

Headline

- Name (make big and bold). If you have a preferred name, place in parentheses – i.e., David (Allan) Smith
- Current and/or permanent address – choose based on where you are applying
- Phone number & email address
- Web links if applicable (LinkedIn, portfolio, website, etc.)

Education

- The University of Iowa | Iowa City, IA
- Degree AND major (i.e., B.B.A. Management, B.S. Psychology)
- Use bullet points for minors, certificates, awards, GPA, etc. If you have multiple awards, you can add a dedicated Honors and Awards section
- Add GPA only if above 3.0 and include out of 4.0 (3.30/4.00)
- UI Dean's List, and UI Honors (if applicable)
- Graduation date only – right aligned
- Other institutions only if you received a degree (i.e., A.A. degree) – No high school
- You may also include relevant coursework under this heading

Experience Sections

- List positions (part-time, full-time, volunteer, internship) related to work sought
- Company name in bold/italics followed by city, state (**Old Capital Museum** | Iowa City, IA)
- Position title – In bold or italics whichever you did not choose for company name
- Dates of employment/involvement – right aligned to the edge of the page
- 2-5 bullet points describing skills and accomplishments acquired
- Begin with a power/action verb (**Power Verbs**)
- Answer the who, what, when, where, why, and how to write a descriptive bullet point
- Use numbers to quantify information
- Bullet points don't require periods
- More on [bullet points](#)

Activities/Involvement

- List membership in campus/community organizations
- Create bullet points if involvement is relevant to career goals

George M. Williams

123 Market St., Iowa City, IA 52242
319-555-1234, williams@uiowa.edu

EDUCATION

The University of Iowa, Iowa City, IA
B.A., Psychology
B.A., Spanish
GPA: 3.9/4.0
Honors: Psi Chi, national honorary society in psychology; Dean's List-8 semesters

Anticipated May 20xx

RESEARCH EXPERIENCE

Research Assistant

Iowa Depression & Clinical Research Center, Iowa City, IA

Recruited participants for studies through phone interviews; screened women for postpartum depression through inventories including the PHQ-9 and PRAMS-6; assisted in data analysis and entry and attended weekly lab meetings to discuss research findings and progress; certified from IRB; presented scholarly articles of recent research findings in clinical psychology

January 20xx-May 20xx

PRESENTATIONS

Poster Presentation

Spring Undergraduate Research Festival, The University of Iowa, Iowa City, IA

Created poster display explaining research summary regarding proposed sexual education mobile device app for teens with Autism Spectrum Disorder (ASD); evaluated 158 mobile device apps that would inform development of planned education intervention; exploratory design was employed with apps targeting persons with ASD and addressing social or language development meeting inclusion criteria

April 20xx

TEACHING EXPERIENCE

Undergraduate Teaching Assistant

Human Sexuality Class, The University of Iowa, Iowa City, IA

Led weekly discussions with groups of up to 15 students to foster a deeper understanding of the course material; supported students in improving their written communication through detailed assessment of individual assignments; facilitated a comprehensive understanding of subject matter through presentations on various sexuality topics that complemented faculty lectures

August 20xx-April 20xx

CLINICAL EXPERIENCE

Intern

Adoption and Attachment Treatment Center of Iowa, Iowa City, IA

Administered & scored psychological testing; co-facilitated group therapy focusing on social skills and emotional regulation; assisted with assessment of individual and group skills; facilitated behavioral interventions with children. Population served included children with attachment difficulties, trauma and loss histories, ADHD, Asperger, and oppositional defiant tendencies. Provided children with play-directed activities to help children process feelings; trained in safe physical restraint

August 20xx-May 20xx

PUBLICATIONS

Williams, G. M. (2023) "The Impact of Social Media Use on Students Psychological Well-Being", *Iowa Journal of Psychology* 21(1), 27-48.

LEADERSHIP EXPERIENCE

Judicial Court Justice

The University of Iowa Student Government, Iowa City, IA

Analyzed and adjudicated appeals sent by campus organizations and other UISG affiliations showcasing strong critical thinking and problem-solving skills; led the revision process of the entire UISG constitution utilizing strong research skills to identify areas for improvement within the constitution, incorporating best practices and ensuring compliance with legal requirements

August 20xx-May 20xx

COMMUNITY INVOLVEMENT

Volunteer

Hospital ISSSTE, Guanajuato, México

Assisted psychologist in scoring of psychological tests; conversed in Spanish with chronically mentally and physically ill patients; worked with clients on relaxation techniques; provided positive social interaction with patients

Summer 20xx

PROFESSIONAL ASSOCIATIONS

Member, American Psychological Association (APA)

Member, Iowa Students Psychology Association (ISPA)

August 20xx-Present

August 20xx-Present

Tailored Sub-Headings

- Be descriptive with category headings – this allows you to highlight specific experiences
- Order your headings by importance – Education section first!
- Sub-headings may vary depending on experience but could include Certifications, Honors and Awards, Relevant/Other Experience, Grants Received, Professional Associations, Publications, Research, Community Involvement, or Skills

Publications

- Give bibliographic citations for articles, chapters, research reports, or any other publications that you have authored or co-authored, can also list pending publications
- Choose a style to format your list (i.e., MLA or APA)
- If publication has co-authors, include their names, but list yours in bold

Presentations

- Add presentations relevant to work sought; do not add presentations completed as regular job duties or for class assignments
- Presentation title in bold/italics
- Conference or event name followed by city, state + date right aligned
- Provide a brief description of the topic to showcase expertise

Formatting Guidelines

Length:

- Common for a CV to exceed 1 page

Format:

- ALWAYS submit to job sites as a PDF
- Use UI Career Center [CV Samples](#)
- Place dates on right side of the page
- Reverse chronological order by date in each section—order sections based on importance
- Stay consistent with format and layout
- Use 10-12 point font (Calibri Light, Times New Roman, etc)
- Narrow (0.5) to Normal (1.0) margins – narrow preferred
- Adequate white space on all four sides – make the document easy to skim
- No "References available upon request"
- Only include high school information if you are a 1st-year student