

Creating a Curriculum Vitae

What is it?

- It is a detailed, longer version of a resume that describes your academic achievements. It is typically oriented towards your field.

What does it contain?

- **Contact Information**
 - Your name, telephone, and email are typically used for contact information. You may also use address, but it is not typically used anymore. For email, it is encouraged to use your school email. You can use a personal email if it is an appropriate email.
- **Education**
 - List all undergraduate institutions, including community college if you are a transfer student. Mention the dates of study, degree received and GPA. You may also mention courses that are relevant to the program you are applying and can add a description of the course. If you studied abroad, HIGHLIGHT it as well!
- **Research Experience**
 - List all **independent projects, labs** you participated in, and **summer research programs**. Include a description of the project, your role, and date of the project (when you started it or joined the lab and when it was completed or still in progress). If you are on a research team, list members in order of contribution (1st author, 2nd author, 3rd author...). Also, mention the institution and faculty mentor.
- **Publications**
 - If you have published any papers, MENTION it. List it in APA format. Bold your name.
 - **Ex. Doe, J. & Smith, K.** (2013). Therapist use of client strengths: A qualitative investigation of positive processes. *The Counseling Psychologist*. 41(3), 392-427.
 - If you have submitted a paper, but it is under review mention it as the example above but make sure it says under review.
 - **Ex. Doe, J. & Smith, K.** (Under review, 2018). Therapist use of client strengths: A qualitative investigation of positive processes. *The Counseling Psychologist*. 41(3), 392-427.
- **Manuscripts in Preparation**
 - If you are in the process of writing a paper for publication, mention it as well. APA format as well.
 - **Ex. Maldonado, S., Wheeler, L.** (in preparation). Understanding Educational Attainment in Mexican Origin Youth: A Cultural Ecological Perspective

- **Research Interests**
 - Mention your areas of interest. Both general and specific.
 - **Intersection of Positive Psychology and psychotherapy**
 - **Individual and group therapy processes and outcomes**
 - **Incarcerated, formerly incarcerated, and at-risk urban youth**
- **Conferences**
 - Mention conferences you have attended (year) and presented. For conferences attended, type it in APA format as well.
 - Ex. **Maldonado, S.,** Morales, A. (2017, June). *Strengths Possessed by Hispanic/Latino Adults that Facilitated their Desistance from Gangs* presented at the 18th Annual McNair Research Symposium. Pomona, California.
- **Work Experience**
 - Any work that is related to your field. Include name of supervisor and hours you worked per week or month.
- **Volunteer/Internships**
 - Include name of supervisor and hours you worked per week or month, date, and description of your role and purpose of organization/internship.
 - **Just-Us 4 Youth, Mentor** 2017-Present
(6hrs./week)
Supervisor: Eric Vasquez and Paul Hudak
 - Assist mentees in developing and achieving short and long-term goals in the categories of education, career, relationships, health and well-being.
 - Facilitate “group circles” in high school campuses to build meaningful relationships amongst students through curriculum including positive psychology exercises.
- **Honors and Awards**
 - Name of the honor/award and year.
- **Professional Affiliations/ Membership**
 - Name of organization, position, and year. You can give a description of your role/duties.
- **Skills**
 - List all skills such as languages (mention fluency), research skills (qualitative, quantitative, ethnography), software (SPSS, HyperRESEARCH), and computer software literacy (Microsoft Word, PowerPoint, Excel).
- **References**
 - You may, if you like, list your references. Mention name, department, university, and contact information (office number and email).