

The background of the slide features several thick, black, expressive brushstrokes. On the left side, there are three curved strokes that sweep upwards and to the right. At the bottom, there are several horizontal and diagonal strokes, including a prominent thick horizontal bar. On the right side, there is a single, long, diagonal stroke pointing downwards and to the left. The overall effect is a minimalist, artistic composition.

# Preparing a Curriculum Vitae (CV)

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Slides adapted from Jennifer Yi & Michelle Gonzalez

# What is a Curriculum Vitae (CV)?

- A fairly detailed overview that communicates, in brief, your major accomplishments & experiences most relevant to the realm of academia
- What's the difference between a CV and a resume?

	<b>CV</b>	<b>Resume</b>
<b>Meaning</b>	“Course of life” (Latin)	“Summary” (French)
<b>Goal</b>	Demonstrate academic achievements & scholarly potential	Represent skills & experience to succeed in position of interest
<b>Length</b>	Longer, more variable	Shorter, usually 1-2 pages
<b>Use</b>	Academic positions, fellowships, grants	Non-academic positions

# Pre-Graduate School CV

- **Why?**

- To apply for research positions
  - E.g., research assistants (RAs), research coordinators, fellowships, project assistants, project coordinators, internships

- **How are you evaluated for these positions?**

- “Good student” qualities
- “Reliable worker” qualities
- Career & educational aspirations & goals



# Graduate School Applications CV

- **What criteria are used in graduate school admissions?**
  - Background to prepare you for graduate work
  - Intellectual curiosity
  - Dedication to the career path
    - E.g., research, clinical work, teaching
  - Organizational skills
  - Fit! Fit! And more fit to the program & proposed advisor!



# Graduate School Applications CV

- **What can a good CV show?**
  - You are prepared for the academics of graduate school
  - You have out-of-class experiences that prepared you for the intellectual pursuits of graduate school
  - You are driven & dedicated to this educational & career trajectory... and that you have already begun!



# Elements of a Graduate School Application Package

- Cover letter/email
- Personal statement
- Letters of recommendation
- Transcripts (GPA)
- GREs
  - General
  - Subject (varies program-to-program)
- CV



# Preparing Your CV

**There is no 1 set format, but typical sections include the following:**

- Contact information
- Educational background
  - Start with college
- Honors & awards
  - Only include high school honors & awards, if major
- Professional memberships
  - Education & career related only
- Presentations & publications
- Research experience
  - E.g., paid or unpaid, independent studies, honors thesis, assistantships, internships
- Clinically-relevant experiences
  - E.g., paid or unpaid, volunteering
- Other relevant work-related experiences
- References
  - Approved by references

# Common Strategies

- **Gapping**

- Use of incomplete sentences to present information as clearly & concisely as possible
- Examples

Research Assistant (09/2013-09/2014). Assisted with data collection. Completed data entry using SPSS. Attended weekly lab meetings.

Hospital Volunteer (05/2013-08/2013). Act as point of contact for families of patients. Transport patients to medical examinations & procedures. Supervise junior hospital volunteers.



# Common Strategies

- **Parallelism**

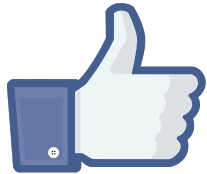
- Maintain structure & tense of phrases and/or sentences consistent throughout CV
- E.g., use verbs to describe duties/responsibilities throughout CV
- Poor example

Research Coordinator (09/2015-Present). Independently ran participant visits through eye-tracking study protocol. Transcription and coding of patient interviews. Conducted literature reviews.

- Better example

Research Coordinator (09/2015-Present). Independently run participant visits through eye-tracking study protocol. Transcribe and code patient interviews. Conduct literature reviews.

# Additional Tips



## Dos

- Name your mentors & supervisors
- Get permission for references
- List novel skill sets
- Have multiple readers review your CV
- Use formatting to make it easier to read & follow
  - Spacing, **bolding**, underlining, *italicizing*
- Use positive & energetic language
  - E.g., “coordinated,” “managed,” “conducted,” “supervised”



## Don'ts

- Overly segment
  - E.g., separate paid & non-paid research experiences
- Overly pad without purpose
- Include current or expected salary information
- Include reasons for leaving positions
- Use of excessive acronyms or abbreviations

# Examples

- Language that it **too vague**

## VOCATIONAL WORK EXPERIENCE

07/12 - pres	Behavior Therapist and Teacher, Florida Autism Center, Daytona Beach, Florida
10/10 - 07/12	Applied Behavior Analysis Therapist, Franklin County Board of Developmental Disabilities, Columbus, Ohio
08/10 - 03/12	Peer Advocate, Student Advocacy Center, The Ohio State University, Columbus, Ohio
03/10 - 10/10	Residence Hall Assistant, The Ohio State University, Columbus, Ohio
10/07 - 01/11	Applied Behavior Analysis Therapist, Geauga County Board of Mental Retardation and Developmental Disabilities, Chagrin Falls, Ohio

– How could it be improved?

# Examples

- Language that it **too vague**

## SKILLS

Bilingual: English/Polish

Knowledge of data collection and SPSS

Ability to work with groups and independently.

Ability to prioritize and perform well under time-constraints and manage several projects at once.

Ability to communicate and work well with children and adolescents

Excellent written & verbal communication skills

## TechnicalSkills

Operating Systems	Linux, Windows
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Data Analysis Packages	SPSS, Excel
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Editors	Microsoft PowerPoint, Access, Word, Photoshop
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Scientific Applications	PsychoPy, Open Sesame
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- How could it be improved?

# Examples

- Good examples of specific skills & accomplishments

## LEADERSHIP AND VOLUNTEER EXPERIENCE

### **Delta Tau Delta Fraternity**

2008 – 2011

- **Rush Chairman**

2010 – 2011

- Increased New Member class size by 22%
- Increased New Member class cumulative GPA by .20

### **TĒXAS SPIRITS**, the University of Texas at Austin

February 2009 – December 2011

*President 2010*

- Elected president, which required managing the entire budget, coordinating charity and social events, and monitoring all 150 members' requirements.
- Volunteered with several institutions such as Dell Children's Hospital of Austin, the Austin State Hospital, and community homeless shelters.
- Organized a benefit concert, which raised over \$20,000 for the Make-A-Wish Foundation to support terminally or seriously ill children in the South Texas Area.
- Elected the Social Officer for spring 2009 class and was awarded Best Newcomer of the spring 2009 class.

# Examples

- Good examples of specific skills & accomplishments

## **Pearl Pathways – Marketing Intern**

Indianapolis, IN

May 2010 – August 2011

- Served as webmaster creating new content, blogging, and designing case studies and white papers for company website
- Researched target prospects, managed website leads, developed lead data, and carried out market research studies

## **Psychological Mentor**

*In-home, Schaumburg, IL*

*June 2012 – June 2013*

- Mentored an adolescent male diagnosed with a Pervasive Developmental Disorder to develop coping skills for impulsivity and promote social awareness
- Processed his behavioral and emotional development through weekly conversations
- Communicated regularly with his parents concerning his progress and difficulties

# Resources

- **American Psychological Association**
  - <http://www.apa.org/gradpsych/2003/09/cv.aspx>
    - Tips
    - CV Checklist
  - Sample CV:
    - [https://psychology.unl.edu/psichi/Psi Chi Sample CV.pdf](https://psychology.unl.edu/psichi/Psi%20Chi%20Sample%20CV.pdf)



# Resources

- **Purdue Online Writing Lab**
  - <https://owl.english.purdue.edu/owl/>
  - General writing
  - Research, citations, & references
  - Subject-specific writing
  - Job search writing
    - Cover letters
    - Resumes
    - CVs
  - English as a second language





# Resources

- **University of Kent**

- <https://www.kent.ac.uk/careers/cv.htm>
- Very specific & detailed information
- CV writing
  - Common questions
  - Examples
  - Templates
- Cover letter writing



# Resources

- **The Writing Center at UNC-Chapel Hill**
  - <http://writingcenter.unc.edu/handouts/curricula-vitae-cvs-versus-resumes/>
  - Basic overview
  - Additional resources



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at CHAPEL HILL

Questions?

