

## **Behavioral Sciences – Instructions for CV Outline**

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As you are creating and developing your CV, remember to keep in mind 1) what your CV will be used for, 2) who will be viewing your CV, and 3) what is common for your specific field of study/industry. This will help you in deciding the content, format, and organization of your CV.

### **EDUCATION**

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List all degrees (earned or in progress) in reverse chronological order. Include the degree type and major, institution, city and state of institution (and country if applicable) and the month and year degree was or will be awarded/conferred. If a degree is still in progress, include the anticipated month and year of award/conferral date (i.e. - Anticipated May 2023).

CVs emphasize academics and scholarly activity, so be sure to utilize this section effectively. Provide more details for the most recent and/or most relevant degrees.

You can include any minors, specializations, GPA, academic honors, clubs, academic scholarships, relevant coursework, dissertation and/or theses topics. If you have extensive academic awards, honors, and scholarships, you may want to separate those out into their own sections on your CV.

### **LICENSES & CERTIFICATIONS**

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List any relevant and industry-specific licenses and/or certifications that you hold in this section. List them in reverse chronological order, and include the name of license, accrediting or certifying agency/organization, and date it was obtained and expires (if applicable). Do not include expired certificates/licenses unless you are in the process of renewing it. Avoid using abbreviations and acronyms unless they are commonly used and known in your field.

### **TEACHING EXPERIENCE**

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If you are currently working within or applying for a higher education faculty position, you will want to emphasize your higher education teaching experience on your CV. You can include all higher education teaching experience under one section called “Teaching Experience” or “University Teaching Experience”.

If you have extensive teaching experience at the higher education level, you could separate teaching experience into two sections: full-time/contractual and part-time positions. Tenured or full-time/contractual faculty positions are commonly categorized as “Professional Teaching Appointments” or “Faculty Appointments”. Part-time teaching positions, such as adjunct, guest lecturer, instructor, GA, TA, and Teaching Fellow would need to be included in an “Additional Teaching Experience” or “Adjunct Teaching Experience” section.

With each faculty position, you can choose to include a brief description of skills, duties, and responsibilities (optional). You could use this brief description to emphasize class sizes, course levels (undergraduate, graduate), teaching formats (face-to-face/residential, online, hybrid), curriculum development, student assessment and advising, integrating technology, collaboration with faculty/departments, and other unique responsibilities or skills that can make you stand out.

## **COURSES TAUGHT**

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List any higher education courses that you have taught here. You can categorize various ways: by university/college, course level (undergraduate, graduate), type (residential, online, hybrid). For internal CVs used within your university/college, you may want to include course abbreviations, course numbers, and course names. For external use (outside of your institution) you may want to just use course name and level, as course numbers may vary from institution to institution. You can also include semester and year taught for each course.

## **PUBLICATIONS**

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Academic publications are a major element of working in academia, especially in research-based institutions. Publications help you and your department to gain funding for further research and help you to gain recognition and acknowledgement as an expert in your field of study.

List any academic published works that you have authored or co-authored in this section. Use the bibliographic citation for each work in the format appropriate for the work and the specific field of study, such as APA, MLA, Turabian. List these in reverse chronological order within the section. If a work is not published yet, it can be further noted as: unpublished manuscript, work in progress, work in-progress/forthcoming, work under review/submitted manuscript.

Publications can be divided into separate sections or subsections in the CV:

Refereed / Peer-Reviewed

Books

Book Chapters

Scholarly Articles\*

Contributions

Dissertation

Thesis / Theses

Other Publications (these would be non-academic, such as magazines, op eds, white papers, etc)

*\*note: all Peer-Reviewed are Scholarly, but not all Scholarly are Peer-Reviewed*

## **PRESENTATIONS**

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Academic presentations are a major role of faculty in higher education and should be included in a CV. Presentations could include conference lectures, academic research presentations (oral and poster), and industry organization public speaking engagements. List presentations in reverse chronological order within each section or subsection. Like the “Publications” sections, use the bibliographic citation for your field of study to list your presentations in the CV. For the most relevant presentations, you may want to include a brief description of the presentation in the CV.

You may want to separate Presentations into two subsections:

Campus Talks (own campus/university)

Invited Talks (other institutions or organizations)

## **RESEARCH EXPERIENCE**

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Include any academic or industry research experience in this section. This could include doctoral research, dissertation and theses topics, undergraduate research projects, research fellowships, and other relevant academic research experience.

See the CV Outline for an example of how to list these entries in this section. You should include your role/title, institution, department, and dates of research. You can include a brief description of the research topic, nature of the research, methodologies, purpose, and how the research findings were presented. If you collaborated with faculty on research projects or mentored student researchers, you can include that research information as well in this section.

Keep in mind that if you are working for or applying for a position in an R1 or research-based institution, you may want to move this section higher up within the CV to be seen earlier in the document. Again, your CV is unique and needs to demonstrate your value to the institution.

## **GRANTS, AWARDS, & SCHOLARSHIPS**

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If you have obtained any academic awards, honors, scholarships, and grants, you want to include these on your CV. You may combine these altogether or you may want to separate these out into individual sections of the CV, depending on your achievements and what you want to emphasize. If you have earned any institutional or professional recognition as a faculty member, such as Excellence in Teaching, Who's Who Among..., or recognized by professional associations, you can also include those in your CV. You will want to include the name of the grant, award, or scholarship, along with the granting institution or organization, and the date awarded. For grants and scholarships, you should include the amount funded.

*Note:* Academic awards, honors, or scholarships could be included in the Education section instead; Research-based grants and funding could be included in the Research section instead.

## **UNIVERSITY SERVICE**

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In addition to class instruction, as a faculty member for a higher education institution, you may have opportunities to serve the students or campus in a variety of ways. On a CV, you can categorize these opportunities as "University Service" or "Campus Service". In this section, you can include any departmental or college/university service, such as serving on various committees/councils, advisory positions, accreditation teams, student groups, clubs, and other campus activities. List these in reverse chronological order and include your role/position/title, name of department/committee/club, name of institution, and dates of service.

## **PROFESSIONAL AFFILIATIONS & MEMBERSHIPS**

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In this section, list your professional organization affiliations or memberships, especially those in which you have served in leadership roles.

Include the name of the affiliation/membership, your role (if applicable) and dates. Typically, avoid using abbreviations or acronyms unless they are commonly used in your field of study.

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## **ADDITIONAL WORK EXPERIENCE**

This section is used to list any additional paid work experience outside of post-secondary teaching, academics, and research that has already been listed on your CV.

You will want to include the position, employer, city and state, and the start and end dates. List these in reverse chronological order, most recent to oldest. You can include a description highlighting relevant skills used, responsibilities/duties performed, and measurable achievements that you would want to emphasize within each position.

You may want to rename this section to be more specific as to the nature of the work if desired, such as “Clinical Counseling Experience”. See the CV Outline for examples of content in this section.

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## **COMMUNITY SERVICE**

In this section, list any additional community service and volunteer opportunities (outside of your institution). Include your position, employer/organization, city and state, and the start and end dates, just as you did in the work experience section. List these in reverse chronological order, most recent to oldest. You do not need to include any additional descriptions in these listings, unless you want to highlight any relevant skills, experiences, or achievements.

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## **REFERENCES**

Listing references on your CV is optional. If choosing to list your references, you may want to consider including at least one of each type of reference: professional, academic, and character/pastoral. When listing references, include their name, employer, position held, relationship to you, along with address, phone, and email.

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## **OPTIONAL SECTIONS**

Personal Statement / Professional Summary

Languages

Professional Development

Conferences Attended

Study Abroad / International Experience

Other section(s) based on institution focus or position application requirements

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### **Reminders on CV Formatting:**

- Create CV in a blank Word document; Email/Attach as PDF document
- 1” margins throughout; basic font style and size (Times New Roman, 12 pt)
- Use consistency throughout CV (fonts, spacing, dates, headings, etc.)
- Format for easy readability and for ATS

See [Handshake Resource Library \(Behavioral Sciences category\)](#) for additional resources.