

FIRST STEPS

- ✓ Know the difference between a CV and a résumé and when it is appropriate to use one over the other.
- ✓ Keep a list of all your professional qualifications, activities, and experiences. This will help you when writing or updating your CV.

INTRODUCTION

The Difference between a Curriculum Vitae and a Résumé

Curriculum Vitae	Résumé
<ul style="list-style-type: none"> • A comprehensive biographical statement emphasizing professional qualifications and activities • Intends to demonstrate entire professional experiences • Focuses on individual's lengthy and diverse professional experiences • Frequently required for higher education positions 	<ul style="list-style-type: none"> • An individually designed summary of personal, educational and experience qualifications • Intends to demonstrate fit for a particular position or type of position • Focuses on individual's strongest qualifications • Frequently required for industry positions

When and Why to Use a CV

Curriculum vitas may be a better option than a résumé. Some examples are when you need to...

- Establish your professional image
- Apply for admission to graduate or professional schools
- Apply for internships in academic or professional fields
- Promote yourself for employment opportunities, particularly in academic settings
- Inform employers about your achievements and activities for annual or tenure review
- Describe your areas of expertise when applying for independent consulting
- Support your application for fellowships, grants, or other contract funding proposals
- Provide information related to professional activities
- Introduce yourself when you make presentations at professional conferences
- Establish credibility when submitting a manuscript proposal to an academic journal or press

MU CAREER CENTER

Lower Level,
Student Success Center
University of Missouri
PHONE: (573) 882-6801

Visit us online at:

career.missouri.edu
career@missouri.edu

WHAT TO INCLUDE

Identification Information

- Name
- Address (campus/temporary and permanent/home)
- Email Address
- Phone Numbers

Career Objective (optional)

Education (in reverse chronological order)

- Title of Academic Degree
- Name of College/University
- Location (City/state)
- Date of Completion
- GPA (optional)
- Areas of Specialization
- Title of Thesis/Dissertation

(If you've taken any continuing education, add...)

- Title of Continuing Education courses
- Name of College/University/Institution
- Location (City/state)
- Date of Completion

Relevant Work Experience (in reverse chronological order)

- Title/Position
- Department
- Institution/Organization/Company
- Location (City/state)
- Description of Duties (use action verbs to describe responsibilities/skills developed)

Special Awards and Honors

Publications Authored/Edited

- Authors' Names
- Date of Publication
- Title of Article
- Journal Name
- Other Relevant Information

Presentations

- Presenters' Names
- Title of Presentation
- Name of Conference
- Date & Location

Recent and Current Research

- Short description of research including type and purpose of research

Grant(s) Received

- Name of Grant
- Granting Agency
- Date Received
- Title/Purpose of Project

Professional Association Membership(s)

- Current memberships only, in alphabetical order

Professional Service

- Title of Leadership Position held
- Name of Association
- Dates Held
- Responsibilities

Community Involvement

- Brief Description of Responsibilities
- Name of Organization
- Dates

Other Competencies

- For example, language competencies, computer skills, international experiences

Current Interests

- For example, teaching/research interests, service to profession/department/college
- Avoid including hobbies or unrelated interests

References

- Name of Reference
- Title/Department
- Organization/Institution
- Contact Information

How Should I Dress Up My CV?

- Select appropriate sections from the content list to organize the information that presents your abilities, qualifications, and background effectively
- Present the information in succinct phrases, using action words
- Type your name and page number on each page (no page number is required on the first page).
- Be simple. Don't use an extensive mix of styles, such as many types of fonts.
- Be consistent. Use the same chronological order in presenting information, (if you present your work experiences from most recent to least recent, then use this same order of presentation for other data as well).
- Check for "double entries." No item should appear more than once in the CV.
- Check the CV for clarity, conciseness, completeness, consistency and currency.
- Make sure the CV is visually appealing and error-free.
- Print your CV on a high-quality and light-colored paper.
- Ask for feedback from experienced professionals, particularly those who are in similar positions as those who would be reading your CV.

Final Thoughts

- Update all your information in CV regularly and accurately
- Your CV is not a substitute for a completed job application form. Never simply write "See CV" on the employer's application form because it may be considered an incomplete form.
- When attending job interviews, having copies of your CV with you. Providing a copy to each of the members may facilitate interview questions and assures that each person is aware of your qualifications and experiences.

NEXT STEPS

- ✓ Come to the MU Career Center to talk with someone about your career planning and to schedule a mock interview.
- ✓ Visit our Handouts link on <http://career.missouri.edu/resources> to download other handouts in our Job Search Preparation series.

Truman Tiga

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EDUCATIONAL BACKGROUND

Master of Arts in Counseling Psychology

University of Missouri; Columbia, Missouri

Expected Date of Graduation: May, 2012

Emphasis in Career Development and Organizational Development & Change

Bachelor of Arts in Psychology, Cum Laude

University of Toledo; Toledo, Ohio

Graduation Date: August 2006

Cumulative G.P.A. 3.82/4.0

CONTINUING EDUCATION

Criminal Justice Training and Education Center, Toledo, Ohio

Basic Corrections Academy, 120 hrs (March 2005)

Treatment Planning 8 hrs (August 2004)

Youths, Drugs, and the Community's Response 18 Hrs (December 2002)

PROFESSIONAL EXPERIENCE

Counselor

Counseling and Health Services, Westminster College

Fulton, Missouri, August 2009—Present

Provided individual counseling services to student population with various presenting concerns. Maintained accurate case notes on clients' presenting problems and progress throughout counseling. Created a structured assessment procedure for students referred for substance abuse concerns. Performed assessments of substance use for referred students. Designed and implemented qualitative and quantitative research on the substance use habits of the student body.

Adolescent Support Worker

Center for Adolescent Psychology and Learning

Lawrence, Kansas, May 2006—December 2006

Provided one-on-one services to adolescents referred through the state's Social Rehabilitative Services (SRS). Counseled and assisted youth in assessing strengths and needs in developing personal goals and achievement strategies. Actively participated as a team member in the SRS reviews to devise treatment plans for clients. Provided crisis counseling, behavior modification, life skills education, and acted as a positive role model of healthy relationships. Documented service delivery.

SUPERVISION EXPERIENCE

Counseling Psychology Practicum, University of Missouri

Columbia, Missouri, Fall 2009 and Spring 2010

Provided weekly individual supervision to two Masters level graduate students (one in each semester) participating in Career Counseling practicum. Assisted in the conceptualization and development of treatment plans for students' clients. Facilitated students' professional

development and counseling skills. Graded students' progress and overall counseling skills. Accumulated 22 hours of direct supervision.

Counseling Methods and Practice, University of Missouri

Columbia, Missouri, Spring, 2010

Provided live supervision to two Masters level students participating in counseling skills course. Observed individual counseling sessions from one-way mirror and intervened the counseling session when required. Facilitated students' professional understanding and growth through feedback and individual supervision. Received nine hours of group supervision focusing on professional development and ability as supervisor. Provided 17 hours of live supervision.

RESEARCH EXPERIENCE

University of Missouri,

Columbia, Missouri, August 2009—present

Self-Perception of Physical Well-Being Scale. Worked as part of research team in creation of a scale designed to measure college students' perception of their physical well-being. Involved in defining concepts like physical well being, creating scale and scale items, administering scale to participants, running factor analysis of the data, and writing research proposal and results.

Career Development of Women

Involved in a group research project that examines the impact of summer physics academy on female high school students' career development through qualitative interviews and analyses.

Career Counseling and Planning Services, University of Kansas,

Lawrence, Kansas, May 2007—July 2008

KU Major Card Sort

Created a card sort consisting of undergraduate majors offered in the University.

TEACHING EXPERIENCE

ESCP8000 Measurement of Interest and Personality, University of Missouri

Columbia, Missouri, Fall 2009

Co-Instructor

Planned and presented lectures and activities on the Minnesota Multiphasic Personality Inventory (MMPI-2), Strong Interests Inventory, Myer-Briggs Type Indicator, and NEO –PI, as well as writing assessment reports, ethical considerations of testing, and clinical interviewing. Constructed and graded tests and assessment report assignments.

A354 Introduction to Educational Statistics, University of Missouri

Columbia, Missouri, Summer 2009

Teaching Assistant

Led help sessions for students taking introductory level statistics course. Graded all homework assignments and tests. Maintained accurate records of grades on computerized database.

PROFESSIONAL PRESENTATIONS

Career Centers for the Future, University of Missouri

Columbia, Missouri, February, 2010

Potential Additive Benefits of Using “My Vocational Situation” and “Hope” Scale in Career Centers
Presented poster session discussing the benefits of using the “My Vocational Situation” and “Hope” Scale together as diagnostic assessments to increase the potential of effective client treatment. The presentation stimulated interesting discussion among the participants who are career center staff of many universities.

PROFESSIONAL ORGANIZATIONS

American Psychological Association, University of Missouri

Columbia, Missouri, August 2009—Present

Student Affiliate: Division 17-Counseling Psychology

Division 14-Society for Industrial and Organizational Psychology

Counseling Psychology Student Organization, University of Kansas

Lawrence, Kansas, August 2006—July 2007

President

January 2007—July 2007

Led committee and organized activities together with other offices. Facilitated monthly committee meetings. Planned and implemented departmental orientation program for incoming students.

Editor, Journal of Contemporary Counseling

August 2006—July 2007

Coordinated process of gathering, selecting, editing and printing articles. Edited articles for content and adherence to APA format. Communicated with authors on changes required and desired.

Homepage Committee Member

October 2006—July 2007

Participated in creating the original version of the Counseling Psychology Student Organization homepage.

PUBLICATIONS

Tiga, T., & McDaniels, R, (2009), Career centers of the future: Recognizing our potential through technology. *Journal of ABC*, 25(2), 89-100.