

A. Academic CV

Academic CVs are used for academic applications and have a distinctive format. They are relatively long with more detail of academic achievements and experiences. Compared to other CVs, academic CVs tend to focus more on publications, the candidates' research activities and funding awarded. Generally, this format is not appropriate for use outside academia. See attached template example (Template academic).

DOS	DON'TS
<ul style="list-style-type: none">▪ Tailor your academic CV for every application▪ Analyse the job description and specification, if available▪ Highlight your academic achievements and research interests▪ Outside interests are unlikely to be relevant	<ul style="list-style-type: none">▪ Don't list inaccurate information▪ Don't lie about your skills, abilities or achievements▪ Don't forget to tell your references about your application, so they are not surprised when somebody calls them

B. Chronological CV

A chronological CV is characterised by listing one's work history. The jobs are listed in reverse chronological order with the current or most recent job, first. Education, skills, and other relevant information are listed after your experience. In Denmark the chronological CV is the most common CV format and gives the employer an overview of which jobs you have held, where and when. [Click on this link to view template example.](#)

DOS	DON'TS
<ul style="list-style-type: none">▪ Focus on work history, research experience, education etc.▪ Table list in reverse chronological order▪ Be more specific than you think necessary▪ Thorough research so you understand how your expertise matches the employer's needs▪ Mention your personal interests, what you do in your spare time, with concrete examples	<ul style="list-style-type: none">▪ Don't write too academically - write with clarity▪ Do not use the academic CV format to apply for non-academic jobs▪ Don't forget to proofread

C. Skills-based CV

The skills-based CV focuses on your transferable skills and experience, rather than job titles, companies, and how long ago you got the experience. This format is especially suitable if you are looking for a career change, if you have a fragmented career or if you would like to put emphasis on specific skills. The skills-based CV promotes your skills and achievements in three to six skill headings. [Click on this link to view template example.](#)

DOS	DON'TS
<ul style="list-style-type: none">▪ Focus on skills▪ Focus on tasks and business value▪ Your CV needs to present strong evidence that you fulfil the job requirements	<ul style="list-style-type: none">▪ Avoid too much information▪ Don't make your resume too long▪ Don't keep the same CV for more than 3 years. Reformat and refresh it every now and then