

CV Guidelines

What is a Curriculum Vita or CV?

- Latin for “course of (one’s) life”
- Comprehensive biographical statement
- Longer, detailed synopsis of academic, work, and professional history
- Generally academically focused and use for academic or research positions

General Guidelines:

- Easy to read with clear categories
- Consistency in fonts - use one font type throughout
- Avoid informal designs or photos
- Be organized and intentional with your structure and category organization
 - Think about how someone might glance through your document and what information is important to them
 - Does the order of categories flow or make sense?
- Be truthful and tactfully outline skills
- Be concise and clear!
 - Avoid vague, obscure, repetitive, or filler language

Recommended Framework:

- Contact information
 - This can be included in your header. Usually includes your name, address, telephone number, and email address.
- Education
 - Display your degree, school, and date of completion (or expected completion). You do not need to include the start date of your program(s).
 - List thesis, honors, scholarships, and/or awards here or under a different category.
- Licensure
 - License number, type of license, and state of licensure
- Clinical Training Experience
 - Start with your most recent and relevant experience
 - Include the organization name and location, followed by your title and dates (years) worked in that position
 - 4-6 bullet points recommended per experience
 - Focus of transferable skills and interpersonal experience
 - Use psychology terminology and language (e.g. “individual therapy” vs “1-on-1 sessions”)
- Relevant Professional Experience
 - State your relevant employment experiences
- Research/Publications
 - Use APA format to list your research experience and publications

*These guidelines were combined from resources developed by the doctoral programs at Saint Mary's University of Minnesota and the University of St. Thomas and MPA was provided permission to disseminate these resources.

- Professional Presentations
 - List presentations at work or in the community, workshops or educational seminars, professional papers or posters, or public speaking opportunities.
 - Use APA format to list presentations
- Teaching
 - TA positions and the topic
- Volunteer Work
- Honors and Activities (Leadership Roles)
- Professional Affiliations
 - List the organizations and your position/role
- Relevant Skills
 - E.g. Language skills, certifications, specialties....