

PSYCHOLOGY CURRICULUM VITAE

Jane Doe

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Comment [AL1]: Look over here for helpful tips!

EDUCATION

2006 **B.A. Psychology**
University of Nebraska – Lincoln (UNL)
Major:
Minor:

Honors Thesis: *(Title of your thesis)*
Supervisors: *(Name of professors who supervised your thesis)*

GPA:
Major GPA:

If you completed a thesis, be sure to include it on your CV.

Choose a readable font (e.g., Times, Arial, Calibri) and reasonable size (11 to 12 point).

In this section, you can include any scholarships, awards, or grants (e.g., UCARE) you have received, as well as any honor society involvement (like Psi Chi!).

Include the date you received the award, listing the most recent first

GRANTS, HONORS, & SCHOLARSHIPS

2006 Undergraduate Creative Activities and Research Experiences (UCARE) Recipient
2005-2006 McNair Scholar
2005 Student Spotlight: UNL Department of Psychology
2005 A & M Waters Scholarship
2004-Present Charles & Emma Novotny Scholarship
2003 William Randolph Hearst Foundation Scholarship
2003 Ruth & Carl Olenberger Scholarship
2003-Present G. Bremer Memorial Scholarship
2002 Elmer Rhoden Merit Scholarship
2002-2006 Dean's List, College of Arts & Sciences

Be sure to spell out acronyms that are common knowledge around the UNL campus (such as UCARE) but are a foreign language to other schools. You may also want to provide a brief description of UCARE.

RESEARCH EXPERIENCE

Summer Research Assistant
Department of Psychology
University of Nebraska-Lincoln,
2005-Present

Again, list your activities with the most recent first

This section includes your involvement in research labs. Here is where you could also provide a description of research oriented groups and/or awards (e.g., McNair Scholars or UCARE)

Responsibilities:

I assisted Dr. Richard Servatti with an anxiety research project. My specific responsibilities including serving as an actor-facilitator, creating anxiety-response behaviors in subjects during videotaped session, coding the video-taped sessions, and assisting with the analysis and dissemination of findings.

Research Assistant
Department of Psychology
University of Nebraska- Lincoln
2004 – Present

Include a brief summary of your involvement in the lab and highlight specific tasks that you were responsible for. Be sure to use action verbs!

Research experience should be the FIRST thing on your CV. This is what graduate schools are looking for!

Responsibilities:

I worked under supervision of Dr. Ann Miller and was the only undergraduate selected to organize and teach an experimental class at a local high school to test a model of self-esteem training. My specific responsibilities included organizing and teaching the class, conducting pre- and post- assessments of self-esteem, scoring psychological measuring, and entering the data into a database.

Research Assistant

Department of Psychology
University of Nebraska-Lincoln
2004-Present

Responsibilities:

I assisted Dr. Jane Professor in a research project involving investigating implicit and explicit false memory across a variety of tasks. Duties included programming, running subjects, statistical analysis of the data, and supervision of other research assistants.

TEACHING EXPERIENCE

Teaching Assistant

PSYC 101
University of Nebraska-Lincoln
2005

Responsibilities: *(Brief description of your role)*

PROFESSIONAL EXPERIENCE

Co-Therapist

Lincoln Center for Child Study
2006

Responsibilities:

I observed and assisted with individual child and adolescent therapy, including testing, diagnosis, and care presentation.

Crisis Advocate

H.E.L.P. Hotline
2005-Present

Responsibilities:

I was a crisis counselor for a 24- hour child abuse hotline. Responsibilities included crisis intervention, education, and counseling to parents. This position required the ability to assess the nature and intensity of the client's problem quickly and to develop a therapeutic response in one confidential telephone call.

Intern

Private Practice of Richard X. Lamping, Ph.D
2005

Don't tell people how good you are, show them. For example, instead of saying that you are motivated and passionate about the work you did in a lab, demonstrate it by stating that you volunteered to take the lead role in a position that would require you to put in at least 20 hours a week. That's motivation without explicitly stating it.

This section is for any teaching experience you have had such as being a T.A. or a tutor.

This section is for any clinical experiences you have been involved in. There are many opportunities in the Lincoln community that can help you "beef up" this section of your CV. Examples include Friendship Home, Voices of Hope, Cedars, Madonna, Community Action, Child Guidance Center, Child Advocacy Center, etc.

1" margins



Responsibilities:

I obtained psycho-medical histories, observed therapy sessions, and discussed treatment plans and therapeutic techniques with the doctor.

WORK EXPERIENCE

Position

Location

Date

Responsibilities: *(Brief description of your role)*

CAMPUS INVOLVEMENT

President

Student Council on the Chancellor's Commission on the Status of Women

University of Nebraska-Lincoln

2004-Present

Responsibilities: *(Brief description of your role)*

President

Psi Chi Honor Society

University of Nebraska-Lincoln

2004-Present

Responsibilities: *(Brief description of your role)*

PUBLICATIONS

Doe, J., & Professor, J. (2006). Testing Models of Self-Esteem Training in a High School Class of Boys and Girls: Toward Developing Applied Techniques for Teachers. *Educational Psychology, 12*, 514-520.

PRESENTATIONS

Doe, J., & Professor, J. (March, 2006). *False memory effects on an implicit memory task*. Poster presented at the Undergraduate Research Symposium at the University of Nebraska-Lincoln, Lincoln, NE.

Doe, J., & Redbird, J., & Professor, J. (September, 2004). *False memory effects on learning tasks in large group settings*. Paper presented at the annual meeting of the Midwestern Psychological Association, Chicago, IL.

PROFESSIONAL AFFILIATIONS

2004-Present

Student member of the American Psychological Society

REFERENCES

Include the name, mail address, phone number, and e-mail of 3-4 professors that you have asked to write recommendations of you

If you include work experience, make sure that it is relevant to the position that you are applying to. You do not want reviewers to think you are simply adding "fluff" to your CV.

This section is for any campus involvement that you participated in. Again, make sure that your involvement is relevant and that you played an integral role in the position. If you were simply part of the group, but never went to meetings and thus, have nothing to write about, you probably shouldn't include it.

Sorority and fraternity involvement is not particularly looked upon favorably by graduate schools, and thus, does not need to be included on a CV. (Not the case for job hunts, business school, etc.)

Make sure that you use APA formatting when listing any publications or poster presentations.

In this section, list any affiliations you are a part of, such as APA or national honor societies

Optional Categories (if applicable):

- Certifications – must be relevant and up-to-date
- Licensures
- Community Service
- Mentoring
- Professional Development (workshops, seminars, in-service presentations)
- Athletics
- Computer Software or Technology – list the software that you are familiar with
- Cooperative Education
- Service Learning
- Study Abroad and/or International Experiences
- Fellowships
- Any additional relevant categories

Other Helpful Hints

- Start your CV today and always keep it up-to-date
- Save multiple drafts (with the date you updated it)
- Be consistent – either spell out the entire word or use abbreviations throughout the entire CV, do not go back and forth
- Use spell check
- Have others in your discipline review it
- Use high quality résumé paper if you need to send in a hard copy

Action Verbs

Use short sentences, phrases, and action words. The following are some examples of action verbs that might be useful.

Communication

| | | | |
|-------------|--------------|------------|-------------|
| addressed | arbitrated | arranged | authored |
| briefed | communicated | composed | contacted |
| convinced | described | developed | directed |
| documented | drafted | edited | enlisted |
| formulated | influenced | informed | interpreted |
| interviewed | lectured | marketed | mediated |
| moderated | motivated | negotiated | persuaded |
| presented | promoted | publicized | published |
| reconciled | recruited | reported | spoke |
| summarized | translated | wrote | |

Creativity

| | | | |
|-------------|-------------|------------|----------------|
| acted | composed | conceived | conceptualized |
| conducted | created | designed | developed |
| directed | established | fashioned | founded |
| illustrated | improvised | instituted | integrated |
| introduced | invented | originated | performed |
| planned | revitalized | shaped | |

Management

| | | | |
|--------------|--------------|------------|-------------|
| administered | analyzed | appointed | approved |
| assigned | assumed | attained | chaired |
| contracted | consolidated | consulted | delegated |
| designated | determined | developed | directed |
| evaluated | executed | formulated | managed |
| organized | oversaw | planned | prioritized |
| produced | recommended | recruited | reviewed |
| scheduled | supervised | | |

Organizational

| | | | |
|--------------|-------------|--------------|------------|
| approved | arranged | catalogued | classified |
| collected | compiled | consolidated | dispatched |
| distributed | enlisted | executed | expedited |
| generated | implemented | inspected | monitored |
| operated | organized | prepared | processed |
| purchased | recorded | revamped | revised |
| retrieved | scheduled | screened | specified |
| systematized | tabulated | updated | validated |

Research

| | | | |
|--------------|-------------|-------------|--------------|
| aquired | analyzed | calculated | clarified |
| collected | compared | conducted | critiqued |
| diagnosed | designed | determined | evaluated |
| examined | extracted | formulated | identified |
| inspected | interpreted | interviewed | investigated |
| located | modified | organized | processed |
| reviewed | researched | summarized | surveyed |
| systematized | | | |

Teaching

| | | | |
|----------|---------|---------|----------|
| accepted | adapted | advised | analyzed |
|----------|---------|---------|----------|

| | | | |
|--------------|--------------|--------------|--------------|
| applied | appraised | aroused | asked |
| assessed | assigned | attended | calmed |
| categorized | challenged | chose | clarified |
| coached | commanded | communicated | complimented |
| considered | cooperated | coordinated | corrects |
| defines | demonstrates | designated | developed |
| directed | disciplined | doubted | elaborated |
| elicited | emphasized | enabled | encouraged |
| evaluated | excited | explained | explored |
| facilitated | focused | generated | guided |
| hypothesized | identified | implemented | incorporated |
| indicated | inferred | informed | initiated |
| inquired | instructed | interested | integrated |
| investigated | judged | linked | listened |
| mentored | modeled | modified | motivated |
| observed | organized | persuaded | pondered |
| postulated | praised | provoked | questioned |
| reinforce | rephrased | rewarded | set |
| simplified | solicited | speculated | stated |
| stimulated | structured | synthesized | systematized |
| taught | told | thanked | theorized |
| trained | tutored | | |

Technical

| | | | |
|------------|--------------|------------|-------------|
| analyzed | assembled | audited | automated |
| built | calculated | computed | converted |
| designed | devised | documented | engineered |
| enhanced | fabricated | identified | implemented |
| installed | maintained | operated | overhauled |
| programmed | remodeled | repaired | researched |
| solved | standardized | tested | trained |
| upgraded | | | |

