

guide to

CURRICULUM VITAE



WHEN AND WHY TO USE A CURRICULUM VITAE

A curriculum vitae (CV) is a document that details your professional experiences and qualifications. The basic foundational ideas are the same between these documents: you want to highlight your strengths, quantify and qualify your experience content, and create an easy-to-read format.

You might use a CV when:

APPLYING TO:

Graduate school or professional programs

Internships or full-time jobs in academia, research, or consulting industries

Fellowships, grants, or other funding proposals

SUBMITTING INFO FOR:

Annual or tenure review for an employer

Professional conferences or organizations for which you are presenter

Academic journals or publishers where you are sending a manuscript or research

The differences between a CV and a resume include:

CV

A comprehensive biographical statement emphasizing professional qualifications and activities

No page limit

Intends to demonstrate entire history of professional experiences

Focuses on individual's lengthy and diverse professional experiences

RÉSUMÉ

An individually designed summary of personal, educational and experience qualifications

1-2 pages

Intends to demonstrate fit for a particular position or type of position

Focuses on individual's strongest qualifications targeted to a particular position



Career Center
University of Missouri

Lower Level
Student Success Center

(573)882-6801
career.missouri.edu
career@missouri.edu



WHAT TO INCLUDE IN YOUR CV

Contact Information

- Name (18-24 pt. font)
- Address
- Phone Number
- Email
- Professional links/sites (i.e. LinkedIn, online portfolio, website, etc.)

Education

- Degree Title
- College/University
- Location (City/State or City/Country)
- Date of Completion for your Degree
- Areas of Specialization
- GPA (optional)
- Title of your Thesis/Dissertation (if applicable)

If you have taken any continuing education, add:

- Title of courses
- College/University/Institution
- Location (City/State or City/Country)
- Date of Completion

Relevant Work Experience

- Job Title/Position
- Department
- Institution/Organization/Company
- Location (City and State)
- Description of Duties (use bullet points starting with action verbs to describe responsibilities & skills developed)

Publications Authored/Edited

- Author Names
- Date of Publication
- Title of Article
- Journal Name
- Other relevant information

Community Involvement

- Brief Description of Responsibilities
- Name of Organization
- Dates of service

Presentations

- Presenter Names
- Title of Presentation
- Name of Conference/Event
- Date and Location

Professional Association Memberships

- Current Memberships Only, in alphabetical order
- Dates of membership

Professional Service

- Position title
- Name of Association
- Dates Held
- Responsibilities

Recent and Current Research

- Short Description of Research, including type and purpose of research

Grants Received

- Name of Grant
- Granting Agency
- Date Received
- Title/Purpose of the Project

Special Awards & Honors

- Purpose of Award
- Date of Award

Additional Competencies

- Language Skills
- Software Skills
- Lab or Research Skills
- International Experiences
- Other relevant skills

References

- Name/Title
- Department/Organization
- Contact Information

TRUMAN TIGER

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EDUCATIONAL BACKGROUND

Master of Arts in Counseling Psychology
University of Missouri; Columbia, Missouri

Graduation Date: May 20__
Cumulative G.P.A. 3.9/4.0

Bachelor of Arts in Psychology, Cum Laude
University of Toledo; Toledo, Ohio

Graduation Date: May 20__
Cumulative G.P.A. 3.82/4.0

Continuing Education

Criminal Justice Training and Education Center, Toledo, Ohio

- Basic Corrections Academy, 120 hrs.

March 20__

PROFESSIONAL EXPERIENCE

Counselor, Counseling and Health Services, Westminster College
Fulton, Missouri

August 20__ – Present

- Provided individual counseling services on an appointment basis to undergraduate students with presenting concerns including area of academics, family, college adjustment, and substance abuse.
- Maintained accurate notes on clients' presenting problems and progress throughout counseling.
- Created a structured assessment procedure for students referred for substance abuse concerns.
- Performed assessments of substance use for referred students.
- Designed and implemented qualitative and quantitative research on the substance use habits of the student body.

Adolescent Support Worker, Center for Adolescent Psychology and Learning, State of Missouri
Jefferson City, Missouri

May 20__ – August 20__

- Provided one-on-one services to adolescents referred by the state's Social Rehabilitative Services.
- Counseled youth in assessing strengths and needs in developing personal goals and achievement strategies.
- Actively participated as a team member in the Social Rehabilitative Services reviews to devise treatment plans.
- Provided crisis counseling, behavior modification, life skills education, and acted as a role model of healthy relationships.

Career Specialist, Career Services, University of Toledo
Toledo, Ohio

August 20__ – May 20__

- Provided individual career services consultation and resources to both undergrad and grad students on a walk-in basis.
- Reviewed resumes, conducted mock interviews, and assisted students with career exploration job searching.
- Administered and processed career assessments including CliftonStrengths, Self-Directed Search, and Myers-Briggs Type Indicator to students based on individual concerns and needs.

SUPERVISION EXPERIENCE

Counseling Psychology Practicum, University of Missouri
Columbia, Missouri

August 20__ – May 20__

- Provided weekly individual supervision to two Masters level graduate students (one in each semester) participating in Career Counseling practicum.
- Assisted in the conceptualization and development of treatment plans for students' clients.
- Facilitated students' professional development and counseling skills through individual and group consultation sessions.
- Graded students' progress and overall counseling skills.
- Accumulated 22 hours of direct supervision.

Counseling Methods and Practice, University of Missouri
Columbia, Missouri

January 20__ - May 20__

- Provided live supervision to two Masters level students participating in counseling skills course.
- Observed individual counseling sessions from one-way mirror and intervened in the counseling session when required.
- Facilitated students' professional understanding and growth through feedback and individual supervision.
- Received nine hours of group supervision focusing on professional development and ability as supervisor, and provided 17 hours of live supervision.

RESEARCH EXPERIENCE

Educational, School, and Counseling Psychology Department, University of Missouri
Columbia, Missouri

August 20__ – Present

Self-Perception of Physical Well-Being Scale.

- Worked as part of research team, led by Dr. Margaret Smith, in creation of a scale designed to measure college students' perception of their physical well-being.
- Involved in defining concepts like physical well-being, creating scale and scale items, administering scale to participants, running factor analysis of the data, and writing research proposal and results.

Career Development of Women

August 20__ – January 20__

- Involved in a group research project, led by Dr. Lisa Knight, examining the impact of a summer physics academy on female high school students' career development through qualitative interviews and analyses.

TEACHING EXPERIENCE

Co-Instructor, ESCP8000 Measurement of Interest and Personality, University of Missouri
Columbia, Missouri

August 20__ – December 20__

- Planned and presented lectures and activities on the Minnesota Multiphasic Personality Inventory (MMPI-2), Strong Interests Inventory, Myer-Briggs Type Indicator, and NEO –PI, as well as writing assessment reports, ethical considerations of testing, and clinical interviewing.
- Constructed and graded tests and assessment report assignments.

Teaching Assistant, A354 Introduction to Educational Statistics, University of Missouri
Columbia, Missouri

January 20__ – May 20__

- Led help sessions for students taking intro level statistics course, graded all homework assignments and tests.
- Maintained accurate records of grades on computerized database.

PROFESSIONAL PRESENTATIONS

Career Centers for the Future, University of Missouri
Columbia, Missouri

February 20__

Potential Additive Benefits of Using “My Vocational Situation” and “Hope” Scale in Career Centers

- Presented poster session discussing the benefits of using the “My Vocational Situation” and “Hope” Scale together as diagnostic assessments to increase the potential of effective client treatment. The presentation stimulated interesting discussion among the participants who are career center staff of many universities.

PROFESSIONAL ORGANIZATIONS

American Psychological Association, University of Missouri
Columbia, Missouri

August 20__ – Present

Student Affiliate: Division 17-Counseling Psychology Division 14-Society for Industrial and Organizational Psychology

ACTIVITIES

Counseling Psychology Student Organization, University of Toledo
Toledo, Ohio

President

January 20__ – January 20__

- Led committee and organized activities together with other offices. Facilitated monthly committee meetings. Planned and implemented departmental orientation program for incoming students.

Editor, Journal of Contemporary Counseling

August 20__ – January 20__

- Coordinated process of gathering, selecting, editing and printing articles.
- Edited articles for content and adherence to APA format.
- Communicated with authors on changes required and desired.

PUBLICATIONS

Student, S, & Wa, J, (20__), Future Career Center: Recognize our potential through technology. *Journal of ABC*, 25(2), 89-100.

next steps:

Talk with a Career Specialist for one-on-one assistance: <https://career.missouri.edu/connect>
Check out more resources at <https://career.missouri.edu> > Resources tab