CURRICULUM VITAE BASICS

Your Curriculum Vitae (CV) is not a static document – it should be molded to highlight your qualifications to fit the requirements of each position or program you are applying for. The following sample is meant to present a single, possible style. Your CV should reflect your own interpretation, style, and experience. Consider the following when creating your CV:

Organization & Layout

Organize content according to what is required and relevant to the position or program. Use margins (½-1-inch), sections, or columns to balance and organize your content. Draw attention to content on the left-side by balancing your CV with content on the right-side (by using justification, spacing, or tab settings). List experiences in reverse-chronological order (present to past) with the most recent, relevant content listed first (near the top of each section).

Fonts & Style

Use a font that is clear and easy to read at-a-glance. Adjust the size (10-12 pts, typically) based on the font. Incorporate style elements like **bolding**, *italics*, CAPITALIZATION, and underlines to draw attention to the most important parts of your CV. Generally, each style should emphasize a single type of information.

Sections & Information

Create section titles that market your experiences. Be sure to edit your CV to match what an employer asks for in the job description (required education, experiences, and skills). Format your information to make it easily accessible to the reader. It is much easier to skim bullet points for information than paragraphs. Be thorough but concise.

SPECIAL CONSIDERATIONS

Length

Unlike resumes, CVs typically do not have specific constraints about length. Most undergraduate and recent graduate students will have 2-3 pages, depending on experience.

Unique Sections

Other optional sections for a CV may include Certifications (must be relevant and up-to-date), Licensures, Publications, Teaching Experience, Community Service, Mentoring, Professional Development (workshops, seminars, in-service presentations), Athletics, Service Learning, Study Abroad and/or International Experiences, and Fellowships, depending on your experiences.

Carla Rogers

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EDUCATION

Dec 2020 **Bachelor of Science in Psychology**
University of Wisconsin-Stevens Point (UWSP) - Stevens Point, WI
Minor: Neuroscience and Behavior

AWARDS & HONORS

2019 L. Wayne Lerand Award for Student Leadership in Psychology, UWSP
2018-2019 Dean's List (3 semesters), College of Letters & Science, UWSP

RESEARCH EXPERIENCE

Research Assistant
UWSP Department of Psychology - Stevens Point, WI
Jan 2019-Present

Responsibilities:
Working under supervision of Dr. Jane Doe to coordinate an experimental class at a local high school to test a model of self-esteem training. Organized and taught the class for the Fall 2019 term, co-designed qualitative and quantitative assessment tools and rubrics, and conducted pre- and post-assessments of self-esteem. Progressing to the second stage of the study which involves compiling collected data, entering quantitative data into a database for further statistical evaluation, and coding quantitative data for review.

WORK EXPERIENCE

Youth Behavior Specialist
Innovative Services, Inc. - Wisconsin Rapids, WI
Jan 2020-Present

Responsibilities:
Provide support for two individuals, ages 14 and 17, both diagnosed with developmental disabilities and their families. Work on community integration and developing daily living skills for both clients. Maintain and reinforce healthy boundaries while providing individualized afterschool and weekend care. Attend meetings to discuss progress towards goals and receive supervision on a regular basis by a licensed Psychologist.

Tutor
UWSP Tutoring Learning Center - Stevens Point, WI
Jan 2018-Dec 2019

Responsibilities:
Tutored students in Psychology, Sociology, and Biology. Assisted with reading comprehension, study strategies, and homework completion. Coached students to attend faculty office hours and referred students to other campus resources, as necessary.

Exam Proctor
UWSP Disability and Assistive Technology Center - Stevens Point, WI
Jan 2017-May 2019

Responsibilities:
Provided appropriate accommodations for students during testing, including reading and scribing. Maintained confidentiality working with student and exam information. Monitored individual and group exam takers.

CAMPUS INVOLVEMENT

President
UWSP Psi Chi - International Honor Society in Psychology
January 2018-Present

Responsibilities:
Preside over Psi Chi meetings, posting agendas and meeting minutes in accordance to Wisconsin open records requirements. Serve as a representative of Psi Chi in interactions with the campus and greater Stevens Point community. Coordinate programming on campus for psychology majors and minors, including Graduate School Night and research spotlights. Served as Treasurer April 2018-April 2019 Academic Year; elected President in April 2019.

College of Letters and Science Student Senator
UWSP Student Government Association
October 2017-May 2019

Responsibilities:
Represented the concerns of College of Letters and Science (COLS) students when discussing campus policies and procedures. Attended weekly meetings and advocated for student interests. Co-authored a resolution in support of increased accessibility on campus. Served as a student representative on the Differing Abilities Council.

PRESENTATIONS

Rogers, C. (May 2019). *Adolescent Self-Esteem: A Study in Self-assessment*. Poster presented at the College of Letters and Science Undergraduate Research Symposium at the University of Wisconsin-Stevens Point, Stevens Point, WI.

PROFESSIONAL AFFILIATIONS

2019-Present Association for Psychological Science, Student member
2018-Present American Psychological Association, Student member

REFERENCES

Dr. John Smith
Psychology Professor, UWSP
Psi Chi Advisor
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Dr. Jane Doe
Psychology Professor, UWSP
Research Supervisor
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Katherine Lee
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Current Supervisor
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