Psi Chi/UPO Meeting (CV Workshop)

10/19/2016

Announcements:

* Please consider joining Psi Chi and/or UPO! If not yet a member and would like to join, pay annual dues for $10. If interested in also getting a t-shirt, pay $15.

Workshop: Writing a Curriculum Vitae for Graduate School

* Workshop led by Dr. Carolyn Brown-Kramer, PhD

How is a resume different from a CV?

* Different length, purpose, format, and focus
* Make sure you provide whichever one the application requires

Employment VS Academic Resume

* CV: approximately 2 pages, longer for grad students and faculty; list focused; complete history; broad; just the facts; research and teaching listed; reviewed extensively with other documents for admission-with or without interview
* Resume: 1-2 pages; skill/experience focused; selected history; tailored to organization/position; self-promotion; few presentations

Typical Categories

* Name and contact info, education, academic experience, related employment, research projects/interests, publications/presentations, honors and awards, departmental and community service, scholarly/professional memberships----reorder, add/remove to emphasize your strenths (example: don’t title “honors and awards” if you have many honors but no awards; instead title “honors”; list in descending order from importance)

Name and Contact info

* Ok to provide current and permanent address; don’t refer to “parent address”
* Professional email address is a must; consider using email not tied to school

Education

* Name of degree granting institution; degree you are working towards; anticipated graduation date; major; minor(s); overall GPA /4.00
	+ Study Abroad
	+ Honors Thesis

Academic Experience

* Research Experience- indicate when, what, responsibilities (use action words)
* List multiple experiences in descending order from most recent
* Include particular academic course if relevant (not more than 2 or 3)
	+ Good idea to include upper level classes
	+ Include both academic and experiential preparation
	+ Relevant volunteer or internship experience

Relevant Employment

* Include job title, place, date of employment
* Rank in descending order

Research Projects (or Research Interests)

* Describe any thesis/ UCARE/ Mcnair/ Other research experiences here. 2-3 sentences or bullet points are appropriate
* What research topics interest you? What might you want to pursue in grad school? (But don’t pigeonhole yourself)

Publications and/or Presentations

* If you have any; if you don’t, its ok!
* Doesn’t even have to be in psychology
* Make sure it is in APA style, but it is ok to bold your own name to highlight it

Honors and/or Awards

* If it is something that needs explained, its ok to have a bullet point explaining the award; if its something like “deans list” its okay to just put that
* Don’t put need based scholarships/grants; only put merit based

Departmental and/or Community Service

* If you hold an office in this organization, put it. If only a member, don’t put it. (unless its pysch related)
* Sorority/fraternity membership: may choose to leave this out, unless held an office in a greek organization (be aware some people have negative connotations about these organizations)

Scholarly/Professional Memberships

* Psi Chi, other honorary societies (make clear what the society is)

For each thing you include in your CV, consider:

* What did you accomplish? (example- 3 research papers were published-even if your name wasn’t on the papers)
* How did your work help the organization?
* How is it relevant to your goals?
* How does it demonstrate increasing maturity/responsibility/success over time?

Formatting

* Make it visually appealing- leave white space
* Consistent heading styles and formatting throughout
* Consistent verb tenses throughout
* Use compelling action words (avoid “responsibilities included..)
* No typos, grammatical errors
* Submit only PDFs to save your formatting

What NOT to include

* High school awards/experiences
* “Padding” or exaggeration
* Photo, birth day, other inappropriate information