

THE BASICS

The curriculum vitae, also known as a CV or vita, is a comprehensive statement of your educational background, teaching, and research experience. It is the standard representation of credentials within academia.

- The full CV is only used when applying for academic positions in four-year institutions.
- Do not use a CV when applying to community colleges—use a **teacher**-focused résumé instead.
- Tailor your CV to the specific positions to which you are applying and place more relevant sections earlier in the document.
 - For a position at a **teaching-focused liberal arts college**, the CV will strongly emphasize teaching.
 - For a position at a **research-intensive university**, the CV will accentuate research.
- Format can vary by field, so also seek disciplinary-specific advice from advisers, professors, and others within your field.
- There are no length restrictions for CVs.

FORMATTING

- Your CV must be well organized and easy to read.
- Choose an effective format and be consistent.
- Use bolds, italics, underlines, and capitalization to draw attention.
- List all relevant items in reverse chronological order in each section.
- Strategically place the most important information near the top and/or left side of the page.
 - In general, place the name of the position, title, award, or institution on the left side of the page and associated dates on the right.
- Use a footer with page numbers and your last name, in case pages get separated.

DESCRIBE YOUR EXPERIENCES

- Take ownership of all you have done. Also, take advantage of the opportunity to describe your research and teaching experiences—do more than simply list them.
- Don't be afraid to "toot your own horn". If you don't speak out on your accomplishments, no one else will do it for you!
- Use a variety of action verbs and adjectives. Avoid repetition.

SECTIONS TO INCLUDE

The Basic Sections

Heading: Name, email address, mailing address (your most current), and phone number

Education: List academic degrees, with in progress or most recently earned first.

- Name of institution, city and state, degree type and major, month and year degree was (will be) awarded
- Thesis title and advisor, if applicable

Relevant Experience: List positions that show off your skills and expertise. You can group experiences into relevant categories to enhance your CV (e.g. Research, Teaching, and Administration). For each position, include:

- Title, organization name, city and state, dates position was held.
- Bullet points that summarize your activities/duties, accomplishments, and successes. Use action verbs.

Publications: Give bibliographic citations for articles, pamphlets, chapters in books, research reports, or any other publications that you have authored or co-authored. Use the format appropriate to your particular academic discipline for a clean look. Indicate if publications are pending, when applicable.

Presentations (Oral and Poster): Give titles of professional presentations, name of conference or event, dates and location, and, if appropriate in your discipline, also include a **brief** description. Use the format appropriate to your particular academic discipline for a consistent and clean look.

Honors and Awards: Receipt of competitive scholarships, fellowships, and assistantships; names of scholastic honors; teaching or research awards.

References: Three to five are appropriate. If you are responding to an advertisement that asks for references, include those requested on a separate addendum sheet.

Notes on Editing: For this section, you will likely want to receive feedback from a trusted professor or academic advisor. Sections and length can vary depending on area of study, so be sure to have a respected academic voice edit for consistency and clarity.

Optional Sections

Technical Skills and Certifications: It may be appropriate to list special technical skills, language skills or relevant certifications from your area of study.

Grants Received: Include name of grant, name of granting agency, date received, and title or purpose of research project.

Institutional Service: List institutional committees you have served on, including offices held, student groups you have supervised, or special academic projects you have assisted with.

Professional Associations: Memberships in national, regional, state, and local professional organizations. Also, list significant appointments to positions or committees in these associations. Student memberships in professional associations are appropriate.

Recent/Current Research: Description of research projects recently conducted or in progress. Include the type of research and a brief description of the purpose.

Community Involvement: Appropriate and relevant volunteer work, church work, community service organizations, etc. Avoid listing involvement from more than 7-10 years ago.

Educational Travel: (Only if applicable) Names of countries, dates, purpose.

CV SAMPLE

Erika Eagle

1155 UNION CIRCLE, DENTON, TEXAS 76203-5017
(940) 5 5 5 - 1 2 3 4 • ERIKA.EAGLE @ UNT. E D U

EDUCATION

PhD in Educational Psychology

May 2017

University of North Texas, Denton, Texas

Dissertation title: "Psychological Aspects of Sports and Leisure. A Case Example of Division I Athletes and their Practice Times"

Committee: John Mean Green, Edith Emerson, Nolan Phillips, Robert Rubenstein (Chair)

MA in Educational Psychology

2013

University of North Texas, Denton Texas

BA in Psychology, *summa cum laude*

2010

University of Texas at Arlington, Arlington, Texas

TEACHING & ADVISING

Introduction to Psychology Instructor

20xx-present

Psychology Department, University of North Texas

- Facilitator for seven sections of Psychology 101.
- Planned and taught a therapy-intensive course based upon client situations.
- Used instructional technology to enhance pedagogical technique.
- Taught in part with an innovative, interdisciplinary team-teaching program design.

Play Therapy Instructor

20xx-present

Department of Psychology, University of North Texas

- Instructor of record for two sections of play therapy instruction for both spring and summer sessions
- Integrated multimedia and humanities approaches to teaching play therapy and utilized instructional technology.

Coordinating Group Leader

20xx-20xx

Counseling Program, University of North Texas

- Planned and led required training session for teaching assistants and new teachers.
- Helped to mentor new hires to the Psychology Department staff to ensure their engagement and professional development.
- Provided job shadowing and training opportunities to assist new hires in adjusting to the pace and style of the University.

Teaching Assistant

20xx-20xx

Department of Psychology, University of North Texas

- Taught a section on counseling method history and instructional design.
- Planned lessons and assignments, led discussion sections, graded papers and exams.
- Organized and led group discussions on social justice and familial issues.

RESEARCH EXPERIENCE

Doctoral Researcher

20xx-20xx

Department of Psychology, University of North Texas, Denton, Texas

- Conducted on-site research at numerous counseling records and archives, examining publication history and client status.
- Examined the counseling methods of 50+ individual practitioners to determine best possible solutions and outcomes for clients.

Research Assistant

20xx

Department of Psychology, University of North Texas, Denton, Texas

- Assistant to Professor John Mean Green, conducting primary research and editing materials.
- Organized the "New Directions in the Leisure Studies: A Comprehensive Conference of Excellence".

PUBLICATIONS

Associate Editor of *Play Therapy in the 21st Century*. Lucy Lachus, general editor. Forthcoming from University of Texas Press, 20xx.

Johnson, JM, Davis, T., and **Green, D.** "Division I Athlete Injury Recovery and Popular Beliefs" *Somebody Journal*, Special Issue, Reflections on the Athletics. Vol. 2. Accepted and forthcoming.

Lewis, J.S. and **Green, D.** "Will N. Fregosi," "Etheridge Knight," and "James Treblehorn" in *Pop Psychology: An Archival History*. Oregon State University Press, 20xx.

CONFERENCE PRESENTATIONS

"Leisure and Lifestyles," Texas Graduate College Seminar, speaker and organizer. Austin, TX, 20xx. "Transitional Methods of Spiritual Recovery," US Symposium, Duke University, NC, February 20xx.

"The Psychological Maxims," Southern Counseling Association. Atlanta, GA, May 20xx.

"Mind, Focus, & Energy," Queen Mary College, University of London, April 6-8, 20xx.

HONORS AND AWARDS

Jacob K. Javitz Fellowship, U.S. Department of Education 20xx-present

Graduate College Dissertation Completion Award, 20xx

Campus Teaching Award, University of North Texas 20xx-20xx

Doctoral Fellowship, Texas Program for Research in Psychology 20xx-20xx

Summer Research Grant, Center for Summer Studies, Dallas, TX 20x

Graduate College Conference Travel Grant, University of North Texas 20xx & 20xx

Most Outstanding Researcher, UT- Arlington, Arlington, TX 20xx Academic

Scholarship, UT-Arlington, Arlington, TX 20xx-20xx

PROFESSIONAL SERVICE and RELEVANT EXPERIENCE

Managing Editor

20xx-present

Psychology Future Journal

- Process manuscripts submitted for publication and oversee publication procedures.
- Maintain editorial correspondence with prospective contributors.
- Conduct business transactions including publicity, subscriptions and advertising.

Counseling Staff

20xx-present

North Texas Counselors on Demand

- Review and case consultations and client portals.

Counseling Staff Assistant

20xx-20xx

Texas Health Presbyterian

- Counseled clients in terms of traumatic experiences and emergency situations.
- Accompanied full-time staff on rounds and sessions.

UNIVERSITY SERVICE

Graduate Mentor

20xx-20xx

The Career Center, University of North Texas

- Counsel minority undergraduates on graduate programs, application procedures and funding.

Career Advisory Committee

20xx-20xx

Toulouse Graduate School, University of North Texas

- Served on university committee to evaluate and propose career services for graduate students.
- Collaborated with faculty and students to prepare final reports for submission to the Graduate College Dean.

University Library Advisory Committee

20xx-20xx

Undergraduate Library, University of Texas-Arlington

- Advised University Librarian on needed services and improvements.

PROFESSIONAL MEMBERSHIPS

- American Psychological Association (APA)
- American Psychological Association for Graduate Students
- American Studies Association (ASA)
- Group Psychology and Group Psychotherapy
- Society for Community Research and Action (SCRA)
- Society for the Teaching of Psychology (STP)

REFERENCES

John Olney, Research Dean

University of North Texas

(940) 555-1111, olney60@unt.edu

Jay Gammons Assoc. Professor of Psychology

University of North Texas

(940) 555-1113, gammons50@unt.edu

Robin Kurkjian, Professor of Counseling

University of North Texas

(940) 555-1112, kurkjian55@unt.edu

Sherry Stark, Assoc. Professor of Psychology

University of Texas-Arlington, Arlington, TX

(940) 555-1114, stark@uta.edu