



Guide to Curriculum Vitae

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Part of the Career Development Handout Series:

- Explore the Possibilities
- Gain Experience
- Prepare Yourself**
- Pursue the Next Step
- General

Prepare Yourself:

- Guide to Resumes
- Guide to Business Letters
- Guide to Interviewing
- Guide to Dining Etiquette
- **Guide to Curriculum Vitae**

Introduction

THE DIFFERENCE BETWEEN A CV AND A RESUME

It is a common misconception that a resume is just a shorter version of a Curriculum Vitae (CV). A CV is distinguished from a resume not by its length but by its content. For most young job seekers, a resume is usually all that is required. However, it may be useful to develop a vitae as you further your education and complete additional professional assignments.

Curriculum Vita

A Curriculum Vitae (vitae, CV) is a comprehensive biographical statement (generally three or more pages) emphasizing professional qualifications and activities. For higher education positions, employers frequently require a vitae rather than a resume.

Resume

A resume is an individually designed summary (usually one or two pages) of personal, educational and experience qualifications intended to demonstrate fit for a particular position or type of position. It focuses attention on the individual's strongest qualifications and develops them to fit the specific or general purpose for which the material is provided.

WHEN AND WHY TO USE A CV

There are numerous times when a CV may be a better option than a resume. Some examples are when you need to...

- ◆ Establish your professional image
- ◆ Apply for admission to graduate or professional schools
- ◆ Apply for internships in academic or some professional fields
- ◆ Promote yourself for employment opportunities, particularly in academic settings
- ◆ Inform employers about your achievements and activities for annual or tenure review
- ◆ Describe your areas of expertise when applying for independent consulting
- ◆ Support your application(s) for fellowships, grants, or other contract funding proposals
- ◆ Provide information related to professional activities (e.g. application for professional memberships, leadership roles/awards)
- ◆ Introduce yourself when you make presentations at professional conferences
- ◆ Establish credibility when submitting a manuscript proposal to an academic journal or press

Since a CV could be used for many purposes, it is not advisable to use the same copy of a CV for all of them. You should decide who your reader(s) will be, and then adapt the CV so that it best represents you for the specific purpose(s) for which it is to be used. It is important that you update your information regularly and accurately to help fit a variety of needs. It would also help you to remember to include important details of your accomplishments.

What to Include

WHAT ARE MY ACHIEVEMENTS?

The following are suggestions on different types of information that you could include in your CV. Select as many as possible of the sections that would best represent you. Design your CV to emphasize your strengths and your achievements. See the *Career Center Guide to Resumes* for more information on the resume equivalents to these CV sections.

Identification Information

Name (name used in the CV should be consistent with supporting documents such as transcripts, letters of recommendation, etc.— if different, e.g. change in surname, make sure the person or office receiving the documents is aware of both names)
Address (campus/temporary and permanent/home)
Email Address
Phone Numbers

Career Objective (optional)

Education (in reverse chronological order)

Title of Academic Degree
Name of College/University
Location (City/state)
Date of Completion
GPA (optional)
Area(s) of Specialization
Title of Thesis/Dissertation

(If you've taken any continuing education, add...)

Title of Continuing Education courses
Name of College/University/Institution
Location (City/state)
Date of Completion

Relevant Work Experience (in reverse chronological order)

Title/Position
Department
Institution/Organization/Company
Location (City/state)
Description of Duties (use action verbs to describe responsibilities/skills developed)

Special Awards and Honors

Publications Authored/Edited

Author(s)' Name(s)
Date of Publication
Title of Article
Journal Name
Other Relevant Information

Presentations

Presenter(s)' Name(s)
Title of Presentation
Name of Conference
Date & Location

Recent and Current Research

Short description of research including type and purpose of research

Grant(s) Received

Name of Grant
Granting Agency
Date Received
Title/Purpose of Project

Professional Association Membership(s)

Current membership(s) only, in alphabetical order

Professional Service

Title of Leadership Position(s) held
Name(s) of Association
Dates Held
Responsibilities

Community Involvement (voluntary community service)

Brief Description of Responsibilities
Name of Organization
Dates

Other Competencies

For example, language competencies, computer skills, international experiences

Current Interests

For example, teaching/research interests, service to profession/department/college/
community

References

Name of Referee
Title/Department
Organization/Institution
Contact Information

HOW SHOULD I DRESS UP MY CV?

1. Update all your information.
2. Take an inventory of your accomplishments – your skills and qualifications. The content listing is a good guide. Don't worry if you do not have information for all the sections. Just use those that are useful to you, and will show off your skills and qualifications.
3. Organize the information in a coherent and well-written CV that presents your abilities and background effectively. The information should be given in short and succinct phrases, using action words.
4. Do not attach photographs to your CV.
4. Check the CV for clarity, conciseness, completeness, consistency and currency. Also make sure that it is visually appealing, interesting and error-free.
5. Avoid the temptation to "pad." For example, listing many, and sometimes irrelevant projects, but no publications to testify to your accomplishment.
6. Check for "double entries." No item should appear more than once in the CV.
7. Don't use an extensive mix of styles, including many types of fonts. Be simple.
8. Use the same chronological order in presenting information, (if you present your work experiences from most recent to least recent, then use this same order of presentation for other data as well). Be consistent.
9. Type your name and page number on each page (no page number is required on the first page).
10. Ask for feedback from experienced professionals, particularly those who are in similar positions as those who would be reading your CV.
11. Print your CV on a good, high-quality, light-colored paper.

FINAL THOUGHTS

- ◆ Your CV is not a substitute for a completed job application form; some institutions may require a completed form as well. Never simply write "See CV" on the employer's application form because it may be considered an incomplete form. Read all application materials carefully before completing the form.
- ◆ Send a copy of your CV together with the completed application form if required.
- ◆ When attending job interviews, it is a good idea to have copies of your CV with you as some members in the interviewing panel may not have a copy for reference. Providing a copy to each of the members may facilitate interview questions and assures that each person is aware of your qualifications and experiences. In addition, it can also serve as a helpful reminder after the interview.

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EDUCATIONAL BACKGROUND

Doctor of Philosophy in Counseling Psychology

University of Missouri-Columbia, Columbia, Missouri

Expected Date of Graduation: May, 2006

Emphasis in Career Development and Organizational Development & Change

Master of Science in Counseling Psychology

University of Kansas, Lawrence, Kansas

Graduation Date: August 2001

Cumulative G.P.A.: 4.0/4.0

Bachelor of Arts in Psychology, Cum Laude

University of Toledo, Toledo, Ohio

Graduation Date: August 1999

Cumulative G.P.A. 3.42/4.0

CONTINUING EDUCATION

Criminal Justice Training and Education Center, Toledo, Ohio

Basic Corrections Academy, 120 hrs (March 1999)

Treatment Planning 8 hrs (August 1998)

Youths, Drugs, and the Community's Response 18 Hrs (December 1997)

PROFESSIONAL EXPERIENCE

Counselor

Counseling and Health Services, Westminster College

Fulton, Missouri, August 2002—Present

Provided individual counseling services to student population with various presenting concerns.

Maintained accurate case notes on clients' presenting problems and progress throughout counseling.

Created a structured assessment procedure for students referred for substance abuse concerns.

Performed assessments of substance use for referred students. Designed and implemented qualitative and quantitative research on the substance use habits of the student body.

Supervisor

Career Center, University of Missouri-Columbia

Columbia, Missouri, October 2002—Present

Supervised undergraduate students trained as paraprofessional career counselors. Trained undergraduate students in theories of career development, ethical standards use of career assessments, basic counseling skills, resume critiquing, and use of the world-wide web in assisting students in their career development.

Performed outreach presentations to various campus organizations on topics including resume writing, career decision making, and interviewing. Assisted students with their career development through individual counseling and interventions.

Counselor**Student Counseling Services, University of Kansas**

Lawrence, Kansas, January 2001—July 2001

Administered intake assessments and participated in discussions on the assessments. Devised individual treatment plans for students seeking counseling service. Provided individual counseling to students. Co-facilitated two psychotherapeutic groups to help participants develop interpersonal skills. Maintained progress reports and presented weekly cases at clinical meetings to discuss treatment. Communicated with other professionals on status and progress of students. Referred students to other resources for help where required.

Adolescent Support Worker**Center for Adolescent Psychology and Learning**

Lawrence, Kansas, May 2000—December 2000

Provided one-on-one services to adolescents referred through the state's Social Rehabilitative Services (SRS). Counseled and assisted youth in assessing strengths and needs in developing personal goals and achievement strategies. Actively participated as a team member in the SRS reviews to devise treatment plans for clients. Provided crisis counseling, behavior modification, life skills education, and acted as a positive role model of healthy relationships. Documented service delivery.

Resident Advisor**University of Toledo**

Toledo, Ohio, August 1997—June 1999

Facilitated community growth and student development for 39 male residents. Provided peer counseling and advising. Planned and implemented wellness and other developmental programs. Enforced university policies and procedures. Supervised security staff. Created Security Staff Manual. Recognized as "RA of the Quarter" from Hall Programming Board.

SUPERVISION EXPERIENCE**Counseling Psychology Practicum, University of Missouri-Columbia**

Columbia, Missouri, Fall and Winter, 2004

Provided weekly individual supervision to two Masters level graduate students (one in each semester) participating in Career Counseling practicum. Assisted in the conceptualization and development of treatment plans for students' clients. Facilitated students' professional development and counseling skills. Graded students' progress and overall counseling skills. Accumulated 22 hours of direct supervision.

Counseling Methods and Practice, University of Missouri-Columbia

Columbia, Missouri, Winter, 2003

Provided live supervision to two Masters level students participating in counseling skills course. Observed individual counseling sessions from one-way mirror and intervened the counseling session when required. Facilitated students' professional understanding and growth through feedback and individual supervision. Received nine hours of group supervision focusing on professional development and ability as supervisor. Provided 17 hours of live supervision.

RESEARCH EXPERIENCE

University of Missouri-Columbia,

Columbia, Missouri, August 2002—present

Self-Perception of Physical Well-Being Scale. Worked as part of research team in creation of a scale designed to measure college students' perception of their physical well-being. Involved in defining concepts like physical well being, creating scale and scale items, administering scale to participants, running factor analysis of the data, and writing research proposal and results.

Career Development Research Team

Participated in a research team interested in various aspects of career development and counseling. Initiated topics and led discussions to examine how individuals derive meaning from work. Created a scale to measure this phenomenon and career development of college athletes. Created programs to assist University of Missouri athletes in their career development.

Career Development of Women

Involved in a group research project that examines the impact of summer physics academy on female high school students' career development through qualitative interviews and analyses.

Career Counseling and Planning Services, University of Kansas,

Lawrence, Kansas, May 2000—July 2001

KU Major Card Sort

Created a card sort consisting of undergraduate majors offered in the University.

TEACHING EXPERIENCE

ESCP8000 Measurement of Interest and Personality, University of Missouri, Columbia

Columbia, Missouri, Fall 2004

Co-Instructor

Planned and presented lectures and activities on the Minnesota Multiphasic Personality Inventory (MMPI-2), Strong Interests Inventory, Myer-Briggs Type Indicator, and NEO –PI, as well as writing assessment reports, ethical considerations of testing, and clinical interviewing. Constructed and graded tests and assessment report assignments.

A354 Introduction to Educational Statistics, University of Missouri, Columbia

Columbia, Missouri, Summer 2003

Teaching Assistant

Led help sessions for students taking introductory level statistics course. Graded all homework assignments and tests. Maintained accurate records of grades on computerized database.

CPSY 101: Orientation Seminar, University of Kansas

Lawrence, Kansas, August 2000—December 2000

Led discussion groups and facilitated atmosphere of trust and confidentiality while providing structure. Prepared materials for discussion on issues relevant to new university students. Maintained accurate records of student participation. Prepared feedback on activities and offered suggestions on continuance/ modification of activities for future use.

PROFESSIONAL PRESENTATIONS

Career Centers for the Future, University of Missouri-Columbia

Columbia, Missouri, February, 2004

Potential Additive Benefits of Using “My Vocational Situation” and “Hope” Scale in Career Centers

Presented poster session discussing the benefits of using the “My Vocational Situation” and “Hope” Scale together as diagnostic assessments to increase the potential of effective client treatment. The presentation stimulated interesting discussion among the participants who are career center staff of many universities.

PROFESSIONAL ORGANIZATIONS

Society for Industrial and Organizational Psychology, University of Missouri-Columbia

Columbia, Missouri, November 2003—Present

American Psychological Association, University of Missouri-Columbia

Columbia, Missouri, August 2001—Present

Student Affiliate: Division 17 - Counseling Psychology

Division 14 - Society for Industrial and Organizational Psychology

Counseling Psychology Student Organization, University of Kansas

Lawrence, Kansas, August 1999—July 2001

President

August 2000—July 2001

Led committee and organized activities together with other offices. Facilitated monthly committee meetings. Planned and implemented departmental orientation program for incoming students.

Editor, Journal of Contemporary Counseling

August 2000—July 2001

Coordinated process of gathering, selecting, editing and printing articles. Edited articles for content and adherence to APA format. Communicated with authors on changes required and desired.

Homepage Committee Member

October 1999—July 2000

Participated in creating the original version of the Counseling Psychology Student Organization homepage.

PUBLICATIONS

Tiga, T., & McDaniels, R, (2001), Career centers of the future: Recognizing our potential through technology. *Journal of ABC*, 25(2), 89-100.