

**WRITING A CURRICULUM VITAE FOR GRADUATE SCHOOL**

UNL UNDERGRADUATE PSYCHOLOGY ORGANIZATION & PSI CHI

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*Thanks to Christina Fielder, UNL Career Services, on whose notes this presentation is based!*

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**How is a resume different from a CV?**

- Different purpose
- Different length
- Different format
- Different focus

• Make sure you provide whichever one the application requires!

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**Employment vs. Academic Resume**

| Employment resume                             | Academic curriculum vitae   |
|---|---|
| 1-2 pages                                     | Approx. 2 pages, longer for upper-level grad students & faculty members           |
| Skill/experience focused                      | List focused  |
| Selected history                              | Complete history  |
| Tailored to organization/position             | Broad (though may be tailored somewhat)   |
| Self-promotion                                | Just the facts  |
| Few presentations or publications listed      | Research & teaching listed  |
| Reviewed quickly for advancement to interview | Reviewed extensively with other documents for admission—with or without interview |

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**Basic Principles of a Good CV**

1. Reorder topics to highlight your strengths
2. Provide *numbers* and *outcomes* whenever possible
3. Don't tell them how good you are; *show them!*
4. Keep it up-to-date
5. Avoid "padding" and "fluff"
6. NO ERRORS! NO LYING!
  
7. ...And *always* present yourself professionally

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**Typical Categories**

- Name & contact information (name, address, phone, email)
- Education (undergraduate & graduate only)
- Academic experience
- Related employment
- Research projects/interests
- Publications/presentations
- Honors & Awards
- Departmental & community service
- Scholarly/professional memberships

Reorder, add, remove to emphasize your strengths

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**Name & contact information**

- OK to provide current and permanent address
  - Don't refer to "Parent address"
  - Professional email address is a must

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|---|
| <b>Education</b><br>University of Nebraska-Lincoln<br>Bachelor of Science (anticipated May 2012)<br>Major: Psychology      Minors: Sociology, Spanish<br>Overall GPA: 3.9/4.0<br><ul style="list-style-type: none"><li>▪ Study Abroad: Deutsch in Deutschland, Berlin, Germany, Spring 2010</li><li>▪ Honors Thesis: Violence Among Male College Students From Urban and Rural Populations (Advisor: Dennis McChargue, Ph.D.)</li></ul> |
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| <b>Academic Experience</b><br>Research Assistant- 2009 to present<br>UNL Behavioral Neuroscience Lab, Lincoln, NE<br><ul style="list-style-type: none"><li>▪ Managed acquisition and processing of study results</li><li>▪ Prepared detailed analysis of study findings</li><li>▪ Supervised data collection and facilitated cognitive discussions</li><li>▪ Prepared spreadsheets on SPSS for data entry</li><li>▪ Used SPSS to analyze statistical data</li></ul> Undergraduate Creative Activities Research Experience, Summer 2011<br><ul style="list-style-type: none"><li>▪ Research Paper: Impact of Career Related Experience on Job Search Confidence</li><li>▪ Interviewed a representative sample of UNL students and employers</li><li>▪ Received \$1500 grant to present findings at MWACE regional conference</li></ul> Teaching Assistant, Comm 109, Spring 2011<br>UNL Communications Studies, Lincoln, NE<br><ul style="list-style-type: none"><li>▪ Led recitation discussions of 10-15 students</li><li>▪ Graded assignments and provided assistance to students</li></ul> |
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| <b>Academic Experience (continued)</b><br><ul style="list-style-type: none"><li>• Particularly relevant academic courses<ul style="list-style-type: none"><li>• No more than 2-3 upper-level courses with hands-on experiences or in-depth study</li></ul></li><li>• Bullet statements</li><li>• Helpful to include both academic &amp; experiential preparation</li><li>• Relevant volunteer or internship experience</li></ul> |
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## Relevant Employment

Behavioral Assistant, September 2009 – January 2011

Private Family, Lincoln, NE

- Serve as daily companion and mentor to child with autism
- Communicate with parents about goals, activities and progress

Resident Assistant, August 2010-Present

UNL Selleck Hall, Lincoln, NE

- Counsel and advise students; mediate conflict
- Facilitate floor government and organize floor meetings
- Plan social and educational programs
- Enforce campus policies

Clerk, September 2009 – August 2010

Lancaster County Attorney Child Support Division, Lincoln, NE

- Provided reception and customer service in person and over phone
- Maintained location information on individuals involved in cases

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## Research Projects (or Research Interests)

• Describe any thesis/UCARE/McNair/other research experiences here. 2-3 sentences or bullet points are appropriate

• Your OWN research projects come first, followed by others' lab projects

• What research topics interest you? What might you want to pursue in graduate school? (But don't pigeonhole yourself!)

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## Publications/Presentations

- Smith, A. A. (May, 2007). *Relationships among stress, self-esteem, and friend and family social support for trait anxiety and depression*. Poster presented at the 2007 Nebraska Psychological Association Conference. Lincoln, NE.
- Jones, C. B., Smith, A.A. (November, 2006). *Self-esteem differences between men and women*. Poster presented at the 2006 PERK Conference.
- Jones, C. B., Smith, Y.Z., Baker, S. A., White, J. L. (2011). *Methamphetamine as a drug feature in a Pavlovian conditioning task*. Paper presented at the Midwestern Psychological Association annual meeting, 2011.
- Reed, C. M., Black, V. L., Smith, A. A., White, J. L. (2006). *Cocaine and bupropion generalize to a methamphetamine occasion setter*. Paper presented at the Winter Conference on Animal Learning and Behavior, 2010.

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**Honors & Awards**

- Summer Institute of Promising Scholars
- Deans List, all semesters
- Mortar Board
- William H. Thompson Scholar
- Nebraska Board of Regents Scholarship
- Chancellor's Leadership Class
- Nebraska Psychological Association Poster Competition, 2<sup>nd</sup> Place, 2008
- Wolfe Award Outstanding Undergraduate Psychology Major, 2007-2008

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**Departmental & community service**

Undergraduate Psychology Association

- Vice President, 2011-2012

College of Arts & Sciences Student Advisory Board

Dance Marathon

- Event Planning Committee

Chi Omega Sorority

- Membership Chair, 2010

Nebraska Alumni Association Scarlet Guard

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**Departmental & community service (continued)**

Heartland Big Brothers, 2011-2012

- Met weekly with 4<sup>th</sup> grader to serve as role model and mentor

Lincoln Public Schools Teammates Mentor, 2010

- Visited with 2<sup>nd</sup> grader in school weekly

UNL Big Event 2010

Friendship Home Mentor, 2009

Bryan LGH Volunteer,

Alternative Spring Break, 2011

- Traveled to Alabama with group of 12 students to build homes

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**Scholarly/professional memberships**

- Psi Chi
- Other honorary societies
- Consider omitting fraternity/sorority membership unless you were a leader

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**For each thing you include in your CV, consider these questions:**

1. What did you accomplish? (What were the outcomes of your work?)
2. How did your work help the organization?
3. How is it relevant to your goals?
4. How does it demonstrate increasing maturity/responsibility/success over time?

**Provide NUMBERS and OUTCOMES whenever possible!**

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**Formatting**

- Visually appealing – leave white space
- Consistent heading styles & formatting throughout
- Consistent verb tenses throughout
- Use compelling action words (avoid "responsibilities included...")
- NO TYPOS, NO GRAMMATICAL ERRORS!
  
- Submit only PDFs to save your formatting!

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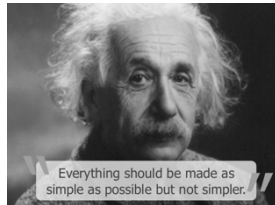
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### What NOT to include

- High school awards & experiences
- "Padding" or exaggeration
- Don't provide photo, date of birth, SSN, marital status, or other inappropriate info




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### Resources

- University of Wisconsin Superior: Graduate School Resume
  - <https://www.uwsuper.edu/career/students/upload/GradRes-Info.pdf>
- Purdue OWL: Writing the Curriculum Vitae
  - <https://owl.english.purdue.edu/owl/resource/641/1/>
- USC Rossier: How to Prepare a Resume for a Masters Program
  - <https://rossieronline.usc.edu/blog/how-to-prepare-a-resume-when-applying-to-a-masters-program/>
- Cornell University Graduate School: Resumes and CVs
  - <http://gradschool.cornell.edu/career-services/resumes-and-cvs>
- Kisses of Death in the Graduate School Application Process by Appleby & Appleby (2006): [http://psychology.unl.edu/psichi/Graduate\\_School\\_Application\\_Kisses\\_of\\_Death.pdf](http://psychology.unl.edu/psichi/Graduate_School_Application_Kisses_of_Death.pdf)

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### Other questions?

- I'm happy to give feedback on your CVs—just make an appointment and send me what you have.
  - Email me: [cbrownkramer2@unl.edu](mailto:cbrownkramer2@unl.edu)
  - Book an appointment during my office hours: <https://drbk.youcanbook.me/>
  - Stop by my office: Burnett 221

**UNL Career Services**  
230 Nebraska Union  
(402) 472-3145

20-minute Walk-Ins, M-F, 10-4  
By Appointment, M-F, 8-5



[www.unl.edu/careers](http://www.unl.edu/careers)




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