



# Creating your *curriculum vitae* for Clinical Positions

Psych Grad Corner

# ***curriculum vitae* Structure**

- Your name is bigger font (e.g., 16 pt) - it's okay to include preferred name
- Identifying information (include only one e-mail address; include personal phone number)
- All entries should include **city, state** (and country if outside US) and **month/year**
- Education
  - Doctoral Student in [Clinical/Counseling/School] Psychology [Ph.D. /Psy.D./Ed.D.] Program
  - Do not include “expected” degree date
  - Include your Advisor and Emphasis (if you have one)
- For previous degrees, include “*summa/magna/cum laude*” (lower case, in italics) after the degree in this section rather than separately in an awards section

## ***curriculum vitae* Structure (cont.)**

- Foreign Languages – describe level of proficiency (e.g., native fluency; read and write; proficient; conversational)
- Clinical Experience – include both doctoral and master’s level practica/internships (can usually omit hours)
  - Brief description of setting and population (e.g., adults and older adults of diverse backgrounds at an outpatient community clinic)
  - Clinical responsibilities (e.g., individual therapy, group therapy, intake, crisis intervention, assessment, etc.)
  - Other training activities and supervision (didactic seminars, “supervision with video review”)
  - May include paraprofessional work at crisis hotline or residential setting

# *curriculum vitae* Structure (cont.)

- Relevant experience (e.g., volunteer work in mental health setting; tutoring in after-school kids' program)
- Research Experience – describe the research and your role.
  - Start with dissertation - title, committee members (note who is “chair”), month/year of proposal
  - “Research Assistant” or “Graduate Research Assistant”
  - Provide summary of research topics
  - Include your role – conducting literature review, exploring research topics, collecting data, etc.
- Publications (use APA format)
- Professional Presentations (use APA format) / Workshops

## *curriculum vitae* Structure (cont.)

- Teaching experience (e.g., TA, teaching an ongoing class; don't list presentations or workshops in this section)
- Prior work experience - keep it brief. If you had multiple positions at the same employer, combine your entries into one entry and have subsections for each role.
- Awards/Recognitions (this could also be listed on first page)
- Certifications/Specialized Training – list only if significant training, such as certified DBT therapist, EMT, etc. (do not include CE-type workshops); you can include a description of your program track here if you have one (e.g., health psych, neuropsych, forensics)

## ***curriculum vitae* Structure (cont.)**

- Professional Affiliations – e.g., American Psychological Association, **Student affiliate**
- Leadership Activities/Service/Elected Positions Held (list format)
- References (3 max) – these should be your letter writers only - list name, title, address, e-mail & phone
- Appendix (optional): list of Assessments administered, interpreted, and reports written

# What NOT to include

- Do not include: marital status, number of children, picture, etc.
- Do not list work experience that is not relevant (e.g., retail, food industry) unless you want to highlight particular skills (e.g., management)
- Avoid unnecessary information – no padding. Do not include:
  - courses taken
  - class presentations
  - workshops and conventions attended (unless you are certified in a specialty, such as DBT, EMDR, Couples, etc.)

# CV Formatting

- Choose order of sections by degree of importance and relevance to internship site - be strategic
- List *most recent* experiences first and go backwards chronologically
- Focus is on CONTENT
- Use a standard font – be consistent throughout document; do not use tiny font to squeeze in information
- Consider bullet points for each training – easier to read than narrative (but be judicious about it!). For example,
  - Assessment/intervention activities – intakes, indiv, couple, group, crisis
  - Populations, clinical issues, setting
  - Support activities – consultation, report-writing, case conference



# More CV Formatting

- Include your name and page number on each page (except first page)
- Use clear, concise language
- Be consistent with style, grammar, tense
- Use active voice – “conduct intakes”, “prepare class materials”, “collected data”
- Use past tense for previous experience (“provided psychotherapy”); present tense for current ones (“provide psychotherapy”)
- Try to avoid the phrase “Duties included:” – this does not sound as professional
- One typo, one error can mean your application is discarded
- Review every detail for accuracy, use spell check!

# Rule of Thumb

- If you are questioning whether to list something on your CV, do you want to be remembered mostly for that item?
- Ask someone who has been on a selection committee what they think!!

# Additional Professional Development Tips

More resources and tips are available for clinical, counseling, and school psychology doctoral students

on [www.psychgradcorner.com](http://www.psychgradcorner.com) and

the [\*Get Me Outta Here, Please!\*](#) podcast