

Creating a strong Curriculum Vitae

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Overview

This workshop is primarily for :

1. Students who want to obtain an **academic / educational** position
 - Faculty
 - Research postdocs
 - Graduate school
2. Students who want to obtain an **applied / professional** position
 - Teachers
 - School Psychologists
 - Counselors
 - Clinical postdocs
3. Some time to share and review sample and your CVs.

What's the difference?

Differences between CV and Resume:

1. Length
 - **Resume** (1-2 pages)
 - **CV** (varies depending on experience)
2. Coverage of experience/skills
 - **Resume** (specific to the job position)
 - **CV** (listing of all work/academic history)
3. Format / Style

CV organization

Headings may include :

1. Name / Contact information
2. Educational History
3. Work or Field Experience / Professional or Research Experience
4. Teaching Experience
5. Publications / Presentations / Grants / Fellowships
6. Professional Service and Associations
7. Awards / Honors
8. Certifications / Licensure
9. Special skills / Relevant coursework (optional)
10. References

Name / Contact information

Consider including:

- Full name
- Mailing address
- Phone number
- *Professional* e-mail address

Educational History

Consider including:

- List in order of highest degree obtained
 - If degree is in progress, provide anticipated graduation date with *semester/year*
 - e.g., Spring 2018
 - Graduate program accreditation, if applicable
 - e.g., APA-accredited, CACREP-accredited, NASP-approved
 - Dissertation/Thesis name and advisor, if applicable
- *Undergraduate GPA may be provided when applying for graduate school or employment in education (e.g., research assistant).*
- *Graduate GPA is not essential to list in most cases for employment*

Work or Field Experience

Consider including:

- **Title of position**
- Name of organization or site
- Completed hours of fieldwork (optional)
- Supervisor name / degree

- 2 or 3 bullet points briefly describing your roles or duties

- List current or most recent experience first.

Teaching Experience

Consider including:

- **Title of position**
- Name of organization or school site
- 2 or 3 bullet points briefly describing your roles or duties
- Supervisor name / degree

- Courses taught (if university setting), provide course number and title

- List current or most recent experience first.

Research Publications / Presentations / Grants

Consider including:

- *When applying for academic position, these should be placed earlier in your CV.*
- Current or most recent publication / presentation first (depends on discipline)
- Using APA-format (depends on discipline)
- Future publications or presentations can also go here.
- When providing information on any grants/fellowships, include exact dollar amount received or applied.
- **Bold your name**

Professional Service / Associations

Consider including:

- Any professional positions you have held
 - e.g., Psi Chi President, Vice President, etc.

- Student or professional membership to any national, regional, local associations
 - e.g., American Psychological Association (Division 16)

- Any other community service

Certifications / Licensure

Consider including:

- *When applying for applied positions, these may be provided after Educational History. These may also be relevant for some academic positions.*
- Certification and/or licensure number
- Date of expiration

References

Consider including:

- At least 2-3 academic references with following information (for academic positions):
 - Name / degree
 - Title of reference / current position
 - Name of current organization of reference
 - Mailing or office address
 - Email and phone number

- At least 2-3 professional references (for applied positions)

- **Letters of Recommendation** should be written within current academic or calendar year and ideally on letterhead.

Other tips

- Keep font size reasonably readable
- Update your CV when something new happens
- Review CVs of successful applicants or employees
- Provide pdf version if emailing to employer
- Include page numbers for lengthier CV
 - e.g., page 1 of 3
- Include month and year of last revision or update

- Review CV in conjunction with the [Cover Letter](#)
 - CVs should stay consistent, while cover letters should be written differently for each position

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- Let's review some sample CV's

 - Can be viewed in "Workshops" tab at:
 - <http://myweb.fiu.edu/avpham/workshops/>

Thank you!

- Any questions?
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