**Tips for CVs and Resumes**

**The Basics**

* Resume
  + French for “summary”
  + Used when seeking employment where the primary criteria are work history and/or a particular degree
  + Usually 1 page in the U.S.
* Curriculum Vitae (pronounced vee-tye)
  + More commonly “CV” or “vita” (Plural is “CVs” or “curricula vitarum,” not “vitas”)
  + Latin for “course of life”
  + Used widely in research, academic, and medical settings in the U.S.
  + Varies in length (1.5 pages for an undergrad to 25+ for senior faculty)

**What Most People (At Your Developmental Level) Include**

* Resume: Contact information; Job objective; Education; Employment history; Skills and abilities; Activities and honors; References
* CV:
  + Contact information (no unprofessional email addresses)
  + Education (only list GPA if a strength and limited relevant work history; include any information on certifications, licensure, specializations, etc.)
  + Employment history (only relevant history)
  + Research Interests (bullet-point list, or very brief paragraph)
  + Awards, honors, scholarships, fellowships
  + Research experience (when, with whom, activities, goals of the research)
  + Teaching experience; Clinical experience; Business experience; Academic service; Community service; etc.
  + Computer/technical skills; Language skills; etc.
  + Publications (or Manuscripts or something similar)
  + Presentations (conference posters or oral presentations)
  + Professional Affiliations

**What Most People Do Not Include**

* Hobbies/personal interests unrelated to the desired job
* Social/political involvements unrelated to the desired job
* Birthdate, age, marital/family status

**Aesthetic and Organizational Issues**

* Format
* Level of Detail
* Order of Categories

**Common Challenges**

* Limited Experience
* Cover Letters
* GPA

**How to Highlight Research Experience**

* People evaluating the research component will look for three main criteria
  + (1) Tangible Products: Tasks completed, IRBs submitted, data collection finalized, projects completed, training certificates, posters presented, manuscripts submitted, publications, research awards
  + (2) “Fit” - Overlapping interests
  + (3) Depth of Involvement: Duration of experience, complexity of tasks, level of initiative, level of understanding of the goals of the research
* Note any certifications, such as CITI, and be specific (e.g., Social and Behavioral, COI, etc.)
* Participate in and note involvement with any advanced training programs
* Participate in and note any research conference presentations, even for on-campus poster fairs
* Indicate the name of a project and date in bold, and provide a 2-3 line summary (bullet-point or paragraph) describing who, what, and why

**Closing Advice**

* Particularly for CVs, there is tremendous room for customization. Review many CVs of people who are at your career stage or 1-2 career stages ahead of you (search online or use our applied persuasion tactics to get people to share them with you). This will help you to see what styles of formatting are common and aesthetically pleasing, as well as help you decipher the relevant criteria for your career stage.
* Tailor your resume/CV to the particular job.
* The criteria by which we are evaluated changes with every career stage. A high number of surface-level involvements may look great on a high-school senior’s college application, but graduate schools, medical schools, and employers look for deeper, more meaningful, sustained involvement.

**Helpful Examples**

* <http://psychology.unl.edu/psichi/Psi_Chi_Sample_CV.pdf>
* <http://www.ohioupsychology.com/files/images/pdf/SAMPLE_VITA.pdf>
* <http://psychology.illinoisstate.edu/undergrad/gradschool/samplecv.doc>
* <http://education.miami.edu/crecer/pdf/cvs/whitt%20-cv-august-2011.pdf>
* <http://depts.washington.edu/whgweb/index_files/eakins.pdf>
* <https://labs.psych.ucsb.edu/schooler/jonathan/sites/labs.psych.ucsb.edu.schooler.jonathan/files/CV%20Brett%20Ouimette%202014.pdf>
* <http://publish.uwo.ca/~amousa3/numcog/cv/celiagoffinCV.pdf>
* <https://www.psyc.vt.edu/sites/default/files/profile_vitaes/mcginley-jared-cv.pdf>
* Google searches:
  + psychology “doctoral candidate” cv
  + psychology “clinical research coordinator” cv
  + psychology “teaching assistant” cv
  + psychology “research assistant” cv