



Curriculum Vitae Outline Example

First Name Last Name

Email | Phone Number | City, State Zip Code

EDUCATION

University at Albany, State University of New York Expected May 20xx
School of Education: Department of Counseling Psychology
Ph.D. in Counseling Psychology [APA Accredited]

University Information, City and State May 20xx
Master of Science in _____

University Information, City and State May 20xx
Bachelor of Arts in _____

(The following are examples of possible sections for your CV. You do not need to include all of them.)

TEACHING EXPERIENCE

Name of Organization/Employer, City and State Month Year Started – Month Year Ended
Position Title and Course Name

- Write action-oriented descriptions in bullet points to describe your experiences as an instructor or teaching assistant with specifics and details
- These should be written in third person, fragmented statements
- Past course should be written in past tense and present course should be written in present tense
- You should always have the most recent courses first, with the oldest on the bottom

University at Albany, State University of New York August 20xx – December 20xx
Lecturer, UNI456 Fundamentals of Writing

- Developed curriculum and assignments
- Hosted office hours weekly to assist students with material
- Taught two sections of a bi-weekly 80-minute class

RESEARCH EXPERIENCE

The University at Albany, Psychology Department January 20xx – May 20xx
Research Assistant

- Completed IRB documents for research projects
- Developed and conducted presentations at two national conferences

RELEVANT EXPERIENCE

Name of Organization/Employer, City and State Month Year Started–Month Year Ended
Position Title

- Write action-oriented descriptions in bullet points to describe your experiences with specifics and details
- These should be written in third person, fragmented statements
- Past jobs should be written in past tense and present jobs should be written in the present tense
- You should always have the most recent positions first, with the oldest on the bottom for each section



PRESENTATIONS & PUBLICATIONS

- In order of most recent to least recent list presentations, publications, or workshops in a format consistent and expected with your field (e.g., MLA, APA format)
- You do not need to utilize bullet points for these, and you can add spaces between each of them
- If you have several presentations, publications, or other invited speaking engagements you can list them in separate sections for clarity

PROFESSIONAL DEVELOPMENT & TRAINING

Red Cross Disaster Training	January 20xx
Combining the Myers-Briggs and Strong Assessments Workshop	August 20xx

PROFESSIONAL SERVICE

The University at Albany, Graduate Student Association Secretary	January 20xx-Present
The University at Albany, Psychology Department Annual Diversity Conference Coordinator	November 20xx

COMPETENCIES & SKILLS

You may list various skills and competencies relevant to your field and the positions you are applying for.

Research: Qualitative Analysis, Multivariate Analysis

Software: SPSS, R

Languages: Fluent in Spanish

PROFESSIONAL AFFILIATIONS

American Psychological Association of Graduate Students (APAGS)
National Career Development Association
Psi Chi, National Honor Society in Psychology

HONORS & AWARDS

List all honors and awards that you have received along with the dates.

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