

# How to Construct a CV

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# The Basic Elements

- Name and Contact Information
- Educational and Professional History
- Research Activity
- Teaching History
- Service History

Primary uses:

Evaluation, Communication, and Historical Record

**- Name & Contact information**

- Educational and Professional History
- Research Activity
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*-usually titled*

*-date helpful*

*-include all work contact info.  
(phone, fax, email)*

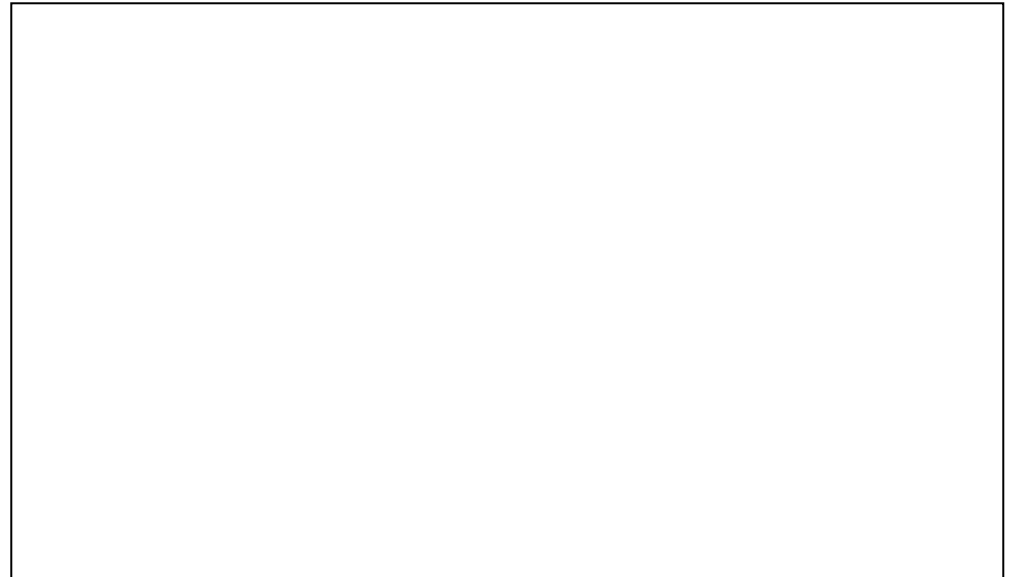
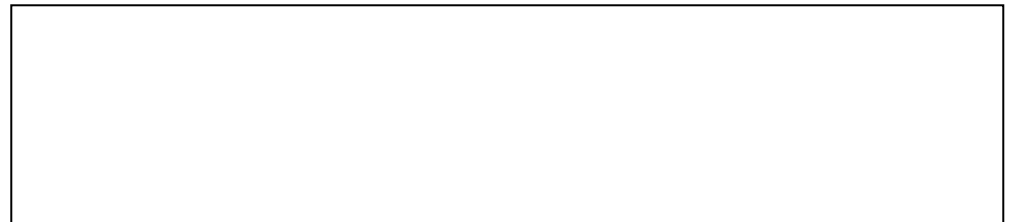
*-occasionally see URL, but  
check content*

*-home info. can be useful; cell  
phone not traditional, but  
sometimes useful*

*-SSN helpful but risky*

*-bio data informative but risky*

*-citizenship/resident status can  
be helpful; risky?*

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- Name & Contact information

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*-include degree, dates, institution; subfield ok, not required*

*-don't include high-school; study abroad sometimes listed*

*-training courses and workshops sometimes listed*

*-order first-last, or last-first*

*-can include other info (e.g., thesis title, advisor, etc.); more often seen earlier in career*

*- postdoc sometimes here, sometimes own section, sometimes in employment*

*-gaps, long durations, can raise questions*

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*-all post-training appointments should be listed; include dates, institution, and professional title*

*-clinical sometimes separated from research*

*-order first-last or last-first*

*-can also include postdocs, clinical internships, etc.*

*-can also include graduate student position(s)*

*- secondary appointments, promotions, and affiliations should also appear here, usually as separate entities*

*-durations, gaps can raise questions*

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*-smaller; often early, but sometimes towards end; awards can establish a history of excellence*

*-sometimes see HS awards; UG awards more often; both less important as career progresses; focus on major honors*

*-sometimes see training fellowships listed as awards*

*-professional affiliations can convey breadth/depth of interests; usually includes dates*

*-research interests sometimes included; usually as key-words*

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- a list of all of your published work;  
*can establish productivity and impact*

-usually APA-style in psychology

-order first-last or last-first;  
sometimes grouped by topic

-may number, bold your name, or add  
other distinguishing features or info  
(e.g., special issue)

-often divided into one or more of the  
following categories: (peer-reviewed)  
journal articles, reviews/  
commentaries, books, book chapters

-work not accepted for publication  
should be listed separately; don't  
overdue "in preparation"

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- a list of of your funding;  
*demonstration of independence*

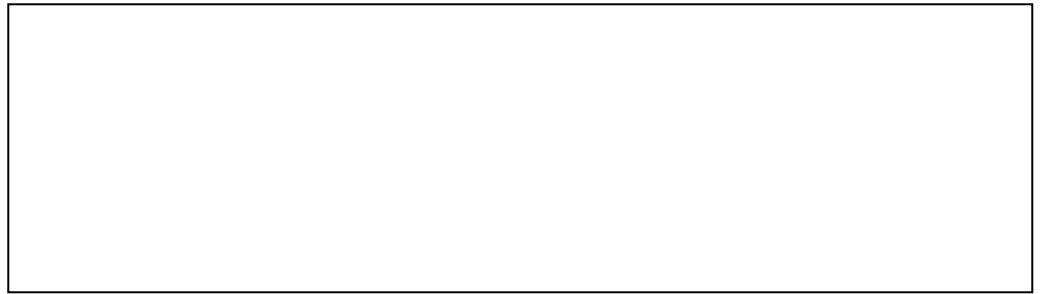
-include internal & external

-usually list dates, role, source,  
sometimes includes title

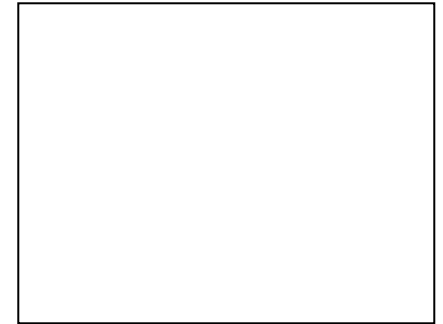
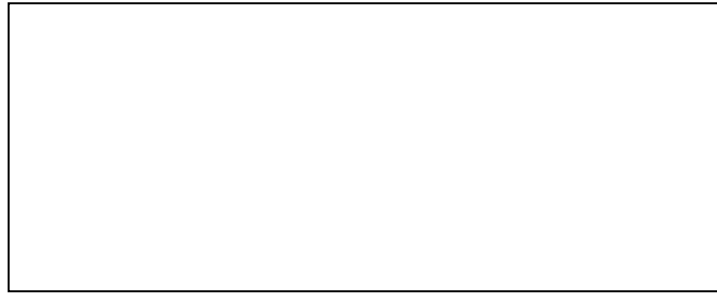
- award amounts usually listed  
(a various combination of direct,  
indirect, and total) either yearly  
over over course of grant;  
subcontracts, co-PI status can  
be handled in different ways

- sometimes see training grant  
participation too

- often separate into active and  
completed; sometimes pending  
noted



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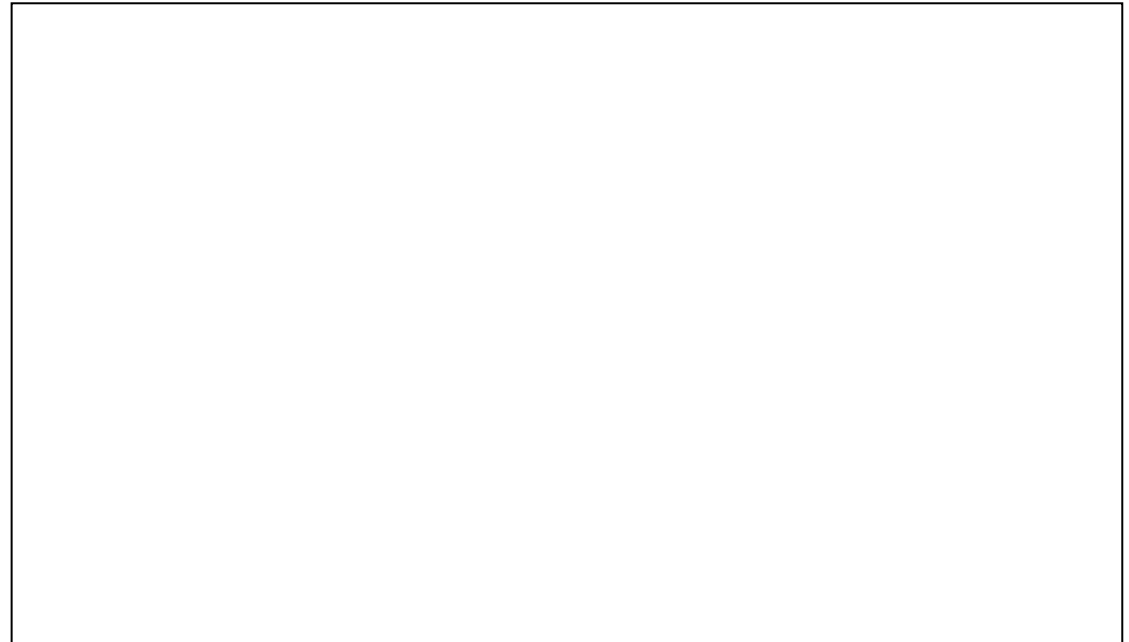


- *sometimes not included*
- *if listed, usually outlines or details are of teaching experience*
- *can also find listings of student supervision (at all levels)*
- *would be more important for those considering teaching positions*



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- *sometimes not included*
- *this is where you'll usually find editing and grant review service*
- *also where service to national professional societies will be found*
- *can include local service (e.g., service on departmental committees)*
- *review activity can indicate stature; departmental service give clues about how the person acts as a citizen/is regarded by peers*



Office address  
Home address  
Personal  
Education  
Positions  
Professional Associations  
Editorships and Editorial Boards  
Honors and Awards  
Consulting  
Predoctoral Training  
Refereed Articles  
Non-Refereed Articles  
Edited Books  
Chapters  
Instructional Publications  
Manuscripts in Progress  
Invited Research Presentations  
Other Research Presentations and Abstracts  
Instructional Presentations  
Grants  
    active  
    completed  
Courses Taught  
Graduate Student Supervision  
Student Committees  
Supervised Undergraduate Research Presentations  
Campus and Community Service  
    Department of Psychology  
    Campus and Community  
Professional Service  
Colloquia and Brown Bags

Office  
Personal  
Education  
Professional History  
Awards  
Grants  
Professional Societies  
Program Committees  
NIH Invited Work Group Participation  
NIH Grant Peer Review  
Non-NIH Grant Peer Review  
Associate Editorships  
Editorial Boards  
Editorial Consultation  
Publications  
Paper Presentations  
Invited Addresses  
Teaching Experience

# Principles of Graphic Design

## **Proximity:**

Related items grouped together; space to separate

## **Alignment:**

Everything on a page should be visually connected; nothing should be placed arbitrarily

## **Repetition:**

Repeat design elements throughout the piece

## **Contrast:**

If two items aren't the same, make them different.

## **Typography:**

Choose an effective font.