**Constructing Your Curriculum Vitae**

A curriculum vitae (CV) is often used when applying to graduate school as well as when applying for academic, education, scientific, or research positions. It is also applicable when applying for fellowships or grants.

The goal of a CV is to construct a scholarly identity that reflects your abilities as a researcher, practitioner, teacher, and publishing scholar within your discipline (psychology). There are several components to the CV which should emphasize the points that are considered to be most important in your discipline. Once you have a solid draft of your CV, you should ask the Career Services Center (Science Library G50), graduate students and faculty members if they can review and recommend ways to improve your CV.

The following list provides you with the types of information typically included as well as the order in which this information is generally presented:

* Please note: This information should be presented in a way that presents you as the best possible applicant, highlighting your knowledge and skills and presented in an easy to read format with headings to make the document visually appealing.
* **Name & Contact Information** (mailing address, phone number, and *professional* email address)
* **Education** (in reverse chronological order)
  + Degree obtained (or expected) with date and name of university attended.
  + Other information that you can include:
    - If GPA overall or in major was *above 3.25*, include this information.
    - Any academic honors, awards, grants, and fellowships, including honor roll or dean’s list.
    - If you completed an honor’s thesis, include the title and name of your advisor/committee.
    - If you studied abroad, include the date and name of university attended.
    - If applying to graduate school, include a list of coursework taken that is relevant to the program.
* **Research, teaching, or other related professional experience** (in reverse chronological order)
  + Research
    - Publications and Professional presentations (e.g. papers, posters, panel discussions, symposia, etc…(remember these are professional, not for course work))
    - If you have research experience, describe your primary responsibilities within the lab (e.g. data collection, coding, analysis, etc…). Highlight if you trained any other RA’s.
  + Teaching
    - Detail any position that helped you to develop teaching skills, such as tutoring or substitute teaching.
  + Other Relevant Professional Experience/Employment
    - Membership in professional or scholarly associations
    - This may include applied work in the field as well as administrative experience.
  + Community Service or helping department with something
  + Notes: Work experience not directly relevant to research/teaching/academic opportunities should be omitted or described only briefly. Use action words to describe experience (e.g. organized, led).
* **Skills** relevant to the position or opportunity for which you are applying (e.g. computer skills)
* **Language spoken** (if proficient or fluent in languages other than English)
* **Reference list** on a separate page at the end of your CV.