

Curriculum Vitae Development Video transcript

Kimberley J. Duff, Ph.D.

Slide 1 Hello, today we are going to talk about Curriculum Vitae Development, or how to present your education and accomplishments.

Slide 2 You may have heard of a curriculum vitae, which is sometimes referred to as a CV or simply a vita. The Latin translation refers to the course of your life, so basically a CV showcases your life accomplishments, and for academics it refers to your life accomplishments as they relate to your education. In contrast, a resume is usually a shorter document that highlights your basic education and employment background. As a college student, it is a great idea to start a CV so that you can document all of your experiences and accomplishments. If you start keeping a CV, you'll always have it on hand to use when applying for scholarships, if you want to apply to work in a research lab, or other potential campus employment. And, if a job that you are applying for outside of college wants a shorter version, or a resume, you can always pull the relevant information from your CV.

Slide 3 Whether you are preparing a CV or a resume, you should always consider: 1) who is your audience and 2) what impression are you trying to make. For example, if your audience is made up of professors in your discipline or major, they will be more familiar with major specific terminology. Alternatively, if your audience is a scholarship committee, they may or may not have a background in your major. Also, remember that your CV and how you present yourself will be the first impression that people have of you. If your CV has a lot of typos or the content is unclear, that will reflect on how they perceive you before they even meet you!

Slide 4 When preparing your CV, there are two factors that differentiate a CV from a resume and two factors that you want to consider before writing. The first is content. You will want to consider activities that are related to your profession, ones acquired while you are at college. A CV does not necessarily include what you were involved in while you were in middle school or high school. When you first get started you may think that you do not have any accomplishments to highlight, however you will continue to gain valuable experience over the course of your college career. And sometimes, just starting to document what you have done gets you thinking about what you would like to do and can motivate you to achieve your goals. The second factor to consider is formatting of your document. Even at first glance, a CV looks different from a resume. When we look at some examples, you'll see that there is a general order in which to present your achievements. And, how you format your content can be just as important as the content itself.

Slide 5 So let's look at some information that you want to consider including on your vita. You can find examples of a model CV on my website at www.kimberleyduff.com under the tab Professional Resources. Use these sample CVs as a model to create your own.

The first piece of information to include is your contact information. Here you should include your full name, address, phone number and email. If you have a professional website, linked in account or electronic portfolio, you could include that too. However, a CV is not the place to include your twitter feed or facebook account! Some people set up multiple email accounts, so that they can devote one just to their professional activities. Be sure that the email address that you give out is one that you check regularly and one that has a professional title such as your name @mail.com, rather than some reference to your personal life such as iluvdogs@gmail.com!

After your contact information, you should have a heading that captures your educational background. Note the institution that you graduated from, the year and degree earned. If you

haven't graduated, you can add a note that states "expected graduation". If you earned a GPA of 3.5 or higher, it is good to include here.

Next, you can have a section for Awards. If you are just starting out in college, you may not have received any awards just yet. However, it is time to start thinking about how you can be recognized for your accomplishments. Under this section, you can include if you were inducted into a national honor society such as Psi Beta or Psi Chi. You can list times that your grades earned you recognition on the Dean's list or President's List or any scholarships that you have been awarded. Student Government or your Associated Student Body may recognize students for their contributions on campus.

Usually, the next heading will contain Experience of Professional Activities. Many of my Psychology students will include a conference presentation that they have given or community service work related to psychology. You can also include any teaching assistant or research assistant positions that you have held or workshops that you have given. If you have held an elected officer position on campus, such as in student government or the psychology club, this is a good place to list that experience. If you have presented at conferences, you may want to have another heading for presentations where these are listed. Remember that as you gain more experience, your CV will contain more information and benefit from headings to highlight your experiences.

Next, if you belong to any professional organizations, you may want to have a heading that lists them. Many professional organizations have a student affiliate membership level that you can join. For psychology majors, you can become a student member of the American Psychological Association, Association for Psychological Science, and many regional associations. Professional membership has many benefits and showcasing your memberships tells your audience that you are committed to your discipline and that you have shown initiative by learning about, and taking advantage of these opportunities.

As an undergraduate student, you may not have had the chance to present at a conference, but maybe you have attended a conference. You can list these experiences here to show your interest level in professional development.

Finally, you will want to have a section for references. The people that you list here are individuals that can positively comment on their interaction with you and discuss your potential for continued success. You should include about 3 professional references, meaning college professors or other professionals that you have worked with. Do not put 'references available on request', that means that your audience has to do extra work to obtain this information. Instead, start thinking about professionals who know you well and ask them if you can list them as a reference. Be sure to include their name, affiliation and all of their contact information. If you do not know a professor well yet, put this on your list of things to do. Start going to office hours to get to know your professor, join a club that a professor is an advisor for and start networking! Once you get involved, in no time you'll get to know professors well enough to ask them to be a professional reference for you.

Slide 6 So, now that you know what goes in a vita, how do you get started. First you need to brainstorm your content. Write down all the activities that you have been involved in outside of class, consult with a classmate or a friend to see if you've forgotten any activities. And remember, don't panic if you feel as if you do not have any accomplishments just yet. The curriculum vitae is a work in progress and always evolving. Sometimes just brainstorming accomplishments that you would like to work towards, can help you get started.

You can also look at some model CVs to get ideas.

Slide 7 Here are some examples of ways to represent your experience. There are no hard and fast citation rules, but try to provide your audience with enough detail to understand what you did, when you did it, and why it is important.

Slide 8 Let's look at some examples of how to showcase your presentations. Always include all author last names and first initial, the year of the presentation, the title and where the presentation occurred.

Slide 9 Here are some ways to represent your professional experience. Keep it brief, but provide your audience with enough information to understand your involvement.

Slide 10 If you have engaged in community service, be sure to represent that on your CV as well.

Slide 11 For further information, please check out some samples curriculum vitae on my website at www.kimberleyduff.com under professional resources.

Slide 12 End