

Graduate School Curriculum Vitae Procedures and Sample

DECIDE BETWEEN A CURRICULUM VITAE AND A RÉSUMÉ:

Typically Speaking:	Resume	Curriculum Vitae
Purpose	Outline your relevant work, academic, and volunteer experiences	Summary of educational and professional experiences including publications, presentations, professional associations, activities and honors
Length	One page at the undergraduate level	Generally three or more pages for professionals; two pages for undergraduate students is common
Focus	Connect strengths: your knowledge, skills, abilities and achievements, to a specific position or company	Comprehensive biographical documentation of professional life
Use an Objective Statement?	Optional	No
Used in these types of applications:	Professional experiences	Academic positions, graduate school admissions, graduate assistantships

Adapted from Penn State Career Services at University Park

WHEN MAKING A CV, WHAT SECTIONS COULD YOU INCLUDE?

- Professional licenses or certification
- Academic or professional presentations
- Education: post graduate, graduate and undergraduate degree
- Related extracurricular activities
- Listing of relevant course work
- Professional and association memberships
- Educational or Professional awards
- Community involvement
- Research, laboratory experience and related skills
- Work experience - paid or volunteer
- Description of thesis or dissertation, papers written
- Technical and specialized skills
- Publications
- Travel / exposure to cultural experiences as related to goals
- Foreign language
- Skills
- References

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HOW DO YOU FORMAT A CV?

Remember an undergraduate student applying to graduate studies usually has a two or three page CV.

Start with the sections listed above and follow the same process as [building your resume](#).

Campbell Trippe

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Anywhere, CA 22222
(555) 555-5555
ABC123@psu.edu

Education

B.S., Psychology-Concentration in Human Factors *May 2017*
The Pennsylvania State University, Erie, PA, *GPA 3.69; Major GPA: 3.94*

Employment

Undergraduate Research Assistant *Spring 2014 - Present*

Visualization Assessment and Training Lab, Pennsylvania State University
Completed IRB training and conducted 2 behavioral studies while assisting in writing 2 grants
Analyzed data in SPSS and presented research at 2 conferences
Assisted in training 4 Research Assistants

Psychology Lab Attendant *Spring 2014 - Present*

Psychology Lab, Pennsylvania State University
Directed students to faculty offices, greeted, cleaned computer monitors and keyboards, answer general questions

Intern *Summer 2016*

David Sarkus International, Pittsburgh, PA
Conducted extensive research related to human factors, industrial/organizational psychology topics, and business operations
Aided in preparation of a research paper for publication

Teaching Experience

Teaching Assistant *Fall 2016 - Present*

Elementary Statistics in Psychology (Psych 200), Pennsylvania State University
Tutored individual students, held study sessions and exam reviews

Research Grants

Trippe, C., Ohio, B., Senat, A., Blasko, D. (Supervisor), & Lum, H. (Supervisor). (Summer 2016). Navigating your way through a virtual world. Pennsylvania State University, Undergraduate Research Grant. \$3,500. 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? Pennsylvania State University, Undergraduate Research Grant. \$320 Funded.

White, M., **Trippe, C.**, Otto, H, Blasko, D. (Supervisor), & Lum, H. (Supervisor). (Spring 2015). Finding your way in the world: The role of spatial intelligence. Pennsylvania State University, Undergraduate Research Grant. \$2,100. Funded.

Conference Papers and Presentations

Trippe, C., Bowser, N., Dodds, D., Benedict, J, Blasko-Drabik, H., Ohashi, M., Blasko, D., & Lum, H. (Spring 2016). *Navigating your way through a virtual world*. Poster session presented at Penn State Behrend Sigma Xi Research and Creative Accomplishment Conference, Erie, PA.

Trippe, C., Harris, M., Bowser, N., Dodds, D., Mink, K., Blasko, D., & Lum, H. (Spring 2015). *Navigating the STEM world: Psychological readiness, flexible mindset, and self-efficacy in spatial performance*. Paper presented at the Western Pennsylvania Undergraduate Psychology Conference, Erie, PA.

Relevant Coursework

Engineering Psychology	Introduction to Developmental Psychology
Introduction to Programming Technology: C++	Basic Research Methods in Psychology
Introduction to Elementary Statistics	Advanced Research Projects in Psychology
Calculus with Analytic Geometry 1	Animal Minds
Human Factors Psychology	Honors Introduction to Psychology
Cross Cultural Psychology	Introduction to Game Design
Introduction to Sensation and Perception	Introduction to Cognitive Psychology
Honors Introduction to Abnormal Psychology	Forensic Psychology

Honors and Awards

First Place, Poster Presentation *Spring 2016*

Received award at Penn State Behrend Sigma Xi Research and Creative Accomplishment Conference

Dean's List *Fall 2013, Fall 2014, Spring 2015, Fall 2015, Spring 2016*

Student Leadership Roles

Treasurer *Spring 2015 – Present*

Behrend Students Against Violence Everywhere (S.A.V.E.)

President *Fall 2015 – Spring 2016, Membership Vice President* *Fall 2014-Spring 2015*

Gamma Sigma Sigma National Service Sorority, Eta Xi Chapter

Student Memberships

Academic Affairs Committee, Member *Fall 2016 - Present*

Pennsylvania State University

Human Factors and Ergonomics Society (HFES), Student Member *Fall 2015 – Present*

Service and Outreach

24 For A Cure *November 2013/14/15*

Danced in 24-hour Penn State Behrend dance marathon to raise funds for the Pennsylvania State University THON dance to benefit children with cancer

TWLOHA Event *November 2013*

Brought the To Write Love On Her Arms campaign to Pennsylvania State University, Erie, PA