

# Resume or Curriculum Vitae (CV)

What's the difference between a resume and a CV? The primary differences are the length, content and purpose. A resume is a one- or two-page summary of your skills, experience and education. A goal of resume writing is to be brief and concise since, at best, the resume reader will spend a minute or so reviewing your qualifications.

A curriculum vitae, commonly referred to as CV, is a longer (two or more pages), more detailed synopsis. In the United States a curriculum vitae is used primarily when applying for international, academic, education, scientific or research positions or when applying for fellowships or grants.

It includes a summary of your educational and academic backgrounds as well as teaching and research experience, publications, presentations, awards, honors, affiliations, grants and fellowships, professional associations, licenses and other information relevant to the position you are applying for. Start by making a list of all your background information, then organize it into categories. Make sure you include dates on all the publications you include.

A CV also includes a list of an average of 3-5 references whereas a resume does not include such a list. When using a resume, you'll want to include your references on a separate document and supply it only when requested.

## Curriculum Vitae Content

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

### **Name & Address**

Your name, address (home & office), telephone number and e-mail address should be prominently displayed on the 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 CV generally does not have an "objective" statement. Objective or background statements are sometimes used on a CV 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 institution from which you are currently attending or have received a degree(s). 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)
- Type of degree conferred including field of concentration or academic discipline.
- Dates which you received your degree or anticipated date of completion. When displaying dates, write out the month and year 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 CV. 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").

### **Awards, Honors, Grants, and Fellowships**

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.

# Curriculum Vitae Content

(Continued)

## 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. Organize the first page of your CV 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 or employment.
- 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.
- 3) *Related Professional Experience* - This can include any relevant experience from in-or-outside of academia.

## 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.

## 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 CV (i.e., Workshop Topics Presented, Performances, Lectures, etc.).

## 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 CV.

- 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 email address.

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**Curriculum Vitae Example**  
Your CV may include additional sections and different section headings based on your experiences.

## EDUCATION

- Ph.D. Counseling Psychology, May 20xx  
Marquette University, Milwaukee, Wisconsin  
Dissertation: *A Test of Bartholomew's Four Category Model of Attachment in a Clinical Sample of Adolescents.*
- M.A. Psychology, May 20xx  
University of Wisconsin-Milwaukee, Milwaukee, Wisconsin  
Cumulative GPA: 3.9  
Thesis: *Eight-month Stability of Adult Attachment Patterns.*
- B.A. (Honors) Psychology, May 20xx  
University of California-Irvine, Irvine California  
Cumulative GPA: 3.7

## COUNSELING EXPERIENCE

- United Behavioral Health, Milwaukee, Wisconsin  
**Assistant Case Manager – PhD Intern** September 20xx-present  
Provide triage, arrange hospitalization, prepare initial treatment plans with therapists and hospitals, and review and approve long-term treatment plans. Serve as liaison between client, hospitals, clinicians, and United Behavioral Health. Selected to train incoming staff.
- Intake Coordinator – PhD Intern** September 20xx-December 20xx  
Conducted intake assessments for patients with psychological and chemical dependency issues. Determined patients' needs and identify appropriate referral to inpatient and outpatient facilities. Provided telephone crisis intervention and assess callers' needs to gauge urgency. Completed appropriate forms and documentation for patients' medical records.
- Life Counseling Center, Milwaukee, Wisconsin  
**Counselor – PhD Intern** September 20xx-December 20xx  
Performed intake assessments, developed treatment plans and conducted counseling with individuals and couples from a diverse community population dealing with issues of domestic violence, mental health, substance abuse, anxiety, death, sexuality, and communication problems. Administered personality inventories (MMPI I - II). Co-led four different weekly groups for male and female clients with chronic mental illness. Participated in weekly staff meetings, group supervision, and individual consultation.
- Milwaukee Counseling Center, Milwaukee, Wisconsin  
**Psychology Intern** September 20xx-May 20xx  
Provided individual, relationship, career, crisis, and group counseling to a diverse population of individuals. Made referrals to psychiatrists and other mental health providers when necessary. Completed detailed files and progress notes. Designed and implemented outreach programs and workshops. Participated in training seminars, individual supervision, and group consultation utilizing case presentations and videotapes.
- Crisis Line, Milwaukee, Wisconsin  
**Counselor** August 20xx-June 20xx  
Provided crisis intervention, education, and referral to callers of a 24-hour crisis hotline. Assessed nature and intensity of client's problem quickly.
- Private Practice of Dr. John James, Irvine, California  
**Intern** November 20xx-May 20xx  
Obtained psycho-medical histories, observed therapy sessions, discussed treatment plans and therapeutic techniques with the doctor.

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## TEACHING EXPERIENCE

UWM Department of Educational Psychology, Milwaukee, Wisconsin

### Teaching Assistant

Fall 20xx-Spring 20xx

Course: Planning Your Major and/or Career (4 sections each semester)

Teach a one-credit 15 week career planning course to undergraduate students. Lecture and facilitate interactive in-class activities and discussion. Construct syllabus, grade weekly homework assignments, and prepare weekly lecture. Utilize a variety of teaching strategies and communication methods.

## RESEARCH EXPERIENCE

University of Wisconsin-Milwaukee, Milwaukee, Wisconsin

### Doctoral Research

Summer 20xx-present

Develop questionnaires and surveys. Conduct literature reviews. Perform data collection, data entry and statistical analyses. Completed and submitted IRB submission forms.

University of Wisconsin-Milwaukee, Milwaukee, Wisconsin

### Research Assistant

October 20xx-April 20xx

Interviewed sample of therapy clients and individuals. Conducted data coding, data entry, and statistical analyses. Collaborated with other research assistants to prioritize and complete research projects.

## PUBLICATIONS

Scharfe, E., & Bartholomew, K. (20xx). Accommodation strategies and attachment in young couples. *Journal of Social and Personal Relationships*, 12, 389-401.

Scharfe, E., & Bartholomew, K. (20xx). Reliability and stability of adult attachment patterns. *Personal Relationships*, 1, 23-43.

## CONFERENCE PRESENTATIONS

Scharfe, E. (20xx, October). *Attachment representations in a sample of adolescents diagnosed with conduct disorder*. Paper presented at the American Academy of Child and Adolescent Psychiatry, New Orleans, Louisiana.

Scharfe, E. (20xx, August). *Individual differences in attachment and the interpretation of facial expressions*. Paper presented at the American Psychological Association Convention, New York, New York.

Scharfe, E., & Bartholomew, K. (20xx, July). *Eight-month retrospective memory of self-report attachment representations*. Paper presented at the Seventh International Conference on Personal Relationships, Groningen, The Netherlands.

Scharfe, E. (20xx). Individual differences in attachment representations and the ability to identify emotional expressions. [Abstract] *Canadian Psychology*, 35, 143.

Scharfe, E. (20xx, June). *Issues in reliability and stability when measuring adult attachment*. Paper presented at the 13th Annual Psychology Department Convention, Simon Fraser University, Burnaby, British Columbia.

## MANUSCRIPTS IN PREPARATION

Bartholomew, K., & Scharfe, E. (20xx). *Adult attachment, attribution processes, and relationship quality in young couples*.

Scharfe, E. (20xx). *Do you see what I see?: Individual differences of adult attachment and the recognition of facial expressions*.

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## MANUSCRIPTS UNDER REVIEW

Scharfe, E., & Bartholomew, K. (20xx). Do you remember?: Recollections of adult attachment patterns. *Personal Relationships*.

## WORK IN PROGRESS

Henderson, A. Z. J., & Scharfe, E. (20xx). *Redefining adult attachment: A comparison of Bowlby's and Chodorow's theory of relationships*. (Audiotape coding is nearing completion and preliminary data is analyzed).

Scharfe, E., & Bartholomew, K. (20xx). *A two-year examination of reliability and stability of adult attachment patterns* (Data from the two-year session is collected and the audiotape coding is underway).

Scharfe, E. & Moretti, M. (20xx). *Discrepancies between caregiver and adolescent reports of attachment patterns and severity of psychological symptoms* (Data from this study is currently being analyzed).

## AWARDS

International Network on Personal Relationships Student Travel Award, 20xx

International Society for the Study of Personal Relationships Student Travel Award, 20xx

Simon Fraser University President's Research Stipend, 20xx

## MEMBERSHIPS

American Psychological Association

International Network on Personal Relationships

International Society for the Study of Personal Relationships

Society for the Psychological Study of Social Issues

## REFERENCES

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