

FIRST STEPS

- ✓ Know the difference between a CV and a résumé and when it is appropriate to use one over the other.
- ✓ Keep a list of all your professional qualifications, activities, and experiences. This will help you when writing or updating your CV.

INTRODUCTION

Some Differences between a CV and a Résumé

CV	Résumé
<ul style="list-style-type: none"> • A comprehensive biographical statement emphasizing professional qualifications and activities • Intends to demonstrate entire professional experiences • Focuses on individual's lengthy and diverse professional experiences • Frequently required for higher education positions 	<ul style="list-style-type: none"> • An individually designed summary of personal, educational and experience qualifications • Intends to demonstrate fit for a particular position or type of position • Focuses on individual's strongest qualifications • Frequently required for industry positions

When and Why to Use a CV

A CV may sometimes be a better option than a résumé. 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 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 for fellowships, grants, or other contract funding proposals
- Provide information related to professional activities
- Introduce yourself when you make presentations at professional conferences
- Establish credibility when submitting a manuscript proposal to an academic journal or press

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WHAT TO INCLUDE

Identification Information

- Name
- Address (campus/temporary and permanent/home)
- Email Address
- Phone Numbers

Education (in reverse chronological order)

- Title of Academic Degree
- Name of College/University
- Location (City/state)
- Date of Completion
- GPA (optional)
- Areas 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

- Purpose of Award
- Date of Award

Publications Authored/Edited

- Authors' Names
- Date of Publication
- Title of Article
- Journal Name
- Other Relevant Information

Presentations

- Presenters' Names
- 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 memberships only, in alphabetical order

Professional Service

- Title of Leadership Position held
- Name of Association
- Dates Held
- Responsibilities

Community Involvement

- 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
- Avoid including hobbies or unrelated interests

References

- Name of Reference
- Title/Department
- Organization/Institution
- Contact Information

How Should I Dress Up My CV?

- Select appropriate sections from the content list to organize the information that presents your abilities, qualifications, and background effectively
- Present the information in succinct phrases, using action words
- Type your name and page number on each page (no page number is required on the first page).
- Be simple. Don't use an extensive mix of styles, such as many types of fonts.
- Be consistent. 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).
- Check for "double entries." No item should appear more than once in the CV.
- Check the CV for clarity, conciseness, completeness, consistency and currency.
- Make sure the CV is visually appealing and error-free.
- Print your CV on a high-quality and light-colored paper.
- Ask for feedback from experienced professionals, particularly those who are in similar positions as those who would be reading your CV.

Final Thoughts

- Update all your information in you CV regularly and accurately; you don't need to worry about how long your CV becomes.
- Your CV is not a substitute for a completed job application form. Never simply write "See CV" on the employer's application form because it may be considered an incomplete form.
- When attending job interviews, have copies of your CV with you. Providing a copy to each of the interviewers may facilitate interview questions and assures that each person is aware of your qualifications and experiences.

NEXT STEPS

- ✓ Come to the MU Career Center to talk with someone about your career planning and to schedule a mock interview.
- ✓ Visit <https://career.missouri.edu> and click on the "Resources" Tab to visit [Mizzou Career Tools](#), where you can search our site for more handouts on this and other topics relevant to you!

Student Sample

44A Den Street • Columbia, Missouri 65203 (573) 737-7428 • student@mail.missouri.edu

EDUCATIONAL BACKGROUND

Master of Arts in Counseling Psychology

University of Missouri; Columbia, Missouri
Cumulative G.P.A. 3.9/4.0

Graduation Date: May 2015

Bachelor of Arts in Psychology, Cum Laude

University of Toledo; Toledo, Ohio
Cumulative G.P.A. 3.82/4.0

Graduation Date: May 2013

Continuing Education

Criminal Justice Training and Education Center, Toledo, Ohio

- Basic Corrections Academy, 120 hrs.
- Treatment Planning, 8 hrs.

March 2013
August 2012

PROFESSIONAL EXPERIENCE

Counselor

Counseling and Health Services, Westminster College

Fulton, Missouri

August 2014 – Present

- Provided individual counseling services on an appointment basis to undergraduate students with presenting concerns including area of academics, family, college adjustment, and substance abuse.
- Maintained accurate 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.

Adolescent Support Worker

Center for Adolescent Psychology and Learning, State of Missouri

Jefferson City, Missouri

May 2014 – August 2014

- Provided one-on-one services to adolescents referred by the state's Social Rehabilitative Services.
- Counseled and assisted youth in assessing strengths and needs in developing personal goals and achievement strategies.
- Actively participated as a team member in the Social Rehabilitative Services 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.

Career Specialist

Career Services, University of Toledo

Toledo, Ohio

August 2011 – May 2013

- Provided individual career services consultation and resources to both undergraduate and graduate students on a walk-in basis.
- Reviewed resumes, conducted mock interviews, and assisted students with career exploration and the job search process.
- Administered and processed career assessments including StrengthsQuest, Self-Directed Search, and Myers-Briggs Type Indicator to students based on individual concerns and needs.

SUPERVISION EXPERIENCE

Counseling Psychology Practicum, University of Missouri

Columbia, Missouri

August 2014 – May 2015

- 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 through individual and group consultation sessions.
- Graded students' progress and overall counseling skills.
- Accumulated 22 hours of direct supervision.

Counseling Methods and Practice, University of Missouri

Columbia, Missouri

January 2013 - May 2013

- Provided live supervision to two Masters level students participating in counseling skills course.
- Observed individual counseling sessions from one-way mirror and intervened in 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 and provided 17 hours of live supervision.

RESEARCH EXPERIENCE

Educational, School, and Counseling Psychology Department, University of Missouri

Columbia, Missouri

August 2014 – Present

Self-Perception of Physical Well-Being Scale.

- Worked as part of research team, led by Dr. Margaret Smith, 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 of Women

August 2013 – January 2014

- Involved in a group research project, led by Dr. Lisa Knight, examining the impact of a summer physics academy on female high school students' career development through qualitative interviews and analyses.

Career Services, University of Toledo

Toledo, Ohio

May 2012 – August 2012

University of Toledo Major Card Sort

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

TEACHING EXPERIENCE

Co-Instructor

ESCP8000 Measurement of Interest and Personality, University of Missouri

Columbia, Missouri

August 2014 – December 2014

- 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.

Teaching Assistant

A354 Introduction to Educational Statistics, University of Missouri

Columbia, Missouri

January 2014 – May 2014

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

PROFESSIONAL PRESENTATIONS

Career Centers for the Future, University of Missouri

Columbia, Missouri

February 2014

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

American Psychological Association, University of Missouri

Columbia, Missouri

August 2012 – Present

Student Affiliate: Division 17-Counseling Psychology

Division 14-Society for Industrial and Organizational Psychology

ACTIVITIES

Counseling Psychology Student Organization, University of Toledo

Toledo, Ohio

President

January 2012 – January 2013

- 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 2012 – January 2013

- 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 2012—July 2012

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

PUBLICATIONS

Student, S, & McDaniels, D, (2014), Career centers of the future: Recognizing our potential through technology. *Journal of ABC*, 25(2), 89-100.