

# psychology@iupui

## Guide to the Curriculum Vitae

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**Note:** Request an electronic copy by emailing [psyadv@iupui.edu](mailto:psyadv@iupui.edu). It will make following the numerous links in this document much easier.

### What is the difference between a resume and curriculum vitae?

The resume summarizes your educational preparation and experience relevant to your career objective. A curriculum vitae or CV concentrates on academic pursuits (research and presentations) and de-emphasizes information not directly related to educational background and scholarly achievement.

### When and Why to Use a CV

- Apply for admission to graduate or professional schools
- Apply for an internship in an academic setting
- Promote yourself for employment opportunities in academic settings
- Support your application for fellowships, grants, or other contract funding proposals
- Provide information related to professional activities (e.g. application for professional memberships, leadership roles/awards)

### What should be included in the CV?

- Name, address, phone number and/or e-mail address
- Career objective
- Educational background (include dates, class standing, GPA, honors, specialization)
- Awards, scholarships, fellowships
- Teaching experience
- Research experience
- Honors Research
- Related experience (work or community service)
- Publications and/or presentations
- Other competencies or certifications (like language skills, special diversity training, certificate training)
- Professional Associations (i.e. Society for Human Resource Management)

**What should be excluded from the CV?** The CV should not include personal information such as age, gender, marital status, race, ethnic background and religion.

**How long does a CV have to be?** The content determines the length of the CV. Unlike a resume, a CV can be multiple pages. The average CV is two to four pages for a young professional, and six to eight pages for an experienced candidate.

**Is there a standard format for the CV?** The format of a CV is determined by the amount of information and the choice of items to be emphasized, but there is no standard. A new job seeker usually begins the CV with academic preparation, which draws attention to the degree. An experienced job seeker, however, can begin with experience and place the educational preparation somewhere else in the CV. The CV should present information in a clear, concise, organized fashion. Names, titles and dates should appear in the same place within each entry. Use action verbs to begin each description. Emphasize the positives and sell your strengths.

# SAMPLE

Jane M. Doe

2709 Fieldstone Boulevard  
Indianapolis, IN 46222-1234  
Phone: 317-555-1212  
Email: jmdoe@iupui.edu

## Education

Indiana University-Purdue University Indianapolis  
Bachelor's of Science in Psychology (May, 2007) with a Concentration in the Psychology of Addictions  
Current GPA: 3.75 on a 4.00 scale  
Psychology GPA: 3.80  
Last Two Years' GPA: 3.92

## Professional Experience

Fall 2006 - Spring 2007      Research Assistant, Community Improvement Program  
Supervisor: Dr. Tim Smith  
Duties: Conducted focus groups with community members; entered and analyzed data using SPSS; prepared findings conference submission

Fall 2005 - Spring 2006      Research Assistant, Grade Inflation Project  
Supervisor: Dr. Eve Jones  
Duties: Coded archival data using content analysis techniques; supervised other students as lab manager; submitted results to conference as oral presentation.

Summer 2006                      Internship, Indiana Neurological Institute  
Supervisor: Dr. Pauline Taylor  
Duties: Worked with families for community intervention project; assisted therapist in conducting group therapy sessions.

Spring 2005                      Teaching Assistant, B104 Psychology as a Social Science  
Supervisor: Dr. Robert Johnson  
Duties: Attended class, held office hours, graded papers, organized review sessions for students.

Fall 2005                          Tutor, Supplemental Instruction Program  
Supervisor: Ms. Lois Baker  
Duties: Conducted review sections for students enrolled in targeted classes; prepared educational materials to help students achieve academic success.

## Presentations

Doe, J. M. (2007, May). *Is caffeine only a stimulant or does it have other psychoactive properties?* Poster presenter at the Indiana University-Purdue University Indianapolis Psychology Department Capstone Poster Session. Indianapolis, IN.

Doe, J. M., & Rosenkranz M. (2006, May). *The role of grade inflation on student performance.* Paper presented at the meeting of the Midwestern Psychological Association, Chicago, IL.

Landrum, R. E., & Doe, J. M. (2003, April). *Assessing the effectiveness of pre-class quiz.* Poster presented at the meeting of the Rocky Mountain Psychological Association, Reno, NV.

## Publication

Smith, T., & Doe, J. M. (2004). Assigning the appropriate (high) value to teaching. *College Student Journal*, 49, 521-529.

## Manuscript in Preparation

Doe, J. M. (2007). *Student views on teaching and research.* Manuscript in preparation.

### **Honors, Awards, and Memberships**

Recipient, Psychology Department Scholarship, Fall 2004

Member, Dean's List (Every semester since Spring 2004 to)

Member, Psi Chi (The National Honor Society in Psychology) Fall 2003  
Chapter Vice President, Fall 2005 and Spring 2006

Member, Phi Kappa Phi (National Honor Society), 2003 to present

Student Affiliate, American Psychological Association, 2004 to present

### **References**

Dr. Tim Smith (Associate Professor)  
Department of Psychology  
Indiana University-Purdue University Indianapolis  
402 North Blackford Street  
Indianapolis, IN 46202-3275  
Email: [tsmith@iupui.edu](mailto:tsmith@iupui.edu)  
Phone: 317-276-1212

Dr. Eve Jones (Professor)  
Department of Psychology  
Indiana University-Purdue University Indianapolis  
402 North Blackford Street  
Indianapolis, IN 46202-3275  
Email: [ejones@boisestate.edu](mailto:ejones@boisestate.edu)  
Phone: 317-555-2222

Dr. Pauline Taylor (Clinical Director)  
Indiana Neurological Institute  
2987 North Meridian Street  
Indianapolis, IN 46345-8765  
Email: [ptaylor@ini.org](mailto:ptaylor@ini.org)  
Phone: 317-555-2323

**Sample created by Dr. Drew Appleby, IUPUI, Department of Psychology**

Other content adapted from:

Columbia University Center for Career Education. Also available at  
<http://www.careereducation.columbia.edu/resources/tipsheets/resumes-and-cvs-basic-resumes>.

Missouri University Career Center. (2010). *Career Specialist Training Manual Appendices*. Also available at  
<http://career.missouri.edu/handouts>. Special thanks to MU for freely sharing their resources.