

## CURRICULUM VITAE (CV) WRITING TIPS

### CURRICULUM VITAE OR CV

#### WHY USE A CURRICULUM OR CV?

- Used for academic, education and/or research positions and for doctoral school applications
- Used by doctoral students, PsyD's or PhD's when applying for practicum or psychologist positions
- Comprehensive list of your accomplishments

#### FONT

- Use Times New Roman. Use one font throughout
- Font should be 11-12, in size, your name 14-18

#### LAYOUT

- Margins .8 to 1
- Do not use a table or internet format program

#### SUGESTIONS

- No set length (recommend – 5 pg max)
- Proofread for spelling and grammar
- Print on resume paper, fax on standard paper and email as a MS Word attachment
- Be honest – never lie, stretch the truth, or misrepresent yourself

#### CONTENT

**Bold**, Underline, *Italicize* and/or CAPITALIZE headings

#### Identifying Information

center

#### **Curriculum Vitae**

Name (once you graduate, write *Name, PsyD*)  
address, phone number and email address

#### Education

Include all doctorate, masters and bachelor degrees received; most recent degree comes first. Write out master and bachelor degrees.

#### ***Student Example (currently obtaining doctorate degree):***

Doctoral Student in Clinical Psychology, APA-accredited Psy.D. program  
Pepperdine University, Graduate School of Education and Psychology, Los Angeles, CA  
Anticipated Date of Graduation, Month/Year

#### ***Graduate Example (already obtained doctorate degree):***

PsyD. in Clinical Psychology  
Pepperdine University, Graduate School of Education and Psychology, Los Angeles, CA, Month/Year  
*Dissertation Defense Date:*  
Dissertation Title:

Masters of Arts in Clinical Psychology  
Any University, Los Angeles, CA, Month/Year

Bachelor of Arts in Psychology, (date is optional – Month/Year)  
**Any University**, Los Angeles, CA

## CURRICULUM VITAE (CV) WRITING TIPS

### Languages

If bilingual, include Sign-Language

### Experience (separate by category – Professional, Research, and/or Teaching)

Include - title, agency name, City/State and dates of employment (Month/year)

- Awards and Honors received - (can be listed as a separate section)

Example:

#### **Pre-Intern**

*ABC Agency*

Los Angeles, CA

Month/Year – Month/Year

*For Research Experience only, also include*

Supervisors Name

Brief Description of Study

Add bullets describing your responsibility (See: **How to Write Your Job/Volunteer Responsibilities & Things you May Want to Include in Your Psychology Experience page 3**)

### Grants and Fellowships

Use for Grants received and Grants written, but not funded (fine for a student/young professional)

Example:

Small Grants Division, National Institute of Mental Health,

#MH36998-03, Social Skills Training for Sexual Deviants,

\$10,000, 1986-1987. E.Z.Dozit, Principal Investigator

### Presentations and Publications (listed as two separate headings)

If submitted but not yet accepted or in progress say so

Start with the most recent

Use APA format, except use single-spacing

Example:

#### Presentations

Landrum, R. E. & Murdnal, C. (2003, April). *When the spelling of a name is reversed: Does Anyone Notice?* Poster presented at the meeting of the Rocky Mountain Psychological Association, Reno N.V

#### Publications

Smith, T., & Murdnal, C. (2004). Assigning the appropriate (high) value to reaching. *College Student Journal*, 49, 521-529

### Professional Activities

Continuing Education, Professional Workshops, Conferences, and/or Clinical Training

### Professional Organizations

If you are still a member and if it is related to job you are seeking

### Professional Qualifications

Certifications and Computer Skills

### References available upon request

List on a separate sheet of paper

## **CURRICULUM VITAE (CV) WRITING TIPS**

### **How to Write Your Job/Volunteer Responsibilities**

- No “I” Statements
- Write current position in present tense and former positions in past tense
- Clear and well-organized
- Concise: summary of your background and skills
- Use bullets or paraphrases - under recent or related position list 5-6 bullets. 3-4 bullets for older jobs and jobs not related the position you are seeking
- Do not end with a period
- Write your responsibilities using the Action + Results format
  - Begin with an action verb to describe the type of work you did
  - Include a word that describes the results or intended results of your work.  
Example: Coach parents on discipline techniques, communication, and boundary setting to foster responsibility in home, academic and social settings
  - Sample Results Words – resulting in, to foster, in order to, to ensure
  - Action Words – please go to the career services website:  
<http://gsep.pepperdine.edu/careerservices/>

### **Things You May Want to include in Your Psychology Related EXPERIENCE Bullets**

- Type of therapy conducted (individual, family, group)
- Type of approach (CBT, Psychoanalytic, Eclectic, Behavioral, etc)
- Type of population you work(ed) with (at risk, special ed, etc.)
- Specific type of disability/presenting problem (dual diagnosis, Axis I, Anxiety, Depressed, Autistic, ADHD, developmentally delayed, etc.)
- Age of clients you work(ed) with (children, adolescents, adults)
- Type of environment you work(ed) in (school, group home, clinic, etc)
- Experience collaborating with other professionals (teachers, therapists, psychiatrist, etc)
- Paperwork experience (if you had DMH experience, include it)
- Social work experience (assessments, intakes and referrals)
- Testing and Assessments (included names used)
- Research Experience (testing assessment used)