

## EFFECTIVE CVs AND COVERING LETTERS

### RDF Mapping Tool

P = Primary    S = Secondary

<b>Domain A: Knowledge and intellectual abilities</b>		
<b>A1 Knowledge base</b>	<b>P</b>	<b>S</b>
1. Subject knowledge		
2. Research methods – theoretical knowledge		
3. Research methods – practical application		
4. Information seeking		
5. Information literacy and management		
6. Languages		
7. Academic literacy and numeracy		
<b>A2 Cognitive abilities</b>		
1. Analysing		
2. Synthesising		
3. Critical thinking		
4. Evaluating		
5. Problem solving		
<b>A3 Creativity</b>		
1. Inquiring mind		
2. Intellectual insight		
3. Innovation		
4. Argument construction		
5. Intellectual risk		

Domain B: Personal effectiveness		
B1 Personal qualities	P	S
1. Enthusiasm		
2. Perseverance		
3. Integrity		
4. Self-confidence		
5. Self-reflection		
6. Responsibility		
B2 Self-management		
1. Preparation and prioritisation		
2. Commitment to research		
3. Time management		
4. Responsiveness to change		
5. Work-life balance		
B3 Professional and career development		
1. Career management		
2. Continuing professional development		
3. Responsiveness to opportunities		
4. Networking		
5. Reputation and esteem		

Domain C: Research governance and organisation		
C1 Professional conduct	P	S
1. Health and safety		
2. Ethics, principles and sustainability		
3. Legal requirements		
4. IPR and copyright		
5. Respect and confidentiality		
6. Attribution and co-authorship		
7. Appropriate practice		
C2 Research management		
1. Research strategy		
2. Project planning and delivery		
3. Risk management		
C3 Finance, funding and resources		
1. Income and funding generation		
2. Financial management		
3. Infrastructure and resources		

**Domain D: Engagement, influence and impact**

<b>D1 Working with others</b>	<b>P</b>	<b>S</b>
1. Collegiality		
2. Team working		
3. People management		
4. Supervision		
5. Mentoring		
6. Influence and leadership		
7. Collaboration		
8. Equality and diversity		
<b>D2 Communication and dissemination</b>		
1. Communication methods		
2. Communication media		
3. Publication		
<b>D3 Engagement and impact</b>		
1. Teaching		
2. Public engagement		
3. Enterprise		
4. Policy		
5. Society and culture		
6. Global citizenship		