

Curriculum Vitae (CV) Guide

The following categories are commonly used in the construction of a CV:

- Professional/Career/Research Objective(s)
- Education
- Coursework
- Honors/Achievements/Awards/Kudos
- Thesis/Dissertation Abstract
- Research Interest(s)
- Research and/or Laboratory Experience
- Teaching Interests and Experience
- Instrumentation Experience
- Special Skills
- Publications/Presentations/Works-in-Progress
- Professional Associations
- Work Experience
- Community Service
- Extracurricular Activities
- Travel
- References/Recommendations

These categories are not finite and should be tailored to meet your needs. Adapt them to fit your experiences and use them as a basis for creating categories that more precisely fit your own situation. The order in which these broad categories might appear on your CV should reflect the degree of importance you attribute to them. There is no page limit on the length of a CV.

CV Template

CONTACT INFORMATION

Name

Address

City, State, Zip

Telephone/Cell Phone Email

SUMMARY STATEMENT (Optional) *Include a brief list of the highlights of your candidacy.*

EDUCATION *List your academic background, including undergraduate and graduate institutions attended.*

Graduate Institution, City, State Degree, Major Date of Graduation Dissertation

Graduate Institution, City, State Degree, Major Date of Graduation Thesis

Undergraduate Institution, City, State Degree, Major Date of Graduation

EMPLOYMENT HISTORY *List in chronological order, include position details and dates.*

POSTDOCTORAL TRAINING *List your postdoctoral experiences, if applicable.*

FELLOWSHIPS *List internships and fellowships, including organization, title and dates.*

LICENSES / CERTIFICATION *List type of license, certification or accreditation and date received.*

PUBLICATIONS / BOOKS

PROFESSIONAL AFFILIATIONS

SKILLS / INTERESTS

Sample Academic Curriculum Vitae

John Smith

Street, City, State, Zip

Phone: 555-555-5555 / Cell: 555-666-6666

email@email.com

Objective:

Assistant Professor, Psychology

Education:

Ph.D., Psychology, University of California Berkeley, 2008

Concentrations: Psychology, Community Psychology

Dissertation: A Study of Learning Disabled Children in a Low Income Community

M.A., Psychology, University at Albany, 2003

Concentrations: Psychology, Special Education

Thesis: Communication Skills of Learning Disabled Children

B.A., Psychology, California State University, Long Beach, CA, 2000

Experience:

Instructor, 2004 - present

University of Minnesota

Courses: Psychology in the Classroom, Introduction to Psychology, Practicum Instructor, Educational Psychology Theory, School Counselor Survey Course

Teaching Assistant, 2002 - 2003

University at Albany

Courses: Special Education, Learning Disabilities

Research Skills:

Extensive knowledge of SPSSX and SAS statistical programs.

Presentations:

Smith, John (2008). Successful techniques of male teachers in special education classrooms. Paper presented at Professionals in Education Psychology Conference, San Francisco, Ca.

Smith, John (2006). The behavior of learning disabled adolescents in the classrooms. Paper presented at the Psychology Conference at the University of Minnesota.

Smith, John (2006) The impact of socioeconomic pitfalls in adolescent education in urban Minneapolis. Paper presented at the National Counselors Association Conference, Tampa, Florida.

Smith, John (2005) Interventions in special education classrooms. Paper presented at American Association of Psychology Conference, Atlanta, Georgia.

Publications:

Smith, John (2008). The behavior of learning disabled male adolescents in mainstream classrooms. Journal of American Psychology Today, 72-78.

Smith, John (2007). Successful techniques of male teachers in special education classrooms. Journal of Educational Psychology, 109-116.

Smith, John (2006). Community based programs focusing on learning disabled in urban Los Angeles school system. Journal of American Special Education, 88-94.

Smith, John (2005). The behavior of learning disabled adolescents in the classroom. Journal of Educational Psychology, 120 - 125.

Smith, John (2005). The impact of socioeconomic pitfalls in adolescent education in urban Minneapolis. Journal of American Education, 98 – 101.

Grants and Fellowships:

RDB Grant (University of Minnesota Research Grant, 2005), \$2000

The Ford Foundation Grant (research grant), \$2500

Workshop Grant (for ASPA meeting in New York, 2004), \$1500

George Hines Excellence in Community Psychology Fellowship, \$6000

Rosenberg Fellowship, \$3000

Licenses/Certifications:

Licensed Professional Counselor (LPC) 2005

License #: xxxxxxxxx-xxx

Certified Conflict Resolution Mediator, 2004-present

Certified in Assessment and Research Techniques Applied to Adolescent Psychology, 2003-present

Professional Affiliations:

Professionals in Educational Psychology

- Membership Coordinator (2005-2006)

American Counselors Association

- Professional Development Committee (2006-present)

American Psychological Association