****

**Curriculum Vitae (CV) Design and Sample**

**CURRICULUM VITAE VS. RESUME**

|  | **Curriculum Vitae** | **Resume** |
| --- | --- | --- |
| **Purpose** | Summarize educational and professional experiences including publications, presentations, professional associations, activities, and honors | Outline relevant work, academic, and volunteer experiences |
| **Focus** | Comprehensive documentation of academic and related development | Connect your knowledge, skills, abilities, and achievements to a specific position or company |
| **Length** | Generally two pages for undergraduate students and three or more pages for professionals  | One page for undergraduate students |
| **Objective Statement** | No | Optional  |
| **Utilize For** | Graduate school admissions, graduate assistantships, and positions in academia | Post-educational experiences |

Adapted from Penn State Career Services at University Park

**CURRICULUM VITAE CATEGORIES**

**Applicant Information**

Include your name, address, phone number, and email address. Place your name on each page and use page numbers on all pages except the first.

**Education**

 List your college degrees including program, name of institution, and graduation date.

**Honors and Awards (Grants, Fellowships, Patents, etc.)**

Highlight research-related and dissertation-supported grants, fellowships, awards, and patents.

**Research Experience**

Briefly describe research projects, including names of university, professors, techniques, and dates.

**Teaching Experience**

 Describe where, what, and when you have taught and your title (i.e. teaching assistant).

**Publications and Presentations**

List publications using standard citations. Include title, date, and location for presentations.

**Related Professional Experience**

 Highlight work experience that relates to your field of study.

**Professional Organizations or Memberships**

 Showcase related organizations to which you belong.

**Languages**

 Describe your language skills using: native, fluent, proficient or working knowledge.

**References**

 List professional references, their contact information, and how you have previously worked together.

**Curriculum Vitae (CV) Sample**

(Note: Section headings and order should be customized to highlight your skills and experiences.)

**Campbell Trippe**

123 Main Road, Anywhere, CA 22222 | (555) 555-5555 | CAT123@psu.edu

**Education**

**Penn State Erie, The Behrend College** May 2017

Bachelor of Science in Psychology Overall GPA: 3.69

Concentration in Human Factors Major GPA: 3.94

**Honors and Awards**

Penn State Behrend, Council of Fellows Undergraduate Student Research Award Fall 2017

 Awarded for demonstrating proficiency and ingenuity in undergraduate research

Christopher M. Geitner AwardSpring 2016

Awarded for demonstrating extraordinary characteristics of leadership and civility

**Research Experience**

**Trippe, C.,** Senat, A. Blasko, D. (Supervisor), & Lum, H. (Supervisor). (Fall 2016). Way to go: Spatial navigation in a virtual environment. *Penn State Erie, The Behrend College, Undergraduate Research Grant.* $1,400. Funded.

**Trippe, C.,** Ohio, B., Senat, A., Blasko, D. (Supervisor), & Lum, H. (Supervisor). (Summer 2016). Navigating your way through a virtual world. *Penn State Erie, The Behrend College, Undergraduate Research Grant.* $3,500. Funded.

**Trippe, C.,** Carriage, C., Ohio, B., Blasko, D. (Supervisor), & Lum, H. (Supervisor). (Spring 2016). Finding your way in the world: The role of spatial intelligence (3). *Penn State Erie, The Behrend College, Undergraduate Research Grant.* $2,100. Funded.

Amic, E., **Trippe, C.,** Almy, D., Smith, F., & Kazmerski, V. (Supervisor). (Spring 2016). A less social you: Is social media affecting your well-being? *Penn State Erie, The Behrend College, Undergraduate Research Grant.* $320. Funded.

**Teaching Experience**

Elementary Statistics in Psychology (Psych 200) Teaching Assistant Fall 2016 - Present

Penn State Erie, The Behrend College

Tutored individual students, held study sessions, and exam reviews

Introduction to Psychology (Psych 100/100H) Teaching Assistant Fall 2015

Penn State Erie, The Behrend College

Taught class when professor was unavailable, tutored individual students, held study sessions, and exam reviews

**Publications and Presentations**

**Trippe, C.,** Ohio, B., Senat, A., Blasko-Drabik, H., Ohashi, M., Blasko, D., & Lum, H. (Spring 2016). Navigating your way through a virtual world. *Pennsylvania State University, Erie The Behrend College Sigma Xi Research and Creative Accomplishment Conference,* Erie, PA. ***(First Place)***

Campbell Trippe, Page 2

**Publications and Presentations - Continued**

**Trippe, C.,** Ohio, B., Senat, A., Carriage, C., & Kazmerski, V. (Spring 2016). Awkward: Is social media creating a less social you? *Pennsylvania State University, Erie The Behrend College Sigma Xi Research and Creative Accomplishment Conference,* Erie, PA. ***(First Runner-Up)***

Lum, H., **Trippe, C.,** Core, G., Otto, H., & Muse, L. (2015) Sit, down stay! The comparison of virtual, robotic, and live entities for human-animal and human-technology interactions. *Proceedings of the Human Factors and Ergonomics Society Annual Meeting. 59(*1). SAGE Publications.

**Related Professional Experience**

Psychology Lab Attendant, Pennsylvania State University, Erie, The Behrend College Spring 2014 - Present

Answer general questions as well as greet and direct student and faculty traffic

Schedule student and research participant appointments

Research Intern, David Sarkus InternationalSummer 2016

Donora, PA

Conducted extensive research related to human factors, industrial/organizational psychology topics, and business operations

Collaborated in the preparation of a research paper for publication

Undergraduate Research Assistant, Visualization Assessment and Training Lab Spring 2014 - Summer 2016

Erie, PA

Conducted two behavioral studies aimed at identifying common visualization errors among students

Analyzed data in SPSS and reported findings at regional, national, and international conferences

**Professional Organizations**

Human Factors and Ergonomics Society (HFES) Fall 2015 - Present

Psi Chi National Honors Society in Psychology Spring 2015 - Present

 Chapter Secretary, 2016

**Languages**

English, Native

Spanish, Fluent

**References**

**Heather Lum,** Assistant Professor of Psychology/Research Mentor

Penn State Erie, The Behrend, 4701 College Drive, Erie, PA 16563

hcl11@psu.edu; (814) 898-6666

**Dawn Blasko,** Executive Director of University Faculty Senate/Former Research Advisor

Penn State Erie, The Behrend, 4701 College Drive, Erie, PA 16563

dgb6@psu.edu; (814) 898-6667

**David Sarkus,** Motivational Saftey Speaker/Former Research Collaborator

David Sarkus International, PO Box 137, Donora, PA 15033

dsk@davidsarkus.com; (724) 555-1234