

## QUICK TIPS

# Curriculum Vitae

## { WHAT IS A CURRICULUM VITAE? }

A curriculum vitae (also known as a CV) is a comprehensive document emphasizing academic and professional qualifications and activities. A CV is a more detailed document than the resume. It is also known as an academic or research resume. Individuals with masters and doctoral degrees will often be required to submit a CV when applying for teaching or research positions at colleges, universities, or research institutions. Undergraduate students may wish to use a CV when applying to graduate school.

## { CURRICULUM VITAE WRITING TIPS }

- **Interest or Teaching Competencies:** CVs may begin with a short section specifying Fields of Interest or Teaching Competencies (instead of Personal Objective with which resumes often begin).
- **Teaching and Research Experience:** On a CV it is appropriate to describe both teaching and research experience in detail (on a resume this is usually not appropriate). If applying for a position that primarily involves research, describe researching experiences first; if the reverse is true, put teaching experience first.
- **Work Experience:** Work experience not directly relevant to research/teaching/academic opportunities should be omitted or described only briefly on a CV.
  - *Include these work experience only if you feel that some aspects of your personal history may be relevant and of potential interest to your readers.*
- **Length:** The amount of content dictates the length of a CV. A recent graduate or beginning faculty member may write a CV that is two to four pages in length; however, an experienced faculty member may have a CV that spans ten or more pages.
- **Organization:** Just like writing a resume, when organizing a CV it is important to present your qualifications and achievements in a clear and organized manner. Use appropriate section headings and think about their order. Place the most important sections first as they receive the most emphasis. There is no universal order of sections for a CV. Be conscious of formatting. Your formatting should be easy to read, consistent, and should not distract from the content of your CV.

## { COMMON SECTIONS }

- ◆ **Contact Information**– Name, street address, email address, phone number, URL link to professional portfolio (if applicable)
- ◆ **Objective**– Professional or career objective
- ◆ **Education**– Include schools, locations, degrees, dates of graduation
- ◆ **Thesis**– Doctoral dissertation, masters thesis, masters project
- ◆ **Certifications**– Include any certifications or licenses applicable to your field
- ◆ **Honors/Awards**– Academic awards, distinctions, fellowships, honors, grants
- ◆ **Competencies**– Areas of expertise, committee leadership, departmental leadership, faculty leadership, professional activities, research interests, reaching interests
- ◆ **Experience**– Administrative experience, consulting experience, professional experience, research and teaching experience, other related experience, advising/mentoring
- ◆ **Publications**– Journal articles, chapters, edited volumes, articles for online magazines
- ◆ **Presentations**– Conference presentations, convention addresses, workshop presentations
- ◆ **Professional Memberships**
- ◆ **Service**– Can include both on-campus service and service to professional organizations outside of the university
- ◆ **Skills/Languages**– Relevant computer skills, languages, technical skills, lab skills, and research skills
- ◆ **Educational Travel**– Names of countries, dates, purpose (typically, only include if relevant to the position for which you are applying)
- ◆ **Discipline-Specific Sections**– Different disciplines may utilize additional sections such as performances, exhibits, film production highlights, etc.

SCAN THE QR CODE FOR ADDITIONAL CAREER SERVICES RESOURCES



## CAREER SERVICES

North Carolina Central University | 1801 Fayetteville Street | PO Box 19585 | William Jones Building, Lower Level  
Durham, North Carolina 27707 | (919) 530-6337 | [nccucareerservices@ncsu.edu](mailto:nccucareerservices@ncsu.edu)

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Highland Park, NJ 08906  
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**ACADEMIC BACKGROUND**

Ph.D., Counseling and Human Development  
Rutgers University, New Brunswick, NJ  
Graduate School of Applied and Professional Psychology, May 2002  
Dissertation: "The Increasing Demands on Campus Rehabilitation Centers."

M.A., Psychology  
Rutgers University, New Brunswick, NJ, May 2000

B.A., Psychology  
Skidmore College, Saratoga Springs, NY, May 1998

**AREAS OF EXPERTISE AND TEACHING**

Behavioral Counseling and Psychotherapy  
Clinical Assessment and Measurement  
Rehabilitation and the Disabled  
Rehabilitation Counseling and Research  
Vocational Psychology

**PROFESSIONAL OVERVIEW**

*Assistant Professor, Counselor Education Department*  
University of Maryland, College Park, MD, September 2002-Present  
Responsible for teaching and program development in master's and doctoral degree programs in rehabilitation, community-based programs and counseling psychology.

*Director of the University of Maryland Counseling Center*  
University of Maryland, College Park, MD, January 2004- Present  
Responsible for budget design and maintenance, staffing, policies and evaluation of the 12-member counseling staff.

*Staff Counselor, Douglass College Counseling Center*  
Rutgers University, New Brunswick, NJ, September 2000 – May 2002  
Responsible for counseling and psychological evaluations for the university community, primarily undergraduate students.

**PROFESSIONAL SERVICE**

*University of Maryland, College Park, MD, September 2005- Present*  
Chair, Search Committee for University Counseling Committee  
Co-Chair, Graduate Admissions Counsel

Jonathan R. Gernert  
page 2

*U.S. Department of Education, Washington DC, July 2001- August 2004*  
Consultant, Rehabilitation Grants Program

**PUBLICATIONS**

*Handbook on Rehabilitation Programs for the Disabled*, Jonathan R. Gernert, Comstock Publishing House, New York, NY, 2003.

"The Realities of Rehabilitation Centers," Jonathan R. Gernert and Sarah Clemmons, *Rehabilitation Counseling Bulletin*, 2004, vol. 113.

"Interview Techniques for Rehabilitation Counselors," Jonathan R. Gernert, *Journal of Applied Rehabilitation Counseling*, October 2001, Vol. 86, No. 4.

"In-Service Training for Campus-Based Counseling Centers," Jonathan R. Gernert and Allen Franklin, *The Personnel and Guidance Journal*, January 2000, Vol. 12.

**PRESENTATIONS**

"Interview Behavior and Client Outcome," Eastern Association for Counselor Education and Supervision Annual Conference, Baltimore, MD, February 2005.

"The Role of the Supervisor in Counseling Centers," American Personnel and Guidance Association National Convention, Kansas City, KS, April 2001.

**AFFILIATIONS**

American Association of University Professors  
American Education Research Association  
American Personnel and Guidance Association  
American Rehabilitation Counseling Association  
National Rehabilitation Association

**DISTINCTIONS**

Magna cum laude  
Phi Beta Kappa  
President, Rutgers Graduate Student Association, 2001-2002

**LICENSURE**

Certified counseling psychologist, Maryland State Board of Psychology  
Licensed psychologist in the states of Maryland and New Jersey  
Rehabilitation counselor, certified by the National Commission on Rehabilitation Counseling

*Adapted from: Rutgers University Career Services*

# Sample Curriculum Vitae