



Career Connection

The Ohio State University
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Curriculum Vita (CV)

A curriculum vita (CV) is a unique version of a resume traditionally used when applying for faculty/administration positions in academia. However, there are other uses for a curriculum vita such as: tenure reviews, grant applications, public speaking engagements, fellowship opportunities, publishing, etc. Similar to a resume, your c.v. needs to be an accurate reflection of your unique educational and professional experiences, skills, and abilities. Therefore, if you are creating a curriculum vita for the first time it is important to review your educational and professional background, to accurately identify your strongest qualifications and experiences for inclusion into the document. If you already have written a curriculum vita it is strongly suggested that you review and revise your vita frequently.

Following is basic information about the content and design of a curriculum vita as well as some sample c.v.'s for you to review.

CURRICULUM VITA CONTENT

There are many different ways to setup and create your vita. There is not one universal format to follow. To get the best results, you will need to tailor your vita to match the position in which you are applying. Listed below are some of the most common sections for c.v.'s:

Name & Address

Your name, address (home & office), telephone number and e-mail address should be prominently displayed on your c.v.'s first page. Make sure that your name appears on every page. Page numbers should be included after the first page.

Objective

For faculty positions a c.v. generally does not have an "objective" statement. Objective or background statements are sometimes used on a c.v. if an applicant is applying for a position outside of their area of training or experience.

Education

This section should include the pertinent information from each academic institutions from which you are currently attending or have received a degree(s). On your c.v. list each entry in reverse chronological order (most recent or current educational institution first). Include the following information for all of your graduate and undergraduate educational experiences:

- Name and location of degree granting institution(s) (i.e., The Ohio State University, Columbus, OH)
- Type of degree conferred including field of concentration or academic discipline (i.e., Bachelor of Science in Mechanical Engineering, Master of Science in English, Ph.D. Counseling Psychology)
- Dates which you received your degree or anticipated date of completion. When displaying dates, write out the month and year (i.e., May, 1999 or Expected August, 2006) rather than the numerical notation (8/06).

- Include the title of your dissertation and the name of your advisor. In certain situations it is acceptable to include your dissertation abstract on your c.v. If applicable, you can enclose a copy of your abstract with your curriculum vita. Be sure to include a statement in your Education section that refers the reader to the enclosed abstract (i.e. "See attached abstract").

Example:

Dissertation: **Gender and Emotion: The Influence of Emotion Stereotypes on Blame Attributed to Couples.** (See enclosed abstract)

Advisor: Louis Tenured, Ph.D.

- If applicable, you may also list additional research projects or involvement in activities related to your graduate education or training. (i.e., Program Chair, Student Association of Biology Graduate Students, 1998 - Present)

Awards, Honors, Grants, Fellowships and Patents

The significance and type of awards, honors, etc. that you have received will determine if this section should "stand alone" or be included under your Education section.

Experience

Three subdivisions of experience are generally included on a curriculum vita; research, teaching, and professional experience.

Emphasize the subdivision that best matches the position you are applying for. For example, if you were applying for a research position you would want to highlight the research experience that you have obtained. Probably want to name a section heading called "Research" to better showcase your specific research experiences. Organize the first page of your c.v. so it highlights your greatest strengths when matched with the specified requirements for the position.

1) *Research Experience* - This can include research interests, area of specialization or competency and specifics on your principle research experiences. These experiences could have been gained through graduate assistantships, internships, post-doc fellowships, and/or previous or current work experiences. Be sure to include for each listing the following: the name of the institution with which you were affiliated, the institution location (city and state only), your title, your responsibilities, accomplishments and/or results, and dates of research of employment.

Example:

Research Assistant December, 2003 - Present

Biology Department, The Ohio State University, Columbus, OH

Study difficulties in applying the conservation of water supplies to plant life. Investigate how qualitative simulations assist with this concept. Build laboratory computer software to perform analysis.

2) *Teaching Experience* - This can include specific teaching experiences, teaching interests, and areas of specialization or expertise. For each teaching experience include the name of the institution with which you taught, type of class you taught, your responsibilities and accomplishments, dates, and position title.

Example:

Adjunct Faculty March, 1999 - December, 1999

Department of History, The Ohio State University, Columbus, OH

Taught 5 quarters of Introduction to Popular Culture. Created syllabus, develop lesson plans and evaluated course.

3) *Related Professional Experience* - This can include any relevant experience from in-or-outside of academia. Previous or current work experience.

Example:

Health-Care Worker, January, 2000 - June, 2003

Mental Health Academy, Santa Fe, NM

Trained and worked with emotionally disturbed and attention deficit, hyperactive adolescents. Provided direct service to children and parents to improve their home environment and to help the children directly improve their overall level of adjustment.

Publications & Presentations

Publications

List each professional publication using the bibliographic form for your field. This can include books, technical and research reports, unpublished manuscripts, manuscripts under review, reviews, etc.

Example:

Smith, M., Booth, J.R., & Chen, D. (2002). The impact of home-based education on rural populations. Journal of Education, 32., 32-37.

Presentations

Be sure to include any experiences gained while presenting at professional or academic conferences, workshops or seminars. This can also include university or college presentations. If you have several such experiences, you can think about creating a separate section on your c.v. (i.e., Workshop Topics Presented, Performances, Lectures, etc.).

Example:

Workshop Topics Presented

Skills and Multicultural Sensitivity, American Psychological Association Annual Conference, 2000.

A Step-by-step Approach to Treating Test Anxiety, Council for Education, 2001.

Professional Licensees Registrations or Certifications

Be sure to include any licenses, registrations or certifications that you have earned or were awarded. List each credential by name along with the date (month and year) you received the honor.

Other Relevant Section Headings

If applicable, these "catchall" sections may include miscellaneous information that does not fit anywhere else on your c.v.

Examples:

- Memberships/affiliations to scholarly or professional organizations.
- Academic Course Highlights- General names of course completed that are relevant to a particular position.

- Committee Work- Include if you have served as a member of a university/college committee or organization.
- Languages - If you are bilingual or have exposure to another language generally outside of English (Note: be sure to include the level at which you speak a second language; native, fluent, proficient, working knowledge.).
- Travel or Study Abroad (if applicable)
- Volunteer or Community Involvement

References

List 3 to 5 professional references by name, title, institution affiliated with, address, telephone number and e-mail address.

Example of Reference:

Louis Tenured, Ph.D.
 Professor of Counseling Psychology
 Department of Psychology
 The Ohio State University
 Columbus, OH 43210
 (614) 555-1212 ext. 288
 tenured@psych.osu.edu

CURRICULUM VITA DESIGN

Length

Length is one of the biggest differences between a resume and a curriculum vita. Conventional wisdom states, a resume should be managed into a one page document, while most c.v.'s can range anywhere from two to ten pages in length. The length depends largely on the person's experience level and area of study.

Layout

- Create a vita that is visually attractive which will grab the reader's attention. Be sure that the vita is well organized and easy to read.
- Balance information on the pages so that the total effect is pleasing to the eye. If possible focus your strongest assets around the optical center of the page, about 1/3 of the way from the top. Organize the first page so it highlights your greatest strengths when matched with the specified requirements for the position.
- Information placed at the top-half of the page will stand out more than at the bottom-half.
- Allow sufficient margins, at least one inch on all four sides.
- Use a traditional font style (Arial, Times New Roman, etc.). Font size should range from size 12 to 10. Smaller than 10 point will appear small and are difficult to read.
- Vitae should be laser printed on quality paper. Use white, off-white, or ivory paper. Your data in black print, gains impact from contrast with white-colored paper.
- Do not staple pages together, but make sure your name and a page number appear on each page.
- Omit personal information such as age, marital status, number of children, ethnicity, etc.

Language

The language of a c.v. has a distinctive brief and upbeat quality. Know the language of the field in which you are applying. Speak their language, but do not use slang or jargon.

Other language tips:

- Do not use articles (a, an) or pronouns, especially the pronoun "I".
- Be brief, concise, and to the point.
- Limit the use of abbreviations to degrees, street names, states, and commonly understood descriptors.
- Use present tense when describing your current functions (i.e., Produce and edit videotapes. Create computer software programs.).
- Use past tense when describing previous functions (i.e., Produced and edited videotapes. Created computer software programs.).

Help

Because a vita is often the first thing an employer sees, it is too important a document that is error-free and up-to-date. Show your vita to your advisor, or a career professional. Free curriculum vita critics are available from the OSU Career Connection Office.

CURRICULUM VITA SAMPLE

DAVID J. CANDIDATE

Home Address:

**555 Treeline Village Drive
Columbus, OH 43210
(614) 555-1212**

University Address:

**Counseling and Consultation Service
The Ohio State University**

**Columbus, OH 43210
(614) 555-1212, Ext. 234**

EDUCATION

Ph.D. Counseling Psychology (APA Accredited)

The Ohio State University, Columbus, OH Expected May 2000

· Minor: Marriage and Sex Therapy

· Pre-doctoral Internship (APA Accredited) The Ohio State University

M.S. Counseling and Counselor Education Indiana University, August 1996

B.A. Psychology Indiana University, May 1994

PUBLICATIONS

Anderson, M., Candidate, D., Chen, T., Rosario, C. & Jacobs, B. (2003). Gender-Based Emotional Stereotyping. *Journal of Counseling*, 50(3), 48-49.

Candidate, D., Kriedman, C. C., Thompson, K. R., & Moss, M. (2002). The impact of sex and situational cues on the endorsement of traditional gender-role attitudes and behaviors in dating couples. *Journal of Social and Personal Interactions*, 10(4), 597-620.

Candidate, D., Thompson, K. R., & Wise, E. M. (2001). Dating relationships and the demand/withdraw pattern of communication. *Sex Roles: A Journal of Research*, 33, 288-306.

MANUSCRIPTS UNDER REVIEW

Miller, J. P., Moss, J., Candidate, D., & Garcia, J. (2004). The influence of emotional stereotypes on blame attribution in couples. Manuscript under review - *Journal of Counseling Psychology*.

Deng, P., Candidate, D., & Wise, E. M. (2004). Gender and emotion: A review of the empirical literature and implications for counseling. Manuscript under review - *The Counseling Psychologist*.

MANUSCRIPTS IN PREPARATION

Candidate, D., & Mohammed, M. (2004). Counselors' perceptions of their clients: Do we reinforce traditional gender roles? Manuscript in preparation for the *Journal of Counseling Psychology*.

Candidate, D., & Hawkins, P. (2004). Demand/withdraw patterns in newly married couples. Manuscript in preparation for the *Journal of Family Psychology*.

PRESENTATIONS

Candidate, D. (2003, August). A study of psychology interns' plans for the future. Paper presented at the American Psychological Association, Boston, Massachusetts.

Candidate, D. & Mohammed, M. (2003, March). A survey of psychology interns' plans for postdoctoral training. Poster presented at the Southeastern Psychological Association, Savannah, Georgia.

Candidate, D., & Johnson, V. (2001, March). An investigation of factors in maladaptive behavior among African American children. Poster presented at the Southeastern Psychological Association, Mobile, Alabama.

TEACHING EXPERIENCE

Adjunct Faculty. Department of Social Sciences & History January 2001 - August 2002
The Ohio State University, Columbus, OH

Taught 3 semesters of Introduction to Psychology. Held full responsibility for these courses.

Instructor. Department of Psychology August 1999 - May 2000
The Ohio State University, Columbus, OH

Taught 8 semesters of Psychology and Personality. Held full responsibility for these courses.

Teaching Assistant. Department of Psychology January 1996 - December 1997
The Ohio State University, Columbus, OH

Assisted in conducting class lectures for Personal Growth and Psychology of Personality. Responsibilities also included developing and administering course examinations, maintaining grade records, and holding office hours.

Skills Coordinator. Model Partnership Education Program January 1997 - May 1997
Indiana University, Bloomington, IN

Conducted weekly skill training sessions with African-American children (ages 6-18) to help improve their academic success and increase their adaptive skills.

COUNSELING EXPERIENCE

Psychology Intern. The Ohio State University Counseling Center September 2001 - Present
The Ohio State University, Columbus, OH

Provide individual, relationship, career, crisis, and group counseling to a diverse population of university students. Responsibilities also include designing and implementing outreach programs and workshops, conducting intake assessments, providing supervision to practicum students, and serving on counseling center committees. Participate in training seminars, individual supervision, supervision of supervision, and group consultation utilizing case presentations and videotapes.

Counselor. Life Mental Health Center January 1996 - August 1998
Anytown, IN

Performed intake assessments, developed treatment plans, and conducted individual, family, substance abuse, and marital counseling. CO-led 4 different weekly groups for male and female clients with chronic mental illness. Participated in weekly staff meetings, group supervision, and individual consultation.

Counselor. Center for Human Development August 1995 - December 1995
Indiana University, Bloomington, IN

Performed intake assessments and conducted counseling with individuals and couples from a diverse community population, dealing with issues of spouse abuse, anxiety, death, sexuality, communication problems, and crisis situations. Administered personality inventories (MMPI I - II).

Behavior Technician. Mental Health Center May 1994 - November 1994
Anytown, IN

Monitored, supervised the writing of, and implemented behavior management/modification plans for adolescents with mental retardation and developmental disabilities. Trained in behavior management techniques, medication administration, and in CPR/First Aid.

ADDITIONAL EXPERIENCE

Assistant Program Administrator. Partnership Education Program August 1997 - May 2000
The Ohio State University, Columbus, OH

Supervised the implementation and institutionalization of the Research-Based Model Partnership Education Program designed to assist African-American children succeed in school and in life. Duties included: (1) Recruiting, training, and supervising community teachers, volunteer tutors, and undergraduate research assistants; (2) Conducting weekly group team meetings; and (3) Planning and implementing behavior management workshops for parents, children, and teachers.

Consultant. Smith's Community Center August 1996 - May 1997
Columbus, OH

Consulted with the Smith's Community Center to organize and implement an after-school education program.

Project Coordinator. Domestic Violence Research Project August 1994 - August 1996
Indiana University, Bloomington, IN

Coordinated research projects designed to identify differences in violent versus nonviolent individuals and couples. Responsibilities included designing research procedures, collecting data, statistical analysis, supervising research assistants, and training research assistants in interviewing and observational coding procedures.

WORKSHOP TOPICS PRESENTED

A Brief Therapy Approach to Helping Couple's Decrease Aggression

Working with Men Who Batter Their Wives

A Step-by-step Approach to Treating Test Anxiety

How to Positively Respond to Your Child's Positive and Negative Behaviors

Skills and Multicultural Sensitivity Needed to Work with Minority Children

Helping African-American Children Set Goals for the Future

AWARDS

Graduate Student Tuition Scholarship (2002) - The Ohio State University

Alpha Lambda Delta Honor Society (2002) - Indiana University

Phi Eta Sigma Honor Society (2000) - Indiana University

PROFESSIONAL AFFILIATIONS

American Psychological Association - Student Affiliate

Association for the Advancement of Behavior Therapy - Student Affiliate

Southeastern Psychological Association - Student Affiliate

REFERENCES

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