**Name**

Address Line 1 phone number

Address Line 2 email

**EDUCATION**

**Name of University**, City, State Graduation Year

**Doctoral Degree**, Concentration: (if necessary)

Dissertation Topic:

**Name of University**, City, State Graduation Year

**Name of Masters Degree**, Concentration: (if necessary)

Thesis Topic: (if necessary)

**Name of University**, City, State Graduation Year

**Name of Bachelors Degree**; graduation honors (if necessary)

Major: Minor: (if necessary)

**CERTIFICATIONS & LICENSES**

**Name of certification**, Certifying organization date issued- present (or expiration date if not present)

License Number: (if applicable)

**Name of certification**, Certifying organization date issued- present (or expiration date if not present)

Certification Number: (if applicable)

*Example:*

**Global Career Development Facilitator**, National Career Development Association May 2016-present

Certification Number: LJP 2561097

**Certified Career Services Provider**, National Career Development Association June 2014-present

**PROFESSIONAL AFFILIATIONS**

**Your position with the organization**, name of organization Dates you have held membership

*Example:*

**Member**, American Psychological Association July 2014-present

**New Member Co-Chair**, International Committee for Women January 2013- present

**SERVICE**

*You may break this section into multiple sections such as professional service, academic service, community service*

**Your position with the organization**, name of organization Dates you have held membership

* Description of your position’s responsibilities
* Results of your work in relation to the organization or in relation to a skill you developed

**Your role on committee**, organization Dates

* Description of your responsibilities as committee member
* Results of your work in relation to the organization or in relation to a skill you developed

**Your Title**, Name or company/organization, city, state dates you volunteered

* Explain your role as a volunteer
* Results of your work in relation to the organization or in relation to a skill you developed

*Example:*

**New Member Co-Chair**, International Committee for Women January 2013- present

* Collaborated with 3-person committee to design professional development and mentoring experiences for new professionals in the field of psychology
* Created LinedIn group and marketing group to gain participation from involved parties, allowing new professionals to post questions for seasoned veterans to answer

**Volunteer**, PA Career Link August 2013- present

* Taught 4 career-related workshops per year to unemployed members of the community
* Provided community with job search training including resume and cover letter writing, social media use, interview strategies and salary negotiation tactics. Met with workshop attendees one-on-one to discuss specific strategies if requested.

**EXPERIENCE IN ACADEMIA**

Include Independent study, course work not otherwise highlighted on the CV in this section or roles held as faculty, staff and/or administration throughout career.

Name of university, city, state Dates

Your Title

Summarize your responsibilities in 1-5 lines.

* Use bullets to highlight areas of your work that would be of interest to the reader
* Begin each bullet with an action verb: manage, perform, create, provide, assist, etc.
* Be as detailed as possible
* Be sure to describe your job duties in a meaningful way and quantify wherever possible

*Examples:*

**RESEARCH EXPERIENCE**

Name of Organization/University and Department Dates

Your Title

*Head Researcher(s)*:

Summarize the research that was conducted using 1-5 lines

* Your role in the research (what were you specifically responsible for)
* Results of your work

*Examples:*

University of Miami, Department of Psychology, Miami, FL September 2015- September 2016

**Research Assistant**

*Head Researcher*: Christian DePaul, Ph.D.

Assisted Dr. DePaul with an anxiety research project examining effects of political climate on individual’s perception of anxiety.

* Served as action-facilitator, creating anxiety-response behaviors in subjects during videotaped sessions. Subsequently coded videotaped session and assisted with analysis and dissemination of findings
* Determined individuals awareness of politics and political affiliation has effect on perceived anxiety levels in subjects studied

**TEACHING EXPERIENCE**

Name of University, Organization or School you taught for Dates

**Your Title- Title of class you taught**

# of credits, # of sections, # of students

* Course description
* Description of how you taught the course (what you focused on, assignments you created)

*Examples:*

University of Miami, Department of Psychology, Miami, FL September 2015- September 2016

**Teaching Assistant- Introduction to Psychology**

3 credits, 2 sections, 150 students

* This course offers students an engaging introduction to the essential topics in psychology. Throughout this study of human behavior and the mind, you will gain insight into the history of the field of psychology, as well as explore current theories and issues in areas such as cognition, motivation, and wellness.
* Assisted in designing in-class activities and out-of-class assignments for use both in class and online
* Participated in classroom instruction and delivered 5 lectures on schizophrenia and other personality disorders
* Graded exams, papers and assignments. Provided individual tutoring when asked.

**RELEVANT PROFESSIONAL EXPERIENCE**

Name of company/organization, city, state Dates

**Your Title**

Summarize your responsibilities in 1-5 lines.

* Use bullets to highlight areas of your work that would be of interest to the reader
* Begin each bullet with an action verb: manage, perform, create, provide, assist, etc.
* Be as detailed as possible
* Be sure to describe your job duties in a meaningful way and quantify wherever possible

*Example:*

Private Practice, Media, PA May 2013-present

**Owner**

Provided individual therapy to children, adolescents and adults. Hired and supervised 3 counselors

* Conducted couples and family therapy sessions
* Facilitated clinical case consultations with psychotherapists and clinical psychologists
* Consulted with 3 local school districts advising on psycho-educational best practices

**PRESENTATIONS**

*List presentation you have given/co-presented using APA 6 format*

*Examples:*

Long, J., Esmond, E., & Seltzer, B (2017. December). Competencies: Is it more than just a

 buzzword?. Invited panelist at bi-annual meeting of Delaware Valley Career Planners,

 Bryn Mawr College, Bryn Mawr, PA.

 Manigo, J. and Long, J. (2017, September). Beyond the classroom: A collaborative pilot to unify

 Learning assessment across six academic support units. Invited presentation at the Drexel University

 Annual Conference of Teaching and Learning Assessment, Philadelphia, PA.

Long, J. and Mitchell, S. (2016, June). *Counseling to type: Factoring introversion, extraversion, and even*

 *‘ambiversion’ into the career development equation.* Invited presentation at the Eastern Association of

 Colleges and Employers (EACE), Philadelphia, PA.

**PUBLICATIONS**

*List publications you have written/co-written using APA 6 format. Publications may include academic work/blog posts/Posts on media forums*

*Examples:*

“The year of thinking critically: NACE career assessment in action,” August 10, 2016.

“Counselor or editor: when does ‘wordsmithing’ stop serving our students?,” February 8, 2016

“Career advising for introverts: Should it be different?,” October 6, 2015

**AWARDS**

**Award Name**, Sponsoring Organization Dates

* Description of award and regional information (is the award national, regional, international)
* Explanation of award’s selectivity, “presented to 1 researcher nationally each year”

**Scholarship Name,** Sponsoring Organization Date

Total Scholarship/Award Amount: $2,500

* Description of award and regional information (is the award national, regional, international)
* Explanation of award’s selectivity, “presented to 1 researcher nationally each year”

*Example:*

**Teacher of the Year**, Marple Newtown School District June 2010

* Awarded to a teacher who demonstrates excellence in teaching, service and compassion for his/her students. Awardees must be nominated by an administrator and a member of the community.
* Awarded to one teacher with in the school district each year

**Katy Dean Travel Support Award**, University of Miami, School of Education July 2014

Award Total: $3,500

* Selected from a pool of 2,000+ applicants based on strength of personal statement and application
* Awarded to 3 graduate students interested in teaching abroad each academic year

**OTHER PROFESSINOAL EXPERIENCE**

*In this section, include additional types of professional/academic experiences you have had that are not already listed on the CV but apply directly to the job/application you are submitting. Format the same as the Professional Clinical Experience section.*