



Curriculum Vita Writing

What is a Curriculum Vita?

A Curriculum Vita (or just vita) is an academic resume/summary of your relevant accomplishments as they relate to coursework, research experience, and applied experience.

The Curriculum Vitae or CV can be translated as "the course of one's life/career" and provides a comprehensive overview of your academic background and professional accomplishments. A CV is often needed to apply to graduate programs, employment in academia, research, or international organizations, and in certain professional fields.

Your CV is often the first document that presents who you are and what you have accomplished to potential employers and graduate admission committees. When composing your CV, remember to highlight the relevant skills and experiences for the particular job or program to which you are applying. Make sure that your CV is easy-to-read as most reviewers will spend only 20-30 seconds scanning your document!

If your CV is brief, do not worry. A two to three page CV is common for most seniors. Remember that the focus is more on **academic** achievements such as educational background and training, research interests, published works, teaching experience, field experience, academic honors/awards and other related professional experience. Do not include irrelevant information to lengthen your CV. It will only bury your true accomplishments. Spend your energy perfecting your CV and selling the benefits of your skills!

A typical vita will have the following sections:

- ★ Education
- ★ Relevant Coursework
- ★ Research Experience
- ★ Publications
- ★ Conference Presentations
- ★ Clinical Experience

- ★ Relevant Work Experience
- ★ Organization Positions & Memberships Held
- ★ Honors and Awards
- ★ References

A vita and a resume are different documents. A work resume is generally very short and may list your objective at the top. In contrast, a curriculum vita should be as long as necessary (it could be several pages if you have lots of research and/or clinical experience).

Begin putting your vita together very early in your academic career. You should also get in the habit of updating the information on a regular basis (at least after each semester). This way you will not run the risk of forgetting items that should be included. It sounds hard to believe, but by your senior year, you may not recall, for example, all of the activities you did as a research assistant your sophomore year.

When setting up your vita, in addition to filling in your accomplishments, it is also a good idea to put in all of the things you hope to accomplish in the next few years (perhaps highlighting them in yellow). This way you will have a “to-do” list that will help you reach your career goals.

As you are creating your vita, remember that spelling and grammar ALWAYS count!

The following is an example curriculum vita for an undergraduate in psychology. This is intended to serve as a guide for students preparing a curriculum vita. The information contained in this example is fictitious and meant only to serve as a model for general form and content.

Your Name Here

Address

Phone Number

Email (school email)

Education

2003 – 2007

Name of University

West Long Branch, NJ

- B.A. Psychology, Magna Cum Laude
Senior Thesis Title: An Extremely Interesting and Well Done Study on My Favorite Topic
- GPA in Major: 3.44; GPA last 2 years: 3.75; Overall GPA: 3.30
- Dean's List: Sophomore, Junior, and Senior Year

Relevant Course Work

Research Courses

Content Courses

- | | |
|-----------------------------------------------------|-------------------------------|
| • Research Methods and Laboratory | • Child Psychology |
| • Advanced Statistics | • Social Psychology |
| • Experimental Methods in Psychology and Laboratory | • Abnormal Psychology |
| • Advanced Laboratory: Topic? | • Theories of Personality |
| • Senior Thesis: Topic? | • Memory & Cognition |
| • Tests and Measurements | • Sensation & Perception |
| • Qualitative Methods | • Introduction to Social Work |
| • Independent Study: Title? | |

Research Experience

Senior Thesis,

Supervisor: Dr. B. Baker

- “An Extremely Interesting and Well Done Study on My Favorite Topic”
- Responsible for all aspects of the study. (literature search, design of study, collected and analyzed data, and presented findings)

Research Assistant, 9/04 – 5/06,

Supervisor: Dr. E. Smith

- Assisted in Dr. Smith's research program on _____.
- My responsibilities included: (list EVERYTHING!!)

Conference Presentations

Last-Name, F. (2006, March). *Title of your presentation*. Paper (or poster) presented at a Regional or National Conference that You would Name Here, City Location, NJ, USA. (Supervisor: Jill Roberts)

Last-Name, F. (2004, May). *Title of your presentation*. Paper(or poster) presented at the Monmouth University Semi-Annual Undergraduate Psychology Conference, West Long Branch, NJ, USA. (Supervisor: Jill Roberts)

Publications

Last-Name, F. (2003). Title of your paper. *Journal of Undergraduate Research*, 3, 189-199. (List any publications as APA style citations, if no publications list anything in-press, under review, etc.)

Clinical Experience and Practica

Philhaven Hospital Program Volunteer, 1/05 – present, Supervisor: Jill Roberts
Philhaven Behavioral Healthcare Services, Lincroft, NJ

- Helping clients in group therapy intervention who suffer from depression or anxiety
- Reviewing case histories of clients and observing psychiatric evaluations of individual clients as led by a psychologist
- Listening to clients empathetically and working with them individually on problem solving techniques

Nutrition Screening Assistant, 9/06 – 12/06, Supervisor: Betty Elli
Lancaster County Office of Aging, Long Branch, NJ,

- Assisted in determining the nutritional health of individuals in two senior centers
- Asked individual questions about their health and nutritional habits
- Connected them to other resources if further assessments were needed

Phil haven After School Program Volunteer, 9/05 – 12/05, Supervisor: Vincent Vega
Philhaven Behavioral Healthcare Services, Point Pleasant, NJ,

- Assisted in therapeutic activities for emotionally/behaviorally disturbed children ages 5 – 14
- Helped implement social, coping, and problem solving skills through planned activities
- Assisted individual clients with therapeutic worksheets and tutoring

Encounter Volunteer Counselor, 1/03 – 5/03, Supervisor: Mary Swanson
Lancaster County Council of Churches, Lincroft, NJ,

- Visited with a lonely elderly woman and worked with her on solutions to her problems
- Challenged her ideas about old age, helplessness, and dependency
- Connected her to social networks in the community that would help her situation

Volunteer Counselor Training, 9/02 – 12/02, Supervisor: Rob Foster
 Encounter: Council of Churches, Ocean County, NJ

- Basic training in active listening, problem solving, challenging clients, immediacy, and moving clients toward change
- Supplemental instruction in dealing with parenting, depression, grief and loss, drug & alcohol abuse, child abuse, and domestic abuse

Relevant Work Experience

Registration Counselor, 4/07 – 4/08, Supervisor: Dr. S. Luek
 Monmouth University, Monmouth, NJ

- Assisted individual students with class registration
- Relieved anxiety and frustration resulting from the process

Alternate Advisor, 5/06 – 5/07, Supervisor: Keith Fisher
 Community Services Group, Mountville, NJ

- Helping to foster independent living skills in clients with mental disabilities who live in a community residential program
- Working with clients to implement behavioral management and skill training programs
- Assisting in regular supervision of the program
- Updating and completing clinical and facility paper work

Organization Positions and Memberships Held

Student Wellness Advocacy Team President, 5/06 – 5/07, Supervisor: Sara Lindsley
 Monmouth University, Monmouth, NJ

- Educating students about wellness and healthy lifestyle choices through the use of campus-wide programming efforts
- Planning and implementing campus activities for students by using cooperative efforts with existing groups on campus
- Providing a supportive environment for students striving to lead a healthy lifestyle

Psychology Club President, 9/05 – 5/07, Supervisor: Fred Irvin
 Monmouth University, Monmouth, NJ

- List activities you were involved with, ideas you contributed, responsibilities etc.

Psychology Club Secretary, 9/04 – 5/05, Supervisor: Fred Irvin
 Monmouth University, Monmouth, NJ

- List activities you were involved with, ideas you contributed, responsibilities etc.

Chair Activities Committee, 1/04 – 5/04,
Monmouth University, Monmouth, NJ

Supervisor: Fred Irvin

- List activities you were involved with, ideas you contributed, responsibilities etc.

Member Activities Committee, 9/03 – 12/03,
Monmouth University, Monmouth, NJ

Supervisor: Fred Irvin

- List activities you were involved with, ideas you contributed, responsibilities etc.

Community Services Club Member, 5/03 – 5/04,
Monmouth University, Monmouth, NJ

Supervisor: Alan Randall

Participated in various community activities:

- List activities you were involved with, ideas you contributed, responsibilities etc.

Honors and Awards

| | |
|------|------------------------------------------------------------|
| 2007 | Outstanding Senior in Psychology Award, Received |
| 2007 | Psychology Club Award, Received |
| 2007 | Phi Kappa Phi Essay Winner |
| 2006 | Inducted Phi Eta Sigma National Honor Society |
| 2006 | Inducted Psi Chi, The National Honor Society in Psychology |
| 2006 | Honors Program Outstanding Junior Award |
| 2006 | Outstanding Junior in Psychology Award |
| 2006 | Presidential Scholarship Monmouth University |

References

- Name, Title, Location, Contact Info (Phone Number, Email) Letter Writer One
- Name, Title, Location, Contact Info (Phone Number, Email) Letter Writer Two
- Name, Title, Location, Contact Info (Phone Number, Email) Letter Writer Three

{make sure you have contacted each letter writer prior to including them here}