|  |  |
| --- | --- |
| **Address** | **Phone & Email** |

## EDUCATION

**B.A., Psychology (expected \_\_\_\_\_\_\_\_\_\_\_\_\_)**

California State University, Long Beach

Minor in \_\_\_\_\_\_, Award (as needed), GPA (as needed)

Thesis Title (advisor:\_\_)

**Transferred (Associate in Arts), Psychology Major (2018)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ College, City, State

## PRESENTATIONS

♦ APA style reference of any presentation

**Notes (This note should be removed in your version):**

1. Make a copy for yourself: click File → Save As
2. Complete each section as best you can
   1. You do not need to have all sections completely filled
   2. Sections can/should be moved based on the type of institution / job. You should discuss the ordering with your mentor/advisor
   3. You should have a one-page resume for jobs in the industry
   4. Be as specific as you can in CV but highlight major accomplishments in resume
3. See a Resources & Checklist at the end of this document for additional information

## RESEARCH EXPERIENCE

**Job Title for Employer/faculty, employer/faculty title** [Date on project]

* State project name and your general task **Project 1.Project 2.**
* Provide 1-2 additional points (emphasize skills & experience in each)
* Provide 1-2 additional points (emphasize skills & experience in each)
* Created and organized lab meetings with 4 faculty and 22 students

## PROFESSIONAL EXPERIENCE

**Job Title for Employer/faculty, employer/faculty title** [Date on project]

* State project name and your general task
* Provide 1-2 additional points (emphasize skills & experience in each)
* Provide 1-2 additional points (emphasize skills & experience in each)
* Submitted IRB for project a and b.

**Job Title for Employer/faculty, employer/faculty title** [Date on project]

* State project name and your general task
* Provide 1-2 additional points (emphasize skills & experience in each)
* Provide 1-2 additional points (emphasize skills & experience in each)
* Submitted IRB for project a and b.

**Job Title for Employer/faculty, employer/faculty title** [Date on project]

* State project name and your general task
* Provide 1-2 additional points (emphasize skills & experience in each)
* Provide 1-2 additional points (emphasize skills & experience in each)
* Submitted IRB for project a and b.

## TEACHING EXPERIENCE

**Teaching Assistant, Developmental Psychology** [Date of employment]

Instructor: Faculty, Professor

California State Polytechnic University, Pomona

∙ Assisted students with daily class material for an undergraduate upper division [course name] (course number)

∙ Conducted review sessions for midterm and final examinations

∙ Addressed the concerns and interests of over N undergraduates before and after lectures, during office hours, and via email

## RELEVANT COURSEWORK, TRAINING, & SKILLS

**Advanced Coursework/Training**

* Completed Collaborative Institutional Training Initiative (CITI) training course (Research Ethics)
* Multivariate Statistics
* Multiple regression
* Qualitative

**Special Skills**

* nVivo
* SPSS, R
* Online survey construction (e.g., Qualtrics, SurveyMonkey)

## AWARDS / GRANTS / SCHOLARSHIPS / HONORS

* CSULB METRIC Scholarship
* Dean’s list

## MEMBERSHIPS



## RESEARCH INTERESTS



## REFERENCES

|  |  |
| --- | --- |
| **Faculty/Employer**  Title/status of faculty/employer  Contact information  Email |  |
| **Faculty/Employer**  Status of faculty/employer  Contact information  Email |  |

### Resources & Checklist

Career Center – Resumes, Cover Letters, and More

<https://careers.csulb.edu/students/jobs_prepare.htm>

CV – Template Breakdown

<https://psychology.unl.edu/psichi/Psi_Chi_Sample_CV.pdf>

APA – Build a better CV

<https://www.apa.org/gradpsych/2015/01/curriculum-vitae>

Resume Action Verbs

<https://cdn.ocs.yale.edu/wp-content/uploads/sites/77/2020/05/2016_Resume_Action_Verbs-1.pdf>

NACE Career Readiness Resources

<https://www.naceweb.org/career-readiness/resources/>

CV / Resume Checklist (Kuther & Morgan, 2020)

❑ Clearly communicate your purpose and value.

❑ Communicate your strongest points first.

❑ Don’t make statements that you can’t document.

❑ Be direct, succinct, and expressive with language.

❑ Don’t use lengthy sentences and descriptions; this is the only time that sentence fragments are acceptable, but use them judiciously.

❑ Don’t use the passive voice.

❑ Don’t change the tense of verbs throughout the résumé.

❑ Confine your information to one page.

❑ Use space to organize your résumé; it should not appear cramped.

❑ Aim for overall visual balance on the page.

❑ Use a font size of 10 to 14 point.

❑ Choose a simple typeface and stick to it (i.e., don’t change fonts).

❑ Use spacing and bold for emphasis.

❑ Don’t fold or staple your résumé.

❑ Check spelling, grammar, and punctuation.

❑ Proofread.

❑ Ask someone else to proofread your résumé for spelling, grammar, and formatting.

❑ Get outside help. Get feedback on the content of your résumé from two or three people, including someone who regularly evaluates résumés and hires employees.

❑ Do not include your reference information on your résumé (see sample).

❑ Before giving their names to a potential employer, ask your references if they are willing to serve as references.

*Template provided by METRIC Scholarship Program – California State University, Long Beach.*

[*https://www.csulb.edu/cnsm/metric*](https://www.csulb.edu/cnsm/metric)