



## **General Guidelines for Writing Professional Curriculum Vitae (CV)**

The CV should be written in a professional and concise manner, not longer than two pages, font size 12, spacing of 1.5 or 2, and margins of 2.5 cm from all 4 sides of the page. All prior experience should be stated in reverse chronological order (starting now and continuing until the earliest experience) within each section. Each experience should be described under one section; writing the same experience in two different sections is wrong (e.g, under clinical work and community activity).

### **Professional CV**

Name: \_\_\_\_\_

ID/Passport no. \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Phone no. \_\_\_\_\_ Cell-phone no. \_\_\_\_\_

E-mail: \_\_\_\_\_

### **Education**

Academic institution: \_\_\_\_\_

Degree: \_\_\_\_\_

From year: \_\_\_\_\_

### **Rewards and Scholarships**

Date, name/description of rewards/scholarship

### **Clinical Experience (relevant solely for applied tracks – Clinical and Neuropsychology)**

Date, place of experience, job description and realm of responsibilities including extent of work (duration, hours), name of supervisor (you cannot write more than 2-3 sentences on each experience).

Faculty of Social Sciences | **Department of Psychology**

Mount Scopus, Jerusalem 91905

Phone no. 02-5883411 | Fax: 02-5881159 | psychology.huji.ac.il



### **Research Experience**

Date, place of work (research lab) and field of research, job and responsibilities including extent of work (duration, hours), name of supervising researcher (you cannot write more than 2-3 sentences on each experience).

### **Publications, conference presentations and/or seminar papers**

If there are such achievements, they should be referenced scientifically according to the rules of the APA.

### **Research areas of interest**

Short paragraph describing the research areas of interest.

### **Teaching Experience**

If there is such experience: date, place of work, subject of teaching, extent of teaching, name of supervisor (you cannot write more than 2-3 sentences on each experience).

### **Other Professional Experience**

Date, place of work, job and responsibilities, extent of work (you cannot write more than 2-3 sentences on each experience).

### **Community Activity**

Date, place of volunteering, job and responsibilities, extent of work (you cannot write more than 2-3 sentences on each experience).

### **Additional Qualifications**

Languages (level of each language), computer and software abilities, further relevant qualifications.

### **Names of Recommenders**

Name, job, manner of relation, address, phone number, e-mail address.

Faculty of Social Sciences | **Department of Psychology**

Mount Scopus, Jerusalem 91905

Phone no. 02-5883411 | Fax: 02-5881159 | [psychology.huji.ac.il](mailto:psychology.huji.ac.il)