

# WRITING AN EFFECTIVE CURRICULUM VITAE (CV)

## WHAT IS A CV?

- In the United States, a curriculum vitae (CV) is used mainly when applying for academic, education, scientific or research positions. It is also commonly used when applying for scholarships, fellowships, and grants.
- A CV is a summary of your educational and academic background as well as teaching and research experience, publications, presentations, awards, honors, and affiliations.
- International employers often expect to read a CV and not a resume. Note that the types of personal information sometimes asked for on a curriculum vitae usually would not be included on an American resume, such as date of birth, nationality and place of birth.
- A CV tends to be longer than a resume (two or more pages) and is a more detailed synopsis of your overall background and skills.

## FORMAT & STYLE

- Make sure your contact information is at the top of your CV and is current and correct. Put your full name on every page. For international CV's, be sure to include the country code before your U.S. telephone number.
- Be consistent. Do not mix styles or fonts.
- Font size should be no larger than 12 and no smaller than 10.
- List work experience in reverse chronological order and include relevant position details, work requirements, and relevant dates.
- Be detailed. Most CV's are at least two pages for college or graduate students and longer for doctoral students and professionals.
- Check your CV carefully for mistakes and typographical errors. The CV must be error free.

## HOW TO GET STARTED

- Start by making a complete list of all your background information and experience; then organize the information into categories.
- If you already have a resume, start by trying to elaborate and give more details about your work and related experience.
- Similar to a resume, you may need different versions of your CV in order to be relevant to different work positions or schools to which you are applying. Make sure you are concise, relevant, consistent, and most of all complete.
- A CV can include many different areas which are not often used in a standard resume. After you have made a list of your experience refer to the next section on how to begin to compile this information and present it in the most logical way.

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## ELEMENTS OF A CV

The following is a possible list of the sections that a CV can include:

- **PERSONAL INFORMATION:** Include all information needed for you to be contacted such as your name, address, phone number(s), and e-mail.
- **ACADEMIC BACKGROUND:** List your most recent education first. Include degrees, majors, institutions attended, and the date(s) of completion or expected completion. List any minors and honors received. You may also include your GPA.
- **RELATED COURSEWORK:** Include relevant courses that demonstrate more about your specific education in your academic field of study.
- **ACADEMIC AWARDS:** Be sure to include all academic awards. These can include scholarships, fellowships, and grants.
- **PROFESSIONAL EXPERIENCE:** On a CV this section can be divided into sub-sections. These could include: related work experience, research experience, and/or teaching experience. In this section remember to use reverse chronological order.
- **INTERNSHIPS:** Like the professional experience portion of your CV, it is important to put relevant internships or apprenticeships in a CV. Be sure to include duties and responsibilities to show how you gained experience through this type of experience.
- **LEADERSHIP/ACADEMIC SERVICE:** Include all leaderships positions held, such as a class officer and club president/vice president. In this section it can be appropriate to include any volunteer or community service activities as well.
- **PUBLICATIONS:** This section can be titled several different ways depending on your experience. Because most college students or recent graduates may not have written or published articles and books, this section could be titled *Papers and Publications* or *Programs and Workshops*. This section can also include a work in progress such as a publication, research project, or related planning of an event.
- **TEACHING AND RESEARCH INTERESTS:** If you are preparing a CV for an academic teaching position, it is important to list areas you are qualified to teach. This can also include areas of interest to research or teach in the future.
- **MEMBERSHIPS:** List all professional groups and affiliations with which you are associated. Include any offices held within these organizations as well.
- **COMPUTER SKILLS:** List computer skills if it is relevant for the position which you are applying.
- **LANGUAGES:** List all languages you can read and speak and be sure to note those to which you are fluent.
- **REFERENCES:** It is most typical in this section to say that your references are “Available upon request”.

Jackson, Acy & Geckeis, Kathleen. *How to Prepare Your Curriculum Vitae (2003)*  
<http://www.cvtips.com/>

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## Curriculum Vitae

Jane Gopher  
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Home: (410) 337-6000  
E-Mail: [jgopher@goucher.edu](mailto:jgopher@goucher.edu)  
Nationality: Ukranian D.O.B: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

### EDUCATION

**Goucher College** Baltimore, Maryland  
Bachelor of Arts: Psychology May 2014  
3.8 GPA  
Practicum Thesis: Substance Abuse Counseling

**University of Maryland** College Park, Maryland  
Course: Counseling Theory and Practice Summer 2010

### RELATED COURSEWORK

Psychopathology Addictions Counseling  
Abnormal Psychology Group Counseling  
Theories of Personality Group Theory and Practice  
History of Psychology Psychotherapy

### AWARDS & SCHOLARSHIPS

***Code of Ethics Competition Award, American Counseling Association (ACA), Fall 2014***

- Award given to only three college students for outstanding research and interest in the American Counseling Associations *Code of Ethics*

***The Carl Rogers Humanistic Award, Rogerian Psychology Society, Spring 2013***

- Award given in recognition of outstanding research in Rogerian Psychology and the pursuit of the humanistic approach to counseling

***Scholarship, Department of Psychology, Goucher College, Fall 2011***

- Scholarship awarded in recognition of outstanding interest and future success in psychology by the Psychology Department of Goucher College

### PROFESSIONAL EXPERIENCE

***Mental Health Worker, Sheppard Pratt Health System, Baltimore, Maryland, 9/2014 - Present***

- Co-facilitate patient group sessions with psychologists and psychiatrists focusing on goal setting and containment
- Monitor patient safety and security and ensure care for all patients in the 20 bed unit

***Psychiatric Technician, Psychiatric Institute of Washington D.C., Washington, D.C., 1/2013- 8/2014***

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- Provided patient safety and security while assisting psychologists, psychiatrists, social workers, and psychiatric nurses
- Gained outstanding observation of clinical services while aiding the treatment team in “The Center,” the unit specializing in Post Traumatic Stress Disorders

## ***Residential Mental Health Worker, United States Fellowship of Florida, Key West, FL, 12/2012***

- Worked as a residential volunteer with formerly homeless mentally ill people
- Organized medicine and activities and transported clients to appointments
- Gained first-hand experience with the mentally ill through mentoring and crisis intervention

## **INTERNSHIPS**

### ***Intern, Career Development Leadership Alliance, Silver Spring, Maryland, 9/2009 – 11/2012***

- Greeted clients and provided initial intake forms
- Scored career assessments, including Myers-Briggs Type Indicator
- Evaluated career-related websites and wrote reviews for each, summarizing relevance for counselors and clients
- Provided research support and writing for the revision of the Global Career Development Facilitator (GCDF) Curriculum
- Served as instructor assistant for graduate-level career development courses
- Reviewed invoices and processed payroll for seven contract career counselors
- Processed web-based orders for SkillScan Online and the Career Passion Revealer

### ***Counseling Intern, Hello Consulting, Towson, Maryland, 1/2009 – 5/2009***

- Worked closely with three consultants
- Attended weekly classes and gained valuable career counseling techniques
- Promoted the benefits of career counseling and met with prospective clients

## **LEADERSHIP**

### ***President, Student Counseling Board, Goucher College, Baltimore, Maryland, Fall 2013-2014***

- Worked with a group of three other students and two faculty/staff members in individual and group settings for student support group
- Elected by the student body to chair the Student Counseling Board for the 2013-2014 academic year

### ***Vice President, Psi Chi, Goucher College Chapter, Baltimore, Maryland, 2012-2013***

- Assisted President and college faculty with award presentation event for new inductees.
- Coordinated list of possible new members for upcoming school year awards.

## **PUBLICATIONS**

Gopher, J. and Goucher, J., *Substance Abuse Counselors in Recovery: Implications for the Ethical Issue of Dual Relationships*, Journal of Counseling and Development, July/August 2012.

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## MEMBERSHIPS

- *American Counseling Association*, 2011 - Present
- *Rogerian Psychology Society*, Humanistic Psychology Society, 2010 - Present
- *Psi Chi*, National Honor Society in Psychology, 2009 - Present

## ACTIVITIES

***Volunteer, Health Education and Research Organization***, Baltimore, Maryland, Spring 2011

- Distributed HIV and STD prevention materials in high-risk areas for outreach effort
- Assisted staff and other volunteers to create a plan of educating participants of the research project

***Community Service Mentor, Goucher College***, Baltimore, Maryland, Fall 2009 - Spring 2010

- Tutored and provided guidance to middle-school children at three schools
- Helped with homework and planned after-school activities
- Motivated, organized and led large groups of children in recreational activities

***Member, Goucher College Varsity Track and Field***, Baltimore, Maryland, 2007 - 2009

- Team member specializing in the long jump and the 3,200 meter distance race

## COMPUTER SKILLS

- Technically proficient in Microsoft Word, Excel, PowerPoint, Outlook, and Publisher
- Trained in HTML coding and Internet web-site design

Source: at [www.goucher.edu/cdo](http://www.goucher.edu/cdo)