

Curriculum Vitae

RESUME vs. CURRICULUM VITAE (CV)

A **curriculum vitae** is a written summary of educational and professional experience. Additionally, it serves as an ongoing record of professional accomplishments. A curriculum vitae is most commonly used in educational or research settings and sometimes is required for graduate school applications.

What are the differences between resumes and curriculum vitae?

- Resumes are used when seeking employment in the private sector; vitae are used in educational and research settings.
- Resumes are brief in design and are usually only one page; vitae are more detailed and are usually several pages in length.
- Resumes are targeted and only relevant information is listed; vitae are intended to be complete records of professional work.
- Resumes have a traditional format; vitae do not have formatting restrictions.
- Resumes use bullets to list job descriptions; vitae use bullets or paragraph style.

What to Include -

(Remember, these are just possible categories.)

- Contact Information

- Education

Degrees
Institutions
Dates
Theses
Dissertations/Dissertation Chairperson

- Honors/Awards

Scholarships, Academic Awards
Special Honors or distinctions

- Extracurricular Activities

Clubs/Organizations
Leadership
Volunteer experience

- Professional Memberships

- Study Abroad

- Language Competencies

- Computer Skills

General software
Industry software
Statistical packages
Programming languages

- Professional Experience

Internships
Employment
Consulting

- Clinical Interests

- Clinical Experience

Practica/Internships

- Research Interests

- Research Experience

Independent study
Research assistantships
Projects underway
Other research experience

- Teaching Experience

Teaching Assistantships

- Publications

Published papers
Articles
Manuscripts in progress or under review

- Presentations

- Professional Activities

Conferences attended
Conference presentations/participation
Workshops and conventions
Workshop presentations

- Community Service

- References

- Other/Additional

SAMPLE CURRICULUM VITAE

JEFFREY J. COLLEGIAN

1512 University Drive, Charleston, SC 29412
843-555-0000, jcollegian@edisto.cofc.edu

EDUCATION

College of Charleston, Charleston, SC
Bachelor of Science in Psychology, May 2007
Minor: Sociology
GPA: 3.57/4.0

WORK EXPERIENCE

College of Charleston Residence Life and Housing Department, Charleston, SC
Resident Assistant, August 2005-Present

- Develop educational and social programs for 125 first-year residents
- Ensure a healthy and safe living environment

Camp Smith, Asheville, NC
Counselor, Summer 2004, 2005

- Provided guidance and supervision to over 80 males, ages 10-15 for a 6-week camp
- Designed and facilitated educational social activities and workshops

RESEARCH EXPERIENCE

College of Charleston, Psychology Department, Charleston, SC
Research Assistant for Dr. Mary Research, August 2005-Present

- Administer surveys to College of Charleston graduate and undergraduate students to determine possible stressful effects of working part time and full time while in school
- Analyze data utilizing SPSS to be presented at an American Psychological Association conference

LEADERSHIP EXPERIENCE

Student Government Association, College of Charleston, Charleston, SC
Junior Class Vice President, August 2005-June 2006
Serve as a liaison between the student body and school administration

Psi Chi Honor Society, College of Charleston, Charleston, SC
Member, September 2005-Present

Psychology Club, College of Charleston, Charleston, SC
Treasurer, September 2004-September 2005

Special Olympics, Charleston, SC
Volunteer, August 2003-January 2005

HONORS & AWARDS

LIFE Scholarship, *Recipient*; **President's List**, 3 semesters; **Dean's List**, 2 semesters; **Leadership Team Community Service Award**, *Recipient*

PRESENTATIONS

- **Southeastern Psychological Association**, Spring 2005 Conference Poster Presentation: "Attention Deficit Disorder Prescription Drug Abuse on College Campuses"
- **Psychology Department Annual Alumni Benefit**, Fall 2004 Poster Presentation: "Student Stress Level Predictors"

PROFESSIONAL ACTIVITIES

- **American Psychological Association**, *Student Member*, August 2004-Present
- **Southeastern Psychological Association**, *Student Member*, August 2004-Present

Note: Many curriculum vitae are over one page. When your CV is more than one page, make sure your name is on all pages and that sections are not divided between pages. You may have to rearrange a little. The References List is on a separate page.