

CURRICULUM VITAE BASICS

Your Curriculum Vitae (CV) is not a static document. It may be used to apply for jobs/internships, scholarships, graduate/professional programs, or for networking. The key is to tailor your document to highlight your relevant qualifications for each situation. The following sample is meant to present a single, possible style. Your CV should reflect your own interpretation, style, and experience. Consider the following when creating your CV:

SPECIAL CONSIDERATIONS

Length

Unlike resumes, CVs typically do not have specific constraints about length. Most undergraduate and recent graduate students will have 2-3 pages, depending on experience.

Unique Sections

Other optional sections for a CV may include Certifications (must be relevant and up-to-date), Licensures, Publications, Teaching Experience, Community Service, Mentoring, Professional Development (workshops, seminars, in-service presentations), Athletics, Service Learning, Study Abroad and/or International Experiences, and Fellowships, depending on your experiences.

Organization & Layout

Organize content according to what is required and relevant to the position or program. Use margins (.5 to 1-inch), sections, or columns to balance and organize your content. Balance the content of your CV using left and right justification, spacing, and tab settings to draw attention to relevant information – remember consistency is key.

Fonts & Style

Use a font that is clear and easy to read at-a-glance. Adjust the size (10-12 pts, typically) based on the font. Incorporate style elements like **bold**, *italics*, CAPITALIZATION, and underline to draw attention to the most important parts of your CV. Each style element should emphasize a single type of information.

Sections & Content

Create section titles that market your experiences and align with what an employer or program is looking for. Select what you choose to include (ex. education, certifications/licensure, experiences, knowledge, skills, community outreach, leadership, etc.) based on what is required and relevant within the job/program description. List section information in reverse-chronological order with the most recent, relevant content first. Format your content to make it easily accessible to the reader. Be concise but thorough – do not ramble or use irrelevant “filler” words.

Name

Address • City, State

Phone • Email

EDUCATION

- May 2029 **Doctor of Philosophy in Psychology**
University of Wisconsin-Madison - Madison, WI
Field of Study: Cognition and Cognitive Neuroscience
- Dec 2022 **Bachelor of Science in Psychology**
University of Wisconsin-Stevens Point (UWSP) - Stevens Point, WI
Minor: Neuroscience and Behavior

AWARDS & HONORS

- 2021 L. Wayne Lerand Award for Student Leadership in Psychology, UWSP
- 2020-2022 Dean's List (4 semesters), College of Letters & Science, UWSP

RESEARCH EXPERIENCE

Research Assistant

UWSP Department of Psychology - Stevens Point, WI

Jan 2021-Dec 2022

Responsibilities:

Worked under supervision of Dr. Jane Doe to coordinate an experimental class at a local high school to test a model of self-esteem training. Organized and taught the class for the Fall 2019 term, co-designed qualitative and quantitative assessment tools and rubrics, and conducted pre- and post-assessments of self-esteem. Compiled collected data, entered quantitative data into a database for further statistical evaluation, and coded quantitative data for review.

WORK EXPERIENCE

Youth Behavior Specialist

Innovative Services, Inc. - Wisconsin Rapids, WI

Jan 2022-Present

Responsibilities:

Provide support for two individuals, ages 14 and 17, both diagnosed with developmental disabilities and their families. Work on community integration and developing daily living skills for both clients. Maintain and reinforce healthy boundaries while providing individualized afterschool and weekend care. Attend meetings to discuss progress towards goals and receive supervision on a regular basis by a licensed Psychologist.

Tutor

UWSP Tutoring Learning Center - Stevens Point, WI

Jan 2020-Dec 2021

Responsibilities:

Tutored students in Psychology, Sociology, and Biology. Assisted with reading comprehension, study strategies, and homework completion. Coached students to attend faculty office hours and referred students to other campus resources, as necessary.

Exam Proctor

UWSP Disability and Assistive Technology Center - Stevens Point, WI

Jan 2019-May 2021

Responsibilities:

Provided appropriate accommodations for students during testing, including reading and scribing. Maintained confidentiality working with student and exam information. Monitored individual and group exam takers.

CAMPUS INVOLVEMENT

President

UWSP Psi Chi - International Honor Society in Psychology

January 2020-May 2022

Responsibilities:

Presided over Psi Chi meetings, posting agendas and meeting minutes in accordance to Wisconsin open records requirements. Served as a representative of Psi Chi in interactions with the campus and greater Stevens Point community. Coordinated programming on campus for psychology majors and minors, including Graduate School Night and research spotlights. Served as Treasurer April 2018-April 2019 Academic Year; elected President in April 2019.

College of Letters and Science Student Senator

UWSP Student Government Association

October 2019-May 2021

Responsibilities:

Represented the concerns of College of Letters and Science (COLS) students when discussing campus policies and procedures. Attended weekly meetings and advocated for student interests. Co-authored a resolution in support of increased accessibility on campus. Served as a student representative on the Differing Abilities Council.

PRESENTATIONS

Rogers, C. (May 2019). *Adolescent Self-Esteem: A Study in Self-assessment*. Poster presented at the College of Letters and Science Undergraduate Research Symposium at the University of Wisconsin-Stevens Point, Stevens Point, WI.

PROFESSIONAL AFFILIATIONS

2021-Present Association for Psychological Science, Student member

2020-Present American Psychological Association, Student member

REFERENCES

Dr. John Smith

Psychology Professor
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Psi Chi Advisor
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Dr. Jane Doe

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Katherine Lee

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