

# 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

#### - References

## **SAMPLE CURRICULUM VITAE**

### **JEFFREY J. COLLEGIAN**

1512 University Drive, Charleston, SC 29412

843-555-0000, jcollegian@g.cofc.edu

#### **EDUCATION**

**College of Charleston**, Charleston, SC

*Bachelor of Science in Psychology*, May 2013

Minor: Sociology

GPA: 3.57/4.0

#### **WORK EXPERIENCE**

**College of Charleston Residence Life and Housing Department**, Charleston, SC

*Resident Assistant*, August 2012-Present

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

**Camp Smith**, Asheville, NC

*Counselor*, Summer 2010, 2011

- 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 2012-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 2011-June 2012

- Serve as a liaison between the student body and school administration

**Psi Chi Honor Society, College of Charleston**, Charleston, SC

*Member*, September 2012-Present

**Psychology Club, College of Charleston**, Charleston, SC

*Treasurer*, September 2011-September 2012

**Special Olympics**, Charleston, SC

*Volunteer*, August 2011-January 2012

#### **HONORS & AWARDS**

**LIFE Scholarship**, 2009-2012; **President's List**, 2011-2012; **Dean's List**, 2011-2012;

**Leadership Team Community Service Award**, Spring 2012

#### **PRESENTATIONS**

- **Southeastern Psychological Association**, Spring 2012 Conference Poster Presentation: "Attention Deficit Disorder Prescription Drug Abuse on College Campuses"
- **Psychology Department Annual Alumni Benefit**, Fall 2011 Poster Presentation: "Student Stress Level Predictors"

#### **PROFESSIONAL ACTIVITIES**

- **American Psychological Association**, *Student Member*, August 2011-Present
- **Southeastern Psychological Association**, *Student Member*, August 2011-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.