

CURRICULUM VITAE WRITING TIPS

WHAT IS A CURRICULUM VITAE OR CV?

- Overview of your academic accomplishments
- Dynamic document that reflects your academic (lifelong) career path
- Represents your scholarly identity

WHY USE A CURRICULUM VITAE OR CV?

- Primarily used in education; for doctoral school applications, doctoral students
- Used for research positions, faculty positions, practicum or field related positions

FONT

- Use standard fonts including Arial and Times New Roman
- Times new Roman use 11-12 font size; Arial, use 10-11 font size
- Name should be bolded and in a larger font size

LAYOUT

- Typical Margins .8 to 1
- Refrain from using templates
 - Templates will not allow you to make appropriate changes to your document

TIPS

- Typical length, 1-5 pages
- Proofread! Proofread! Proofread! for spelling and grammar
- Definitely have a career professional critique your CV or ask one of your faculty members or colleagues
- Print on resume paper, fax on standard paper and email as a MS Word attachment
- Represent yourself honestly – never lie, stretch the truth, or misrepresent yourself; but do not understate your experiences

CONTENT

- Bold and/or CAPITALIZE headings
- Center, split or left justify identifying information (name address, phone number and email address)
- List information in reverse chronological order (most recent degree comes first)
- Education (include all doctorate, masters and bachelor degrees received)
- Do not abbreviate or use acronyms

Language

- Include languages; identify bilingual, trilingual; written, spoken or conversational
- Include Sign-Language

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

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

Research Experience

- Include supervisors name
- Brief description of study
- Add bullets highlighting your responsibilities

Experience (duties and responsibilities)

- Do not use pronouns (no “I” Statements)
- Write current position in present tense and former positions in past tense
- Be concise: include a summary of your background and skills
- Use bullet points (not more than five) or paraphrase
- Write your responsibilities in a statement format (no periods)
- Use an active tense by starting your statement with an action verb
- Include a word that describes the results or intended results of your studies
 - For sample action words – see Career Center website: <http://www.csun.edu/career> -- (click Students, click Prepare for My Job Search, click Resume Guide)

Awards and Honors

- May be listed as a separate section if appropriate
- See attached examples

Grants and Fellowships

- See attached examples

Presentations

- Use APA format, except use single-spacing
- See attached examples

Publications

- Use APA format, except use single-spacing
- See attached examples

Professional Activities

- List continuing education, conferences, professional workshops, and/or clinical training

Professional Organizations

- List membership and/or leadership (duties and responsibilities as in descriptions of your experiences)

Skills

- Computer Skills

References

- List references on a separate sheet of paper
- Include name, job title, contact information

Things you may want to include

- Type of therapy conducted (individual, family, group)
- Type of therapeutic approach (humanistic, behavioral, Gestalt, etc.)
- Type and age of population you counseled (youth, children, pre-teens at risk, victims of domestic violence etc.)
- Types of presenting problems (Axis I and Axis II disorders; anxiety, depression, personality disorder etc.)
- Types of disabilities (Asperger syndrome, ADD, developmental disabilities, etc.)
- Type of environment you worked in (agencies, clinics, schools settings, group home etc.)
- Working relationships (psychiatrists, therapists, counselors, teachers etc.)
- Experience with assessments, intakes and referrals
- Types of administered and interpreted tests and assessments
- Research Experiences (include assessment techniques)