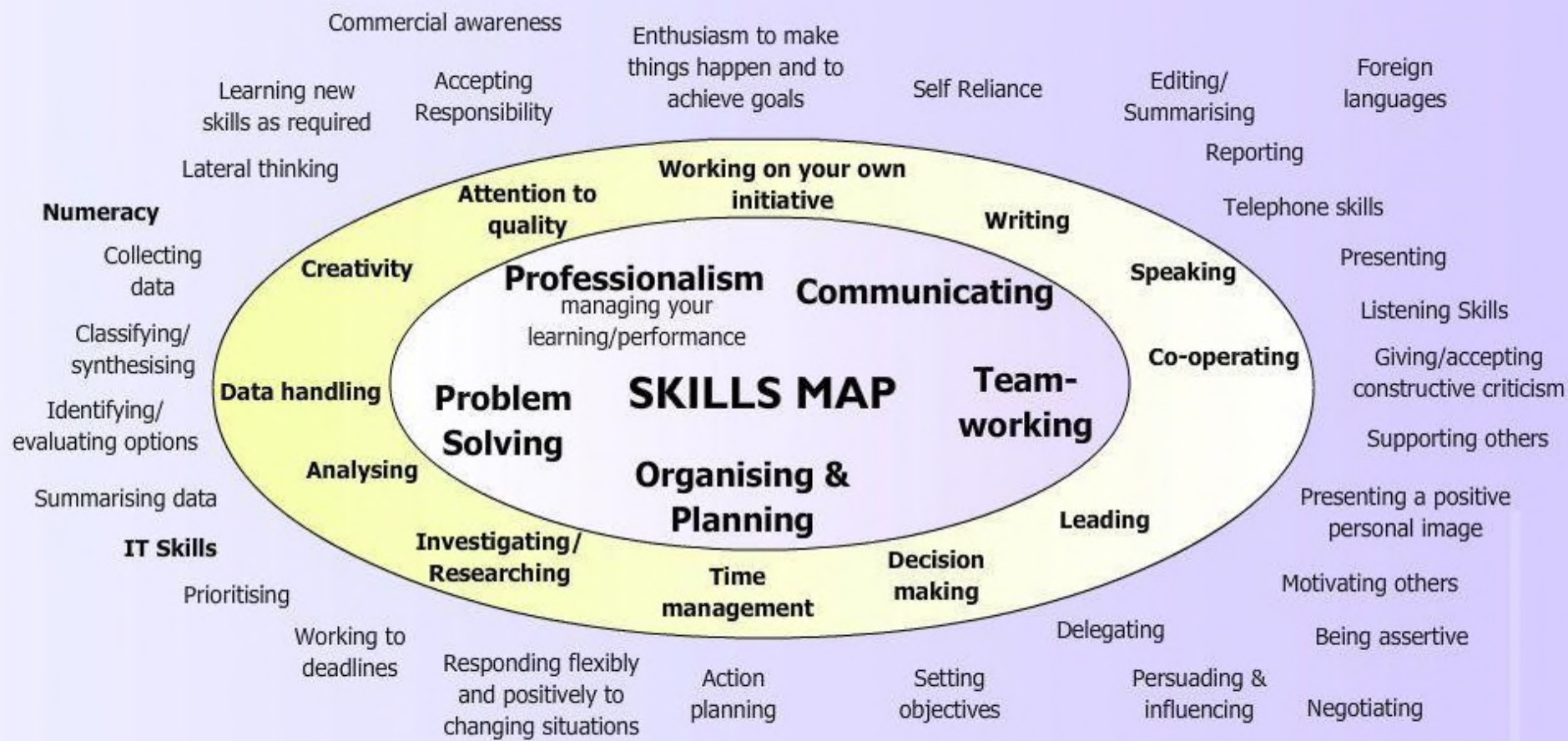
**12/98-2/08**

Hurley Ridge Market West Hurley, NY

- Completed morning bake
- Started coffee machines
- Stocked the bakery shelves
- Prepared the bagels and muffins for the customers
- Made specialty items, such as black and whites, banana nut bread, different kinds of scratch cakes and cookies
- Took inventory and did the ordering
- Checked in bakery products from outside salesman.

# Skills

- **Life skills relevant to work**
  - Personal characteristics that are valuable in being efficient in work and life
- **Technical skills**
  - Specific work related skills acquired through training and experience



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What examples can you give from your work experience?  
 If you have no paid work experience, give examples from voluntary work or from your course

# Technical Skills

- Generic skills
  - Proficient in computer programs
  - Driver's licence
- Specific skills - Your particular skills
  - Midwifery, Plumbing (if not in employment history), etc
  - Academic skills

# Evidence of Status

- **Positions held (non-work related)**
  - Member of a govt committee
  - Chairperson of the church committee
  - Secretary of the school parents' committee, etc
- **Special funding**
  - Paid trip to represent Solomon Islands national team
  - Funded to attend a community workshop, etc
- **Public recognition**
  - Prizes based on merit
  - Awards

# Interests and Activities

Only include ones that demonstrate skills relevant to the purpose:

- Teamwork
- Organising
- Commitment
- Your intellectual abilities
- Your personality
- Your artistic ability



# Referees / References

- Sometimes names of people who will speak highly of you are added
- Usually only 2 (1 work and 1 personal)
- Usually people of some social or technical status
- Choose these to suit purpose of particular CV
- Give names, addresses and contact details
- **Always ask them first to confirm that it is OK!**

# Use Action Verbs in Your CV

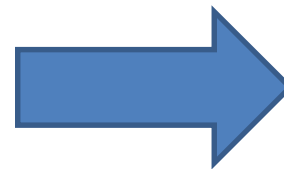
created instructed analyzed produced  
negotiated designed calculated maintained  
administered controlled reviewed  
consolidated delivered founded increased  
studied invented supplied detected  
programmed recommended distributed  
developed solved prepared installed  
selected arranged formulated solved started

# Appearance of your CV

- The first visual impression of your CV is important
- Use plain white A4 paper
- Use single sided printing
- Check your spelling and grammar
- Use bullet points and **bold font** but in moderation

# Appearance of your CV

- Formatting – make sure it's consistent
- Size 10-12 font (depending on font style)
- Clear font e.g. Arial, Calibri
- Use short, concise sentences
- Don't use fancy formatting



# Keep your CV up to date!

- If you do something worth recording, add it to your CV soon after the event
- It is difficult to remember details over time
- Update your basic CV frequently

# Research Track Record

- **Qualifications:** degrees (where from), experience
- **Publications:** number, impact
- **Research funding:** amount, source
- **Recognition:** awards, invitations
- **Activities:** Committees, positions, roles
- **Patents:** number, commercialisation
- **Affiliations:** Employer, research team

# Publications = Evidence of technical skill

- List your publications most recent first
- Give complete details
  - Authors, title, journal, year, volume (issue), first page-last page

## 2013

Buettner PG, Westcott DA, Maclean J, Brown L, McKeown A, Johnson A, Wilson K, Blair D, Luly J, Skerratt L, Muller R, **Speare R**. Tick paralysis in spectacled flying-foxes (*Pteropus conspicillatus*) on the Atherton Tableland: impact of a terrestrial ectoparasite finding a non-terrestrial host. *PLoS One* 2013;8(9):e73078. doi:10.1371/journal.pone.0073078

Harrington H, Asugeni A, Jimuru C, Gwalaa J, Ribeyro E, Bradbury R, Joseph H, Melrose W, MacLaren D, **Speare R**. A practical strategy for responding to a case of lymphatic filariasis post-elimination in Pacific Islands. *Parasites and Vectors* 2013;6:218 doi: 10.1186/1756-3305-6-218

Ohmer M, Bishop P, Herbert S, **Speare R**. Experimental exposure indicates the amphibian chytrid pathogen poses low risk to New Zealand's threatened endemic frogs. *Animal Conservation* 2013;16(4):422-429. doi: 10.1111/acv.12010.

Mendez D, Buttner P, **Speare R**. Response of Australian veterinarians to the announcement of a Hendra virus vaccine becoming available. *Australian Veterinary Journal* 2013;91(8):328-331. doi: 10.1111/avj.12092.

# Presentations

- List presentations next
- Most recent first
- Include full details
  - Authors, title, whether oral or poster, Name of conference / workshop, where, when
- Indicate whether key note address, invited speaker
  - **Speare R. Don't Neglect the NTDs! Australian College of Rural and Remote Medicine Annual Conference. 31 October 2013, Cairns. Keynote Address**



# Research Funding

- List the research grants you have obtained
  - Awarding body, chief investigators, title, amount, years of grant
    - **Harrington H, Timothy-Harrington R. Solomon Islands: Strengthening operational research for disease control. WHO TDR Research Capacity Strengthening Grant. USD49,827. 2014**

# Final points

- Always keep your basic CV up to date
- Modify it and make a new one for each specific purpose, but keep the basic one intact