A curriculum vitae, or “CV” for short, is an academic resume. CVs are used for applying to graduate programs, grants, fellowships, awards, and academic jobs. The typical “rules” for a resume (i.e. should be two pages or less, include an “objectives” section) do not apply for a CV. This guide is geared toward the early graduate student or undergraduate hoping to be a graduate student with the goal of crafting a readable, informative CV that can easily be updated as you accumulate more and more experiences and accomplishments.

The CV can be any length; some distinguished professors have CVs that are over 100 pages! This doesn’t mean that “longer is better,” as it is still advised to present your accomplishments as succinctly as possible. As an early graduate student or an undergrad applying for graduate school, the CV will likely be between 1 and 4 pages, though it certainly could be longer, depending on your experiences.

Common components/Sections of a CV:

* Contact information (name, address, phone number, email address, website if applicable)
* Education
* Honors and awards
* Grant/fellowship activity
* Publications (possibly subdivided into book chapters, peer-reviewed publications, and other; typically listed in reverse chronological order)
* Presentations (includes both talks and poster presentations at local, regional, national, or international conferences; typically listed in reverse chronological order)
* Research experience
* Teaching experience
* Clinical experience
* Training/Certifications
* Professional service
* Professional affiliations
* Employment
* Volunteer/community service

There is no one single “right” way to put together a CV. Generally it is advised to put categories in decreasing order of importance, which typically means that education, honors/awards, publications, presentations, and research experience goes up front. If you are applying for a more clinically focused position (e.g. masters in social work or marriage & family therapy), it may be appropriate to put your clinical experience first.

A good CV is simple, with an easy-to-read font (simple style, at least 10 point font, 12 is better). Use capitals, bolding and italics judiciously and consistently across the entire document to highlight the beginning of a new section or particularly important components.

Know that the content of your CV changes over time, and so does the format. Including a section on “guest lectures” is useful for a graduate student who wants to demonstrate teaching experience, but less helpful for a fifth-year faculty member. Likewise, once you obtain your masters, there is typically no reason to list the title of your honors thesis on your CV.

|  |  |  |
| --- | --- | --- |
| Don’t |  | Do |
| * Include sorority/fraternity memberships * Mention age, relationship status or hobbies * Include high school information * Pad your vitae to make it seem more impressive * Try to be funny or include humorous information * Fret if your CV doesn’t look like a grad students; it’s not supposed to! Your CV will grow over time. * Unless particularly relevant for your application, there is no need to include a “skills” section like you would on a resume |  | * Include academic honor society memberships, Psi Chi, and Phi Beta Kappa * Bold your name in the publication and presentation section to make it stand out * Include experiences relevant to the job/career; you may choose to have additional sections or mention * Consider having two different versions of the CV if you are applying to two vastly different places * Look at examples from people who have come before you (grad students, professors). Most professors have CVs on their websites, so there are hundreds upon hundreds of examples out there. * Check your CV for typos and spelling errors * Make sure your publications and presentations are in APA-format * Ask for feedback from multiple sources * Update regularly! Every time I get a new publication, presentation or award, I update my CV. Every six months or so, I go through the whole thing and see if other places need updating |

Additional Resources (*note: there are many CV guides but the expected format is different across disciplines. Make sure you get examples from psychology rather than assuming that examples from other areas are relevant*).

This is the best source for a clear, explained example CV:

<http://psychology.unl.edu/psichi/sites/unl.edu.psychology.psichi/files/Psi_Chi_Sample_CV.pdf>

Others:

<http://owl.english.purdue.edu/owl/resource/641/01/>

<http://www.ehow.com/way_5474542_example-psychology-cv.html>

<http://www.psychologytoday.com/blog/career-minded/200806/writing-your-ciriculum-vitae>

<http://life.umt.edu/career/PDF/vitaxyz.pdf>

Books

Coghill-Behrends, W. & Anthony, R. (2011).*CV Handbook: A curriculum vitae owner’s manual.* [includes a variety of samples across disciplines]

**Jane Doe**

Name should be front and center in larger font than the rest of the document.

1234 Center St.

You may or may not want to put your actual mailing address on your CV, but you definitely want a phone number and email address. Include a website address if you have one.

Fayetteville, AR 72701

Phone: (479) 555-5555

Email: [jqdoe.uark.edu](mailto:jcveille@uark.edu)

**EDUCATION**

2018 (Expected) Bachelor of Arts, University of Arkansas

Major: Psychology

Minor: Sociology

Most CVs start with education. You *can* add your GPA to this section (some schools will want this).

Honor’s Thesis: *He didn’t dump me, I dumped him! Emotional after effects of non-mutual romantic partnership dissolution.*

Chair: John Johnson, Ph.D. Committee: Ken Kendall, Ph.D., Mary Murison, Ph.D.

Only include a section if you have something to put in it. If you have a lot of honors and awards you may want to separate those. Likewise if you’ve applied for many grants, you may want a separate grants section.

**GRANTS, HONORS, & AWARDS**

2016 Statewide Undergraduate Research Fellowship (SURF)

2015 Gerry Gibson award (given to one undergraduate student each year from the University of Arkansas Psychology Department)

2014 Betty Betterson Alumni Scholarship

2014-2015 Dean’s List, Fulbright College of Arts & Sciences

Most undergrads will *not* have a section for publications….thats ok! In general you are best off putting research information up front, particularly for research-focused programs. For non-research programs, you may want to put clinical experience up here if you have any.

**PUBLICATIONS**

Lyerson, L. L., **Doe, J. Q.**, & Sanderson, S. S. (2016). Emotion regulation as the dumper: Strategies for managing guilt and shame after ruining someone’s life. *Romantic Relationships, 1,* 1-14*.*

**Doe, J. Q.,** Lyerson, L. L., & Sanderson, S. S. Bottoms, B. L., Najdowski, C. J., Stevenson, M. C., & Veilleux, J. C. (in preparation). Rebounds that stick: Qualitative analysis of successful rebound relationships.

Put presentations in reverse chronological order with the newest ones up top!

You can choose to bold your name or not—it does make your name pop!

**PRESENTATIONS**

Sanderson, S. S., **Doe, J. Q.,** & Veilleux, J. C. (2016, May). Emotion regulation in extradyadic relationships: The role of interpersonal effectiveness skills. Poster presented at the annual conference of the Association for Psychological Science, Chicago, IL.

**Doe, J. Q.,** Lyerson, L. L., & Sanderson, S. S. Bottoms, B. L., Najdowski, C. J., Stevenson, M. C., & Veilleux, J. C**.** (2016, November). Rebounds that stick: Qualitative analysis of successful rebound relationships. Poster presented at the annual conference of the Association for Behavior and Cognitive Therapies Student Special Interest Group, New York, NY.

In this section list any research experience by lab (also in reverse chronological order). Some people have one lab only, others have multiple labs.

**RESEARCH EXPERIENCE**

**Research Assistant**

*Department of Psychological Science, Laboratory for Emotion and Addictive Processes*

University of Arkansas. Mentor: Dr. Jennifer C. Veilleux

2015-present

Responsibilities: Ran participants through laboratory-based studies of emotion and self-control processes, including administration of a cold-pressor task, ego-depletion manipulations, computerized distress tolerance tasks, emotion induction manipulations and food tasting. Participants included individuals from the university community and clinical populations (e.g., cigarette smokers). Other duties involved data entry, data management/checking, narrative transcription, and research on self-report scales used in both laboratory and online studies.

Note that this paragraph does not include the word “I”…just start sentences with verbs. Always ask someone in the lab to remind you what studies you worked on and if there might be additional information you could add here only, others have multiple labs.

There may be several sections to include down here. Always include relevant work experience, community service, or volunteer experience (add headers for these things as appropriate). If you want to know if you should include an experience or not, ask Dr. Veilleux or a grad student.

**CLINICAL EXPERIENCE**

Arkansas Crisis Center suicide hotline, August 2014-May 2015

**PROFESSIONAL AFFILIATIONS**

2016-present Vice President of Psi Chi: The International Honor Society in Psychology, University of Arkansas Chapter

2015-present Student member of the Association for Behavior and Cognitive Therapies

**REFERENCES**

Not everyone lists references on their CVs. Under this include name, title, address, phone, and email address for your references *if* you choose to include them.