



COLORADO COLLEGE
Career Center



CURRICULUM VITAE GUIDE

We encourage you to start with the Resume Guide. Many of the formatting and content guidelines are the same for the CV.

A Curriculum Vitae ("CV" or "vitae") is a comprehensive biographical document emphasizing your academic history, achievements, awards, activities, and publications.

Unlike a resume that is one page long, a CV will list all of your professional achievements and can be as many pages as you need to cover your experience. An advantage of the CV format is to choose your headings and categories to best display your qualifications.

When do you send a CV instead of a Resume?

If asked for one, some example situations include:

- Applications for positions in academia, such as, school administration, institutional research, higher education positions in teaching, research and administration, and admission to graduate or professional school
- Providing information related to professional activities (example: applications for professional membership or presenting at a conference)
- Independent consulting in a variety of settings
- Proposals for fellowships or grants
- Positions in certain countries abroad
- Admission to graduate or professional school

Jobs and programs you're applying for should be clear about whether they want a resume or a CV. If you are unsure, it's okay to ask!

CV SECTIONS



= Core Section



= Recommended



= Optional

Header	<p>Your full name, address, telephone number, and email address should appear at the top of your CV. List a URL if you have one (such as professional website or LinkedIn page). Since CVs span multiple pages, you should list your first and last name and page numbers as a header and footer on all following pages.</p>
Education	<p>List your education in reverse chronological order (most current first, going back in time). Include the degree(s) you earned or are currently pursuing, your major(s)/minor(s), your date of graduation or anticipated graduation date, and the name, city and state of the institution. The title of your thesis, or project and advisor should also be included in your education section paired with its appropriate degree.</p>
Experience	<p>Experience is generally listed in reverse chronological order. Keep in mind that every work and academic experience you have do not need to go under one general "Experience" section, but rather a CV should include separate experience categories. Possible sections include research, teaching, service and volunteer, field, and industry.</p>
Awards/Honors/Fellowships/Grants	<p>List both academic (Dean's List, honor societies, scholarships awarded, etc.) and professional honors (workplace awards including employee of the month, staff recognition, etc.). Include the name or title of the honor, the year in which you received it and the recognizing institution or organization. If the nature of the award is not clear from the title, you should provide a description of its purpose and relevance.</p>
Research	<p>Describe research projects recently conducted or in progress. Include the type of research and a brief description of the purpose.</p>
Skills	<p>List relevant skills that may be important to a potential employer or organization. Categories may include laboratory, computer, or technical skills.</p>
Activities	<p>List the activity, your participation if significant, (e.g. president, group leader), and the dates that you participated. Start with your most recent activities and move in reverse chronological order.</p>

CV SECTIONS



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= Optional

Publications	Publications should use a standard citation format. <u>APA</u> or <u>MLA</u> format are recommended. However, you should review standards for your industry. In the case of publications with multiple authors, you should distinguish your name using a small, consistent formatting adjustment, such as underlining or bolding your name.
Presentations	Similar to your Publications section, presentations should be listed using a standard format. Each listing should include the full list of presenters, presentation title, conference title, and conference location and dates.
References	It is acceptable to list at least three professional references on a CV. This goes on the last page of your CV and includes your reference's first and last name, job title, institution name and address, and contact information (both phone and email).
Professional Training	Describe any workshops, symposia, certificates or licensing that you may have. List the certification name, licensing status and date of issue.
Professional Affiliations	List all industry specific professional organizations, groups, or offices held. List past and present membership and include dates of membership.
Institutional Service	List institutional committees you have served on, including offices held, student groups you have supervised, or special academic projects you assisted.
Courses Taught	List the names of courses you have taught, institution and dates where taught, and brief course descriptions.
Language/Travel	List any acquired language skills, indicating your level of competency and years you have spoken them. You can also mention any particular travel experience that you have.

Name Here

123-456-7891 | coloradocollege.edu | LinkedIn URL | Colorado Springs, CO

EDUCATION

Colorado College, Colorado Springs, CO

May 2023

Bachelor of Arts in Psychology

GPA: 3.7/4.0

Senior Thesis: Sleep and Self-Regulation: A longitudinal Analysis Across Adolescence

HONORS AND AWARDS

Psychology Student Research Award

May 2022

Boettcher Scholar

2019 - 2023

Dean's List

2019 - 2023

PROFESSIONAL ASSOCIATIONS

Student Member, Psy Chi Psychology Honors Society

2021 - 2023

Student Member, American Psychological Association.

2021 - 2023

RESEARCH EXPERIENCE

Research Assistant

Spring 2023

Professor Smith at Colorado College, Colorado Springs, CO

- Helped develop coding system for behavioral assessment of 8-year olds.
- Tested 40 research participants for ability to complete various fine motor skills such as, chewing gum, cutting with scissors, and tying shoes.
- Assisted with running a chi squared and MANOVA analysis on SPSS to determine significance of the research hypothesis.

Research Assistant

Fall 2022

Professor Fox at Colorado College, Colorado Springs, CO

- Utilized PSYCLIT to search psychological literature on dreams in adolescents.
- Assisted with development of coding system to analyze content of reported dreams.
- Interviewed 8 research participants and collected dream report data.

RELATED EXPERIENCE

Psychology Tutor

2021 - 2023

Psychology Department at Colorado College, Colorado Springs, CO

- Provided 150 individual tutoring sessions to students in General Psychology courses
- Assisted with preparing labs for exercises and experiments that were conducted for several psychology courses.
- Scored student quizzes under supervision of the General Psychology professor.

Social Work Intern

Spring 2022

El Paso County Department of Social Work, Colorado Springs, CO

- Conducted intake interviews with 25 applicants to the Country Drug & Alcohol Counseling Program.
- Co-facilitated group sessions on mindfulness techniques, coping skills, and healthy communication for clients in the Drug & Alcohol Program.
- Prepared 25 progress reports on the client's participation in reaching their self-developed goals and shared reports with clients social workers.
- Properly documented incidents that occurred during group sessions to ensure the social workers were up to date on their clients progress.

LEADERSHIP EXPERIENCE

Member 2020 - 2023

Psychology Department Advisory Board at Colorado College, Colorado Springs, CO

- Advised Department faculty and staff members on students opinions of current course offerings and schedule.
- Participated in Departmental decisions concerning faculty and curricular issues.
- Contributed to the search committee for a new Psychology Department Visiting Professor.

Captain 2022 - 2023

Women's Soccer Team at Colorado College, Colorado Springs, CO

- Motivated players before games by reading an inspirational quote and reminding everyone of their strengths.
- Assisted assistant coach in planning 5 game strategies, which ultimately resulted in winning each of the games.

Head Lifeguard Summer 2022

Psychology Department at Colorado College, Colorado Springs, CO

- Trained 3 lifeguard assistants on how to properly scan the area for danger, communicate issues to managers, and how to stay calm in crisis situations.
- Successfully executed 2 saves of drowning victims and properly documented the incidents.
- Supervised and scheduled 3 lifeguard assistants and ensured appropriate coverage during all hours of the pool.

PUBLICATIONS

Smith, B. K., & Colorado, C. C. (2023). Comparisons of shoe-tying, gum-chewing, and line-cutting behaviors in tall vs. short children. *Journal of Behavioral Measurement*, 235, 100-101.

Fox, A. A., & Colorado, C. C. (2022). Chewing gum imagery in dreams of twelve to fourteen year olds. *Bulletin of Visual Imagery While in REM Sleep*, 12, 1000-1045.

PRESENTATIONS

Colorado, C. C. (April 2023). Sleep and self-regulation: A longitudinal analysis across adolescence. Paper presented at Senior Capstone Day, Colorado College, Colorado Springs, CO.

Colorado, C. C. (April 2023). Comparison of shoe-tying, chewing, and line-cutting behaviors in tall vs. short children. Paper presented at Undergraduate Consortium for Psychology Research, University of Northern Colorado, Greeley, CO.

Colorado, C. C. (December 2022). Development of coding method for the analysis of image types in dreams of adolescents. Paper presented at the Undergraduate Consortium for Psychology Research, New Mexico State University, Las Cruces, NM.

SKILLS/LANGUAGE

- Intermediate proficiency in SPSS Analytical Software
- Beginner proficiency in FORTRAN and PASCAL
- Beginner proficiency with "Manuscript Manger: APA Style" Software
- Advanced proficiency with writing and speaking Spanish
- Intermediate proficiency with writing and speaking French