



CV Writing

2025-2026

LONDON
SCHOOL of
HYGIENE
& TROPICAL
MEDICINE



Meet the team – we are here to help



**Fiona Telford – Careers
Consultant** Mondays
& Tuesdays



**Josh Phillips –
Careers Consultant**
Wednesdays,
Thursdays & Fridays

Contact us on careers@lshtm.ac.uk

By the end of this session you will learn more about

- Purpose of your CV
- How long a recruiter takes to read your CV
- Where a recruiter looks on the CV
- What makes a good CV
- What makes a less good CV
- The best structure for your CV
- What to write on your CV
- How to write high impact sentences
- How to put it all together for a top performing CV

What is the purpose of a CV

- To get you through to the next stage of the recruitment process
- Give recruiters what they want...

How long does a recruiter take to read your CV?

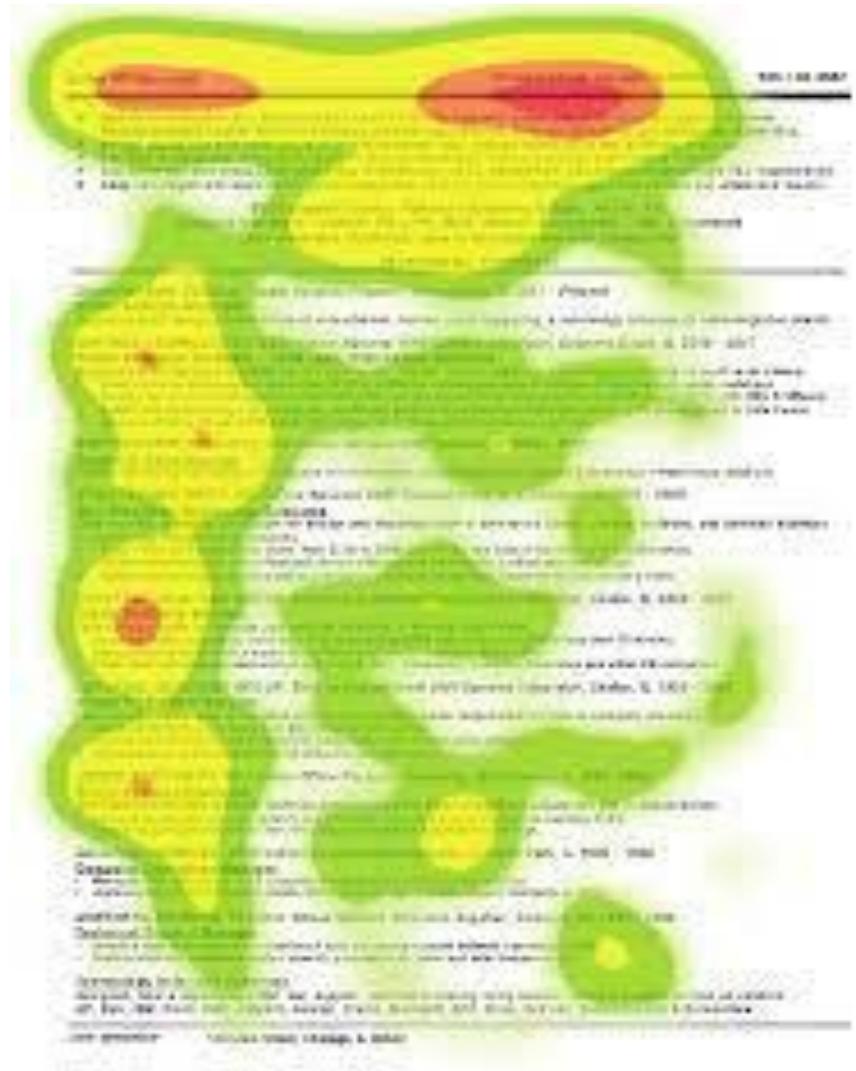


6-8 Seconds

Source: [How Long Do Hiring Managers Look at a Resume? \(With Video\) | Indeed.com](#) 2025

Where do recruiters look on the page

Recruiters scan the left side of the CV evenly, picking out titles and reading supplementary information as necessary.



What makes a good CV

- Clear, **simple layouts** with clearly marked section and title headers - recruiters spend more time focusing on job titles than on any other element.
- Layouts that take advantage of **F-pattern** and **E-pattern** reading tendencies e.g. bold job titles supported by bulleted lists of accomplishments.
- A **summary / bio** at the top of the first page of the CV (3-5 lines).
- **Clear fonts.**

What makes a less good CV

- **Cluttered look and feel**, characterized by long sentences, multiple columns, and very little white space.
- **Poor layout** that did not draw the eye down the page i.e. little use of section/job headers to catch the eye.
- Evidence of **keyword stuffing**—while this strategy can help for automated CV screening, a successful CV will ultimately have to be read by a real person. Keywords should be presented in context.

What is a 'good' structure

- **Name & Contact Details**
- **Bio/summary** (2-3 lines, who you are, what you're looking for)
- **Education & Qualifications**
- **Employment** (Job title, Organisation, Location, Dates, Skills gained, Evidence, Quantification, Achievements)
- **Relevant sector / professional** experience
- **Additional skills** (e.g. IT, Software, Languages)
- **2 pages** (max)
- **3 pages** acceptable for Academic CVs

Let's see a 'good' Chronological CV example

Jo Smith
54 Long Street, Anytown, XP9 8JQ
jpsmith99@email.com
07777888999

I am a final-year maths undergraduate with customer service and sales experience in the energy industry. As a tutor and maths club coordinator I can explain maths concepts to all ages and abilities. I am keen to use my maths and commercial skills to train as an energy industry analyst.

Education

University of Birmingham (2022-2025)

BSc (Hons) Mathematics. Predicted 2:1.

Modules included mathematical modelling, mathematics in industry, real and complex analysis and mathematical finance.

Any Town High School (2015-2022)

A-levels: maths, physics, chemistry. AS-level geography.

9 GCSEs (grades 4-8) including English language and English literature.

Employment

Inbound customer service adviser, Energex UK call centre (2022-2024)

- Helping customers assess energy costs and tariffs
- Ensuring quality and compliance standards during the switching process
- Meeting and exceeding sales targets consistently

Maths tutoring for 11+ (2021-2022)

- Assessing pupils level of maths and confidence in their abilities
- Preparing and delivering individual lessons
- 100% pass rate of students

[SOURCE:](#)
[Chronological CV](#)
[example |](#)
[Prospects.ac.uk](#)

Academic CV structure

Mariana Greenway

Flat 2, Hillview Court, Hillview Road, Hilltown, HZ4 8CV
greenwaym@jm.ac.uk
07877009008

A registered nutrition professional with a solid research background, industry experience and a teaching portfolio. I am interested in developing a career which combines teaching and research, while maintaining my interest in public engagement with nutrition and the wider STEM field.

Education

Liverpool John Moores University (2022-2025)

PhD

NHS/LJMU funded research titled 'The role of parents and schools in the nutritional choices made by children aged 10-14' (Abstract in Appendix 1). Joint supervisors: Professor Alison LaMotte, Department of Nutrition and Food, LJMU and Dr Henling Strauss, Professor of Paediatrics, Chester University Hospital.

University of Nottingham (2019-2022)

BSc Nutrition and Food Science

Modules included nutrition and the health of populations, trends in food research and nutrition, metabolism and disease. Final-year project on 'Food flavourings - physical and psychological effects on children' based on research carried out through a Nutrition Society Summer Studentship.

Notts County High School (2012-2019)

A-levels: chemistry, biology, geography. AS-level maths.

8 GCSEs including English language and English literature.

Teaching/supervising experience

Teaching assistant, Liverpool John Moores University (2023-present)

- Supervising undergraduate dissertations
- Assisting with programme development and student assessment
- Delivering teaching sessions on BSc Nutrition and Nutrition and Public Health
- Student assessment

Guest lecturer, BSc Nutrition and Food Science, University of Nottingham (2022)

- Delivered five lectures by invitation
- Supervised and assessed student presentations

Summer school lecturer, Liverpool John Moores University (2022-2023)

- Coordinating summer school programme
- Devising and delivering interactive teaching sessions

Publications

- Greenway M, Neill L, Smith J 'Apple or Biscuit: Children's food choices' (2024) Journal of Child Nutrition 20:934-939
- Greenway M, Neill L, Smith J 'Mum, can I have something to eat: parents' role in children's eating patterns' Journal of Child Nutrition (2023) 16:723-728
- Partrillo, V, Greenway M, 'How can schools help children with their food choices?' Primary Education (2022) 25:1029-1032

Research skills

- Taking and interpreting food diaries
- Qualitative interviewing
- Analysis using XJP and PSS 2.0 industry standard systems
- Mathematical modelling
- Application of scientific theory to qualitative data

Conferences and presentations

- British Nutrition Foundation Child Health Conference 2025 Workshop on 'The influence of parents in children's food choices'
- Big Bang 2024 Professional Strand presentation on STEM Ambassadors
- Association for Nutrition NW Branch Conference 2024 Paper on 'Working with parents'
- Chester University Hospital Child Nutrition Symposium 2023 'How and why do children choose what they eat?'
- Association for Nutrition Annual Student Conference 2022 Workshop on 'Creating a farmers market'
- Association for Nutrition Annual Student Conference 2021 Poster session on child nutrition group work
- Association for Nutrition Annual Student Conference 2020 presentation on 'Parents' role in children's food choices: initial research findings'
- Association for Nutrition NW Branch Conference 2019 Workshop on 'Do farmers markets and food banks share common ground?'

Awards

- Nutrition Society Student Award 2022 for BSc final-year dissertation
- Nutrition Society Summer Studentship 2021

Professional associations

- Registered Associate Nutritionist (ANutr), working towards Registered Nutritionist (RNutr)
- Nutrition Society Student Member and member of Student Council

Other qualifications

- Levels 3 Award in PTTLS - Preparing to Teach in the Lifelong Learning Sector
- Level 4 Certificate in Education and Training

Employment

Project assistant, The Food Project, Liverpool (2023-present)

- Devising workshops for parents and young people
- Delivering workshops in schools, Children's Centres, NHS clinics, etc.
- Research to support projects and funding bids
- Supervising placement students

Nutrition adviser, Food Company Ltd, Merseyside (2022-2023)

- Advising product developers on nutritional content of new products
- Quality control of food labelling
- Research to support product development
- Supervising lab staff

Founder member, Dock Street Farmers Market (2019-2022)

- Collaborating with others to create monthly market events
- Coordinating market days
- Negotiating with venues and traders
- Bidding for funding

Trustee, Dock Street Farmers Market (2019-present)

- Strategic direction for the organisation
- Nutritional adviser to the Board
- Coordinating funding bids

STEM ambassador (2018-2019)

- Speaking at STEM events in schools and colleges to engage young people

Volunteer nutrition assistant, NHS Nottingham (2017-2019)

- Working under the direction of a community dietitian to help parents of young children create nutritious meals
- Leading cookery sessions for parents and children

References

- **Professor Alison LaMotte** - Liverpool John Moores University, 0151 9009000, alamotte@lmj.ac.uk
- **Dr Henling Strauss** - Chester University Hospital, 01244 012400, straussh@cuh.nhs
- **Professor Damian Pandar** - University of Nottingham, 0151 2962960, dpandar@uninottingham.ac.uk

How do you know what to write on your CV



- Take the job description / person specification...

What we're looking for:

- minimum predicted 2.1 degree in any discipline. Those from numerate disciplines are especially encouraged to apply
- research and analysis skills
- project management skills
- organisational skills to meet deadlines and work under pressure
- presentation and influencing skills
- leadership and teamwork skills

How do you know what to write on your CV

- Reverse engineer the information from the 'person spec' and map it directly onto your CV

Person Specification section of JD

What we're looking for:

- minimum predicted 2.1 degree in any discipline. Those from numerate disciplines are especially encouraged to apply
- **research and analysis skills**
- project management skills
- organisational skills to meet deadlines and work under pressure
- presentation and influencing skills
- leadership and teamwork skills

Your CV

Education

University College London – MSc Management 2017-present

1-year masters course that covers the key areas of accounting; finance; organisational behaviour; decision and risk analysis as well as business strategy.

Kings College London – BA Geography 2014-2017 **Achieved Grade 2.1**

My degree dealt with the impact of human beings on the environment especially in relation to consumer behaviour and how it can be influenced. **Relevant final year options:** the effect of IT on post industrial economies; quantitative research techniques and project management units. Relevant skills gained:

- **research and analysis:** compiled a questionnaire and analysed around 200 'in-person' and telephone interview responses. Utilised complex statistical techniques (SPSS) to analyse data as well as creating excel-based pivot tables and graphs. Incorporated supporting results into a 40-page dissertation report on issues relating to immigration.



Skill: Evidence + Quantification



Project management: designed and delivered an impact strategy work package for €4m innovation grant with the European Commission

- CareerSet to check your CV (AI-powered online career platform that provides instant, 24/7 feedback on resumes (CVs) and cover letters) [here](#)
- CVs section on LSHTM Moodle [here](#)
 - Example CVs
 - Information sheets
 - Tip videos
 - These workshop slides & recording
- CV Video (UCL Careers): [8 Steps to a Spectacular CV](#)
- Skills dictionary from Harvard [here](#)
- Prospects.ac.uk [Best CV examples | Boost your job search | Prospects.ac.uk](#)

Forthcoming events

See the Careers Moodle page '[Forthcoming workshops and events](#)' for full information.

We value your feedback

Please complete the feedback form – the link is in the chat box!

<https://forms.office.com/e/4p7U5N14cT>

Thank you for your time!

And now let's move to your questions.....

