

GUIDE TO WRITING A curriculum vitae (CV)



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what is a curriculum vitae (CV)?

It is a document which lists your academic and professional experiences and accomplishments. CVs convey the entire accumulation of your experiences and achievements over the course of your professional and academic career.



WHEN DO YOU NEED A

curriculum vitae?



- Applying to doctoral or other graduate level programs
- Applying for professional scientific, research, or academic positions
- Applying for grants for scientific research

Common jobs which might require a CV:

- Higher education professor or faculty
- Postdoctoral fellowships
- Academic researcher

DETERMINING *SECTIONS*

Examples of common sections include, but are not limited to:

- Contact Information
- Education & Training
- Relevant Coursework
- Research Projects
- Research Interests or Areas of Focus
- Publications
- Awards & Honors
- Teaching Experience
 - Workshops
 - Courses Taught
- Positions Held
- Licenses & Credentials
- Volunteering or Community Service
- Presentations
- Guest Lectures & Conference Talks
- Professional Affiliations or Memberships

What are some other examples you can think of?



Step 1:

Identify what roles or positions you plan to apply for using your CV:

Ex: Graduate School Applications

Step 2:

List which sections you might include in your CV. Feel free to reference the section examples provided on page 3.

Ex: Education, Relevant Courses, Publications, Research Interest Statement...

Step 3:

Brainstorm what academic or professional accomplishments you want to highlight. Identify which sections those experiences might fit under.

Ex: Research Assistant position in XYZ Lab at CU Denver might fit best under “Research Experience” section, and the \$500 grant money I received for my independent research study might first best under the “Awards” section.

Step 4:

For each section you've created, start adding 1-2 experiences.

Start with one section at a time and soon you'll see the outline of your CV forming!

Ex: Research Experience

Research Assistant, XYZ Lab

University of Colorado Denver, Denver, CO

Nov. 2022- March 2023

**Independent Study, Thesis on Effects of Stress on Overeating in
Undergraduate Student Population**

University of Colorado Denver, Denver, CO

Aug. 2021- June 2022

your turn!

Now that you have an idea of what to include on your CV, let's see some examples of the different ways to format a CV, depending on experience level.



CV EXAMPLE 1:

The “Resu-V”

This is a sample CV created by the Career Center of a student applying to a graduate program. Given this prospective student is in the early stages of their professional career, they have less experience to fill up a CV. Therefore, they opted to use a “**Resu-V**”, which is a hybrid between a resume and a CV.

This person chose to expand on the academic and professional research projects they were involved with using **bullet points**, which can be a great option to convey more information about their research and academic experiences!

This prospective student chose to include bullet points to expand on their tasks and roles within their research experiences, as well as a “Skills” section to highlight relevant technical and communication skills that might look competitive to graduate programs.

SU-JIN SON

Lakewood, CO 80226 | (555) 555-5555 | ugrad.student@gmail.com

EDUCATION

University of Colorado Denver | Denver, CO

B.A. Psychology

May 2017

GPA: 3.90 | *Magna Cum Laude*

University Honors & Honors in Psychology

Dean's Academic Honors List (4 quarters)

RESEARCH INTERESTS

Chronic and acute stressors, eating behaviors, life satisfaction, aging and long-term health outcomes, and mindfulness interventions.

RESEARCH EXPERIENCE

Project Director: Stress and Recovery Study

Dec. 2019 – Aug. 2021

Psychophysiology and Health Lab | University of California San Francisco

Principal Investigator: Robert Surname, PhD

- Investigated how daily habits such as eating, mindful breathing, or physical exercise influence how the body responds to stress or improves mood.
- Coordinated study runs from recruitment and scheduling phase to data collection of autonomic data, blood and salivary samples for biomarker analyses, and psychological self-report measures.
- Facilitated informed consent process with participants, addressed concerns, and ensured participant safety and comfort.

Clinical Research Coordinator

March 2018 – Aug. 2021

Department of Psychiatry | University of California San Francisco

Director: Janet C. Researcher, PhD

- Conducted interviews and hired new research assistants year-round to maintain constant flow of projects and provide research volunteers with opportunities for professional development.
- Trained and managed the lab's team of 9 research assistants assigned to each individual study to ensure protocols ran smoothly.
- Directed 5 research projects throughout phases of study design development, recruitment, and data collection and analysis.
- Acquired autonomic and neuroendocrine data and scored physiological responses using MindWare technologies.
- Programmed and distributed surveys using Qualtrics and Redcap.
- Collaborated with PIs to manage timeline and process for cleaning and scoring data.

Research Assistant

Nov. 2017 – March 2018

Psychophysiology and Health Lab | University of California San Francisco

Director: Janet C. Researcher, PhD

- Received in-depth training for how to conduct various experimental research projects at the intersection of social psychology, psychophysiology, and neuroendocrinology.
- Followed instructions from Clinical Research Coordinators, project investigators, and the lab director.

RESEARCH EXPERIENCE CONT.

Undergraduate Research Assistant, Student Experiences Study

Jan. 2016 – June 2017

University of Colorado Denver

- Investigated the relationship of racial microaggressions on academic performance on undergraduate population.
- Collected qualitative data through semi-structured interview questions, transcribed interviews, recruited participants, and created coding for vignettes.

VOLUNTEER EXPERIENCE

Crisis Hotline Volunteer

Sep. 2018 – March 2019

San Francisco Suicide Prevention Hotline | San Francisco, CA

- Provided emotional support to callers contacting the main local line, the Relapse Prevention line, HIV/AIDS line, and the text line.
- Completed a 20-hour face-to-face training for basic counseling skills, crisis interventions, and ethical duties required for participation as a crisis hotline volunteer.

Teaching Assistant

Sep. 2016 – Dec. 2016

University of California Santa Cruz | Santa Cruz, CA

- Conducted weekly section lectures for 20 students enrolled in Intro to Psychology course to provide supplemental knowledge and practical examples to main lectures conducted by faculty.
- Engaged in grading papers and tests and held weekly office hours for further assistance.
- Collaborated with 5 other TAs to create weekly section materials and lesson plans.

PUBLICATIONS

Author, A., Author, B., Author, C., **Son, S.**, Author, D., Author, E. Under review. *An integrative model of mindfulness practice on autonomic nervous system functioning.*

PROFESSIONAL POSTERS & PRESENTATIONS

Author, R., Author, C., **Son, S.**, Author, A.E., Author, A.A. (2021, April 21-22). *Effects of mindfulness stress interventions on daily eating behaviors* [Oral presentation]. American Psychosomatic Society Conference, Long Beach, CA.

Son, S., Author, A., Author, B. (2020, May 15-17). *Impact of chronic stress on executive functioning: task-switching among caregivers* [Poster submission]. Society for Affective Science, Virtual Event.

Author, D., Author, A., **Son, S.**, Author, M., Author, S (2018, March 1). *Correlates of relationship satisfaction and disordered eating in mid-life women* [Poster submission]. Society for Personality and Social Psychology Health Pre-conference, Atlanta, GA.

TRAINING AND CERTIFICATIONS

Collaborative Institutional Training Initiative (CITI) human subjects protection training	2017, 2022
Cybersecurity Training	2020
Crisis Hotline Training (20-hour training course)	2019
Society of Behavioral Medicine (SBM) Good Clinical Practice (GCP) Training	2018

SKILLS

Assessments

- Columbia Suicide Severity Rating Scale (C-SSRS) Assessment
- Mini International Neuropsychiatric Interview
- Mental Status Examination
- Beck's Depression and Anxiety Inventories
- PHQ-9
- Positive and Negative Affect Schedule – Short Form (PANAS-SF)

Psychophysiological Measurement

- Impedance cardiography, electrocardiogram, photoplethysmography, baroreceptor sensitivity, respiration
- Salivette collection for salivary cortisol, including laboratory shipping, and handling
- Dried blood spot collection, including laboratory and shipping and handling

Technical Skills

- MindWare Technologies Ltd. Physiology Analysis Software
- IBM SPSS Software
- Qualtrics
- Redcap
- MATLAB by MathWorks
- Excel Macros/Compilation
- Google Suite
- Microsoft Office 365
- Video Conferencing (Zoom, Teams, G-Meet)

Bilingual in English and Spanish

PROFESSIONAL AFFILIATIONS

Society for Affective Science Member	2019 – Present
American Psychological Association Member	2021 – Present
Psi Chi Honor Society Member	2020 – 2022

CV EXAMPLE 2:

Professional Psychologist

This sample exemplifies a more advanced CV from a professional psychologist who has been in the field of academia for several years.

CVs can get lengthy. The first two pages are the “prime real estate” and should include the most relevant and important information. Here are some tips to utilize the prime real estate effectively:

- ✓ Research the position or role to determine which sections should go on the first two pages and include your most relevant skills and experiences.
- ✓ Consider your professional “**brand**”. What you would most like an employer or organization to know about you and what sections would you consider using to convey this?

There are no bullet points!

Instead, it is formatted as a list of experiences and accomplishments to convey a large amount of information as efficiently as possible.

Alex A. Academia

Curriculum Vitae

Denver, CO 80111 Alex.academia@ucdenver.edu (303) 303-3030

EDUCATION

- 2011 Ph.D. University of Colorado Denver
Clinical Health Psychology

Dissertation: "Psychological influences on adult physical activity and nutrition"
Director: Devin D. Chairman
- 2007 M.A. University of Denver
Counseling Psychology

Thesis: "Health effects of acute and chronic psychosocial stress"
Director: Theresa M. Thesis

Licensed Professional Counselor, State of Colorado, License #1111111
- 2004 B.S. University of Ohio
Psychology
Cum Laude

ACADEMIC EMPLOYMENT

- 2012-Present Assistant Professor, Counseling Psychology
University of Denver, Denver, CO
- 2011-2012 Adjunct Professor, Clinical Health Psychology
University of Colorado, Denver, Denver, CO
- 2008-2011 Teaching Assistant, Clinical Health Psychology
University of Colorado Denver, Denver, CO

TEACHING AND RESEARCH AREAS

Stress and Health	Prevention
Assessment and Evaluation	Pain Management
Neuropsychology	Nutrition

CLINICAL EXPERIENCE

- 2011-2012 Post-Doctoral Associate, Integrated Care
Salud Family Health Center, Frederick, CO
- 2010-2011 Clinical Psychology Intern (APA Accredited), Department of Psychiatry
University of Colorado Hospital, Denver, CO
- 2007-2010 Doctoral Student Intern, Student Health and Counseling Center
University of Colorado Denver, Denver, CO
- 2006-2007 Master's Student Intern, Outpatient Care
Community Reach Center, Thornton, CO

PUBLICATIONS

Peer-Reviewed Journal Articles:

- Academia, A.A.**, Chairman, D.D., & Smith, B. (2013). Health promotion training for hospital staff: Influence on patient nutrition and exercise habits. *Journal of Behavioral Sciences*, 44, 86-99.
- David, M., Allen, G.B., Scott, D., & **Academia, A.A.** (2011). Impact of postpartum stress on maternal health. *Journal of Health Psychology*, 31, 55-60.
- Gerardo, Z., David, M., & **Academia, A.A.** (2010). Evaluating mindfulness meditation on reduction of psychosomatic illness. *Journal of Health Psychology*, 28, 92-98.

Book Chapters:

- Williams, M.N., & **Academia, A.A.** (2012). Psychosocial stress and chronic health problems (pp. 403-444). In N. Alexander (Ed.). *Handbook of Prevention in Health Psychology*. New York: Oxford University Press.
- Chairman, D.D., Brown, N., Abrams, L., & **Academia, A.A.** (2009). Counseling interventions for health promotion (pp. 360-380). In G. Pope (Ed.). *Oxford Handbook of Prevention in Counseling Psychology*. New York: Oxford Press.

Dissertation:

- Academia, A.A.** (2011). Psychological influences on adult physical activity and nutrition. *Dissertation Abstracts*, 32, 100-121.

Manuscripts Under Consideration:

- Beauregard, M., & **Academia, A.A.** (2014). Counseling students working in oncology: Creating boundaries and developing stress management strategies.
- Allen, G.B., & **Academia, A.A.** (2013). Effects of stress on women's health.
- Academia, A.A.**, & David, M. (2013). Predicting health outcomes of patients undergoing orthopedic surgery.

In-House:

- Academia, A.A.** (2013). Training guidelines: Nutrition for health professionals.
- Academia, A.A.**, & Chairman, D. D. (2011). Removing barriers to exercise.
- Williams, M.N., & **Academia, A.A.** (2011). Stress and chronic pain assessment worksheet for the student health center staff.

CONFERENCE PRESENTATIONS

- Academia, A.A.**, & May, M. (Accepted 2014, December). *Health promotion in hospital settings*. Workshop scheduled for the Annual Meeting of Health Administrators Conference, Kansas City, MO.
- Academia, A.A.**, & Shapiro, J.L. (2013, August). *Stress and wellness: The impact of mindfulness practices*. Poster presented at the Annual American Psychological Association Convention, Honolulu, HI.
- Smith, B., Brown, H., Williams, M.N., & **Academia, A.A.** (2013, April). *Addressing the needs of infants: Impact of maternal health problems*. Symposium conducted at the Rocky Mountain Psychological Association Conference, Denver, CO.

COURSES TAUGHT

University of Denver

- | | |
|-------------|-----------------------------------------------------------------------------------------|
| Fall 2013 | PSYC 4340: Advanced Statistics (2 sections)
PSYC 5000: Health Psychology (1 section) |
| Spring 2013 | PSYC 8910: Doctoral Practicum I (1 section) |

University of Colorado Denver

Spring 2012	PSYC 7710: Multivariate Statistics (1 section) PSYC 7262: Health Psychology I (1 section)
Fall 2011	PSYC 7262: Health Psychology I (1 section) PSYC 8100: Clinical Behavioral Medicine (1 section)

LEADERSHIP

2013-Present	Editorial Board Member The Counseling Psychologist
2012-Present	Secretary Academic Leadership Council, University of Colorado Denver
2010-2011	Graduate Student Editorial Member GradPsych Magazine

UNIVERSITY SERVICE

2013	Member, Clinical Mental Health Psychology Doctoral Selection Committee
2013	Chair, Clinical Mental Health Psychology Comprehensive Exam Committee
2010	Student Representative, Faculty Search Committee
2008	Mentor, Undergraduate Independent Study

GRANTS

2012-2014	The Efficacy of a Health Promotion Training Program <i>Principal Investigator</i> University of Colorado Research Fund, \$4,000
2011	Research Mentor Grant National Career Development Association, \$500

PROFESSIONAL DEVELOPMENT WORKSHOPS & TRAININGS

October 2013	Health care professional training: Promoting healthy behaviors College of Medicine, University of Colorado Anschutz Medical Campus, Denver, CO
January 2012	Evaluating effectiveness: Online nutrition guidance program adherence Colorado Diabetic Clinic, Colorado Springs, CO

AWARDS

2012	Outstanding Adjunct Professor University of Colorado Denver
2009	Student Poster Award Division 17 Section on Women's Health Psychology

PROFESSIONAL MEMBERSHIPS

2012-Present	Experimental Psychology Society
2009-Present	Rocky Mountain Psychological Association
2007-Present	American Psychological Association Division 17 (Counseling Psychology)

AWARDS

2012 Outstanding Adjunct Professor
University of Colorado Denver

AWARDS (CONTINUED)

2009 Student Poster Award
Division 17 Section on Women's Health Psychology

PROFESSIONAL MEMBERSHIPS

2012-Present Experimental Psychology Society
2009-Present Rocky Mountain Psychological Association
2007-Present American Psychological Association
Division 17 (Counseling Psychology)

GENERAL FORMATTING GUIDELINES

FONTS

Use a consistent font and formatting throughout all sections of your CV to create a cohesive document. You may also match this with your resume font and formatting to increase consistency across your materials.

SECTIONS

Only use all caps, bold, italics, and underlining to highlight the **most important** sections of your CV. (I.e., No need to bold or italicize the dates you attended school or completed teaching experience). You can also use these formatting options for your section headers (I.e., **EDUCATION**), but be careful of using TOO much or TOO similar formatting as it can get busy and less scannable.

HEADERS & FOOTERS

Be sure to include your name and page numbers in a header or footer on each page. This will prevent your materials from getting mixed up, and the reader will be more likely to remember your name from seeing it more frequently.

LENGTH

The length of a CV is typically anywhere between 2-15 pages long but can be as long or short as needed.

NAME

Your name should be the largest font so that it stands out. If you choose to do a running header or footer, you can change the font size in subsequent pages.

GRAPHICS

Avoid colors, graphics, tables, or pictures, as these might take away from professionalism and might not register through Applicant Tracking Systems. Keep it simple – less is more sometimes!

COVER LETTER

myths vs. truths

myth: *“CVs & Resumes are the same thing.”*

truth

Resumes are 1–2-page concise summaries of experiences and skills that are tailored to match a specific position or employer’s needs. CVs are detailed accounts of your academic history and experiences which showcase your accumulated professional accomplishments. Resumes emphasize tasks and responsibilities while CVs emphasize accomplishments. Unlike a resume, CVs are not restricted to a page limit and don’t require bullet points to explain work tasks and responsibilities. Please note that a CV in the UK and many EU countries are similar to a resume in the US, so double check what document format is required by each employer.

myth: *“A CV must be more than 5 pages in length.”*

truth

CVs will look very different and vary in length based on industry and experience level. If you are new to the field, you can combine aspects of your resume and CV to create a “Resu-V”. This can help fill out your CV while you work towards expanding your experiences and accomplishments throughout your career.

myth: *“I must have a publication on my CV.”*

truth

You are not required to have publications on a CV. As a new professional in the field, you might still be working towards gaining publications. Instead, you can highlight research or academic experiences in different ways, such as lab experience, relevant academic projects, poster presentations, or internships!

myth: *“I can’t have a CV as an undergraduate student.”*

truth

You can start building your CV at any point in your career! It is an accumulation of experiences and will grow as you advance in your career.



congrats!

YOU LEARNED ABOUT CURRICULUM VITAE!

At LynxConnect, we're here to support you throughout the employment process!
Schedule an appointment in **Handshake** to talk with a professional.

need more help?

CONTACT THE CAREER CENTER:

CU Denver Career Center

Tivoli Student Union, Suite 439 | 303-315-4000 | ucdenver.edu/lynxconnect/career-center