

Yale Sneak Peek: *Tips for Crafting a CV (Curriculum Vitae) or Resume*

The purpose of a CV/resume here is to showcase the experiences that will help you succeed in psychology research. This includes previous academic research, but also many other types of experiences that showcase your skills, work ethic, and interests. It should include contact information (phone and email, and optionally a mailing address).

There are many templates for how to structure a CV/resume, but we provide a couple of examples below that are based on current psychology students (though names and content are primarily fictional). If you already have a CV/resume, you don't need to change it to look more like these - they are mostly meant to guide folks who do not have a CV/resume, and to show how a broad set of backgrounds and experiences can all contribute to a great CV/resume.

EXAMPLE CV/RESUME 1

Patricia Ortiz

1 Prospect St, CT, 06511 · (123) 456 7890 · p.ortiz@gmail.com

EDUCATION

Boston University B.S. (<i>Cognitive Science</i>)	Boston, MA 2016-present
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FELLOWSHIPS AND AWARDS

Dean's List, <i>Boston University</i>	2018
Summer Undergraduate Research Award, \$3500, <i>Boston University</i>	2017

TRAINING

Cognitive Neuroimaging Laboratory, Boston University Undergraduate Research Assistant Advisor: Dr. Chantal Stern	Boston, MA October, 2017 - present
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CONFERENCE POSTERS/PRESENTATIONS

Ortiz, P., & Stern, C. Long term memory for emotional contexts. Poster presented at the 59th Psychonomic Society Annual Meeting, New Orleans, LA, 2018.

Ortiz, P., Jordinian, L. M., & Stern, C. Lonely but not alone: social group size and perceptions of isolation. Poster presented at the 57th Psychonomic Society Annual Meeting, Vancouver, CA, November 2017.

Ortiz, P. & Rust, M. The relationship between loneliness and perceptions of social inequality. Poster presented at the Society of Emotion and Social Psychology, Annual Convention, Ithaca, NY, July 2018.

TEACHING ACTIVITIES

Teaching Assistant, Introduction to Cognitive Science, <i>Boston University</i>	2019
Teaching Assistant, Abnormal Psychology, <i>Boston University</i>	2018

PROFESSIONAL ACTIVITIES

Receptionist, <i>Penko & Associates</i>	January 2015 – present
Summer Intern, <i>Yale School of Management</i>	June 2019 – August 2019
Polling Officer, <i>University of Winnipeg Students Association</i>	October 2018 – March 2019

EXAMPLE CV/RESUME 2

Jordan H. Greene
(098) 765-4321
100 E Queen St, Hampton, VA, 23669
jordan.greene@hamptonu.edu

EMPLOYMENT HISTORY

Virginia Beach Real Estate

January 2015 – present

Receptionist

Virginia Beach, VA

- Performed customer service representative duties
- Organized client files manually and electronically
- Issued receipts

Darden College of Education & Professional Studies

June 2019 – August 2019

Summer Intern

Norfolk, VA

- Attended seminars, lab meetings, and workshops
- Conducted research relevant to micro organizational behavior
- Presented research findings in a conference hosted by Old Dominion University

Hampton University Students Association

October 2018 – March 2019

Polling Officer

Hampton, VA

- Assisted students with voting procedure and encouraged students to vote
- Coordinated set-up and cleanup of polling station

Sal's NY Pizza

September 2014 – June 2015

Line Cook

Newport News, VA

- Performed customer service representative duties
- Answered phone calls, organized orders, assembled food in a timely manner

RESEARCH EXPERIENCE

Computational Memory Lab (University of Virginia)

May 2018 - September 2018

Volunteer Research Assistant

Charlottesville, VA

- Scheduled human participants
- Assisted with behavioral data preprocessing

Community Health Information and Research Partnerships

September 2019 - present

Program Evaluator for Canadian Mental Health Association

Hampton, VA

- Analyzed survey data using SPSS and Excel.
- Sub-reports writing for various schools at Winnipeg School Division.
- Report writing for St. James School Division and Seine River School Division.

EDUCATION

HONOURS AND AWARDS

Dean's Honor List, <i>Hampton University</i>	2016 – 2019
Student of Highest Distinction, <i>Hampton University</i>	2017 – 2019

AFFILIATIONS

The Ph.D Project	2015 – present
Society for Personality and Social Psychology	2015 – 2019

COMMUNITY INVOLVEMENT

End Homelessness Hampton Roads	September 2018 – December 2018
<i>Street Health Survey research assistant</i>	<i>Hampton, VA</i>
<ul style="list-style-type: none">• Transferred paper surveys on to epidemiology software using EpiInfo• Shadow interviewed• Analyzed and cleaned data using SPSS	

YMCA Strong Girls, Strong World	December 2015 - February 2017
<i>Committee member</i>	<i>Hampton, VA</i>
<ul style="list-style-type: none">• Collaborated with young women on issues pertaining to intimate partner violence• Provided advice, feedback, and guidance on <i>Status of Women</i> project• Developed and presented a teaching tool for youth & emerging adults on intimate partner violence prevention	

St. Ignatius Spanish Mass	April 2010 - present
<i>Computer/Projector monitor</i>	<i>Newport News, VA</i>
<ul style="list-style-type: none">• Digitally transferred choir music using PowerPoint, EasyWorship• Communicated with choir on organizing music for mass• Organized group under tight deadlines	

RELEVANT SKILLS

Coding/software: Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Google Drive, SPSS, R, EpiInfo

Languages: Spanish (fluent), American Sign Language (proficient)

Certifications: EMT, Masseuse, American Soccer Referee