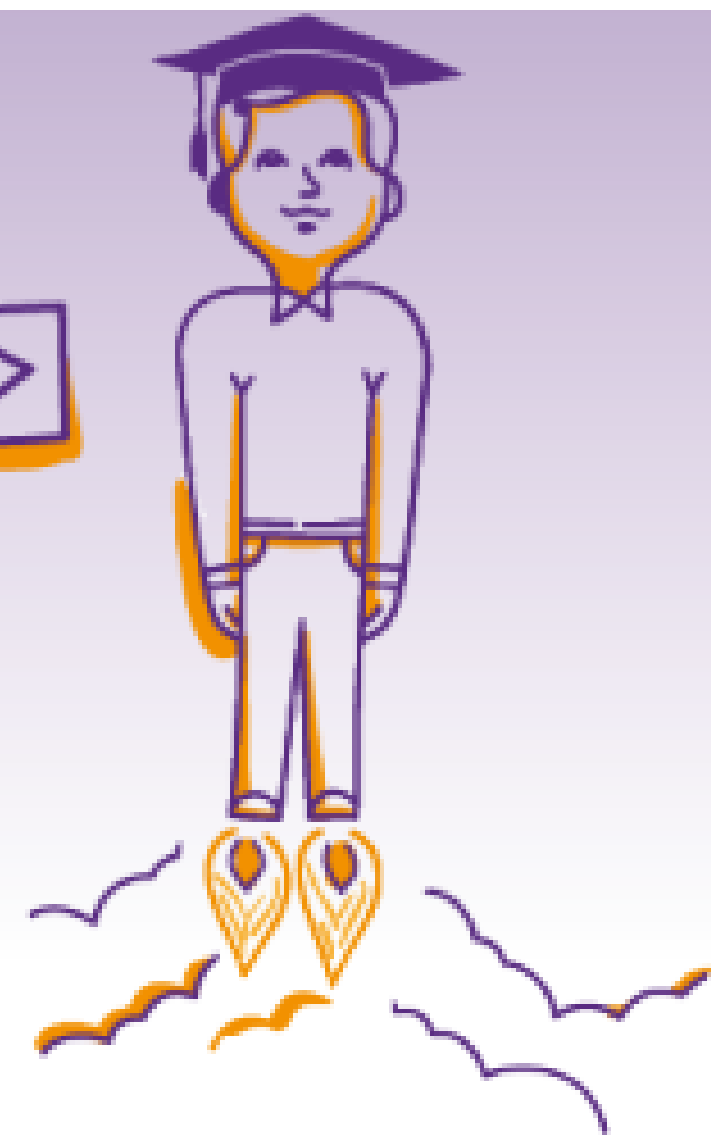
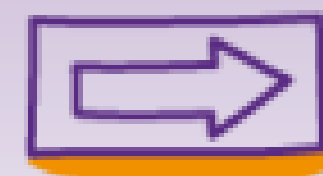




Career and Transition Services



Academic CV **GUIDE**

Jane Doe

(123) 456-7890 | janed@gmail.com | Sherbrooke, QC |

ACADEMIC CREDENTIALS

PhD in Psychology, Clinical Psychology Profile September 2021 - present

Bishop's University , Sherbrooke, QC

Thesis: "How youth's shared social identity and social norms shape risk-taking at mass gatherings"

- Expected date of completion: December 2025

M.Sc. Psychology, Thesis 2020

Concordia University, Montreal, QC

Thesis: "Psychosocial profiles of youth who acquire a natural mentor during a school year"

B.Sc. Psychology 2017

Bishop's University, Sherbrooke, QC

- Major and Honors in Psychology, Neuroscience Concentration

RESEARCH INTERESTS

- Relationship between adolescent risk taking and bullying
- Development of bullying prevention programs for middle school youth
- Developmental pathways between adolescent bullying and domestic violence

PROFESSIONAL EXPERIENCE

Mental Health Counselor September 2020 - August 2021

CLSC, Sherbrooke, QC

- Conduct interviews to assess the psychological, social and emotional situation of youths
- Identify risk factors (suicidal ideation, violence, isolation, etc.)
- Develop individualized intervention plans in collaboration with the adolescent and the interdisciplinary team
- Accompany youths in their psychosocial rehabilitation process

Youth Counselor May 2017 - August 2020

La Maison des Jeunes, Montreal, QC

- Create a reality of delinquency prevention and youth development
- Promote and defend the rights and respect of young people
- Offer programs and services aimed at educational success and dropout prevention
- Organize prevention and education workshops on themes that reflect the realities and concerns of young people

PROFESSIONAL INTERNSHIP EXPERIENCE

Student Intern February – April 2020

Health4Youth Rehabilitation Centre, Toronto, ON

- Completed a three month internship with a clinical psychologist whose work focused on working with youths with addictions
- Completed intake and follow-up forms to track client progress over a six week period
- The internship concluded with a 20 minute presentation to Centre staff on key learnings throughout the internship and suggestions for future programming

RESEARCH EXPERIENCE

Research Consultant June 2020

Ontario Society for Psychology Laboratory

- Conducted research in psychology and education
- Advocated and consulted on emerging issues

Research Assistant May 2020

Ontario Institute for Studies in Psychology, University of Toronto

- Participated in congress planning for the annual conference of the Canadian Society for the Study of Clinical Psychology
- Designed the program document and schedule
- Organized special events and chaired sessions

LANGUAGES

- Fully fluent in French and English
- Intermediate knowledge of both spoken and written Spanish
- Beginner knowledge of spoken Cree

AWARDS AND GRANTS

- Honour Roll, Bishop's University, Sherbrooke, QC 2017, 2018, 2019, 2021
- Michael Goldbloom Excellence Scholarship, Bishop's University, Sherbrooke, QC 2017, 2018

PUBLICATIONS

- Career, A., J. Find, & A. Job. (2018). Seeking acceptance: young women's perceptions of body image. Journal of Psychology, 36, 208-221.

REFERENCES

- Dr. Michael Faust, Department of Psychology, Bishop's University (thesis supervisor). E-mail: m.faust@ubishop's.ca
- Professor Elinor Ritchie, Department of Psychology, University of Toronto (teaching supervisor). E-mail: e.ritchie@utoronto.ca

In Canada, the term curriculum vitae (CV) is used to reference a specific type of job search document that is used for the following: **applying to graduate school, an internship position, an academic position (post-secondary teaching and/or research focused), and some performing and studio art positions.**

It is not uncommon to hear the terms resume and CV used interchangeably but they are **different documents**. If an employer asks for a CV and you are not applying for one of the categories listed above, it is likely that a resume is required instead.

One of the biggest distinctions in the formatting of resumes and CVs is that in Canada **resumes are usually 2-3 pages, while CVs can be multiple pages in length.**

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REFERENCES

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- Professor Elinor Ritchie, Department of Psychology, University of Toronto (teaching supervisor). E-mail: e.ritchie@utoronto.ca

Before beginning your CV, take inventory! Some questions to consider:

- What skills and experiences are the selection committee looking for?
- What major assignments and/or projects have been completed in the subject area?
- Do you have involvement in associations/students clubs that are relevant and showcase your leadership and/or community involvement?
- What are the specific industry keywords that employers are looking for?
- What are your major accomplishments?

POTENTIAL SECTIONS TO ADD TO YOUR CV

- Education/Academic credentials/Academic history (includes thesis/dissertation/project title)
- Certifications/Designations (non-academic credentials)
- Honours/Awards/Distinctions/recognitions (academic awards, medals, fellowships, scholarships, prizes)
- Research Interests/Teaching interests
- Research/Research experience/Research groups
- Research funding history/Project grant information/Research grants
- Teaching experience/Academic work history/Academic achievements/Teaching dossier
- Related/Supplementary work experience/Consulting experience
- Theses supervised/Advising/Students supervised
- Professional practice/Professional experience/Internships
- Administrative service/Faculty appointments/Academic positions
- Departmental and college committees/University committees and boards/Academic associations/Affiliations/Memberships/Associate memberships/Clubs/Graduate student committee/Professional organizations/Advisory committees
- Presentations/Workshops/Conference/Additional training
- Intellectual property (Patents Granted/Pending, Copyright, Licenses, Disclosures, and Trademarks)
- Artistic exhibitions/Performances/Works/Compositions
- Languages (level of reading, writing and oral fluency or competency)
- Publications (Peer-reviewed, Non-peer reviewed, Works Submitted, Works in Progress, Working Papers, Papers in Preparation, Supervised/Advising Reports, Technical Articles, Print, Social Media, Books, Chapters)
- Conferences (Papers, Posters, Presentations, Proceedings, Attended, Invited Lectures/Seminars)
- Academic community involvement/Community contributions/Involvement
- Skills/Competencies/Technical skills

HOW TO USE REFERENCES ON YOUR CV

References are people who can attest to your work style, academic profile, competencies (knowledge, skills and abilities) and/or personal attitudes/attributes.

- You will want to include **three** references who have agreed to be a reference.
- Include them on your CV under the References heading.
- Two of your references should be academic and one of them can be more personal.
- Ensure you have a strong rapport with your references and keep them updated on your latest achievements so they can confidently vouch for you.

Potential references:

- Faculty supervisors, professors, university staff, teachers, principals, directors of education
- Current and/or former employers, managers, supervisors, directors, human resources personnel, co-workers
- Clergy, faith community members, club members, members of community organization
- Coaches, sport coordinators, athletic association personnel
- Neighbours, home stay families, personal acquaintances

Action Verbs

MANAGEMENT

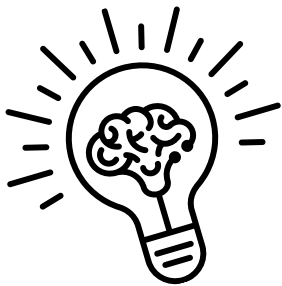
Administered
Analyzed Assigned
Attained Chaired
Consolidated
Contracted
Coordinated
Delegated
Developed
Directed
Evaluated
Executed
Improved
Increased
Organized
Oversaw Planned
Prioritized
Produced
Recommended
Reviewed
Scheduled
Strengthened
Supervised

COMMUNICATION

Addressed
Arbitrated
Arranged
Authored
Collaborated
Convinced
Corresponded
Developed
Directed
Drafted
Edited
Enlisted
Formulated
Influenced
Interpreted
Lectured
Meditated
Moderated
Negotiated
Persuaded
Promoted
Publicized
Reconciled
Recruited
Spoke
Translate

CREATIVE

Acted
Conceptualized
Created
Customized
Designed
Developed
Directed
Established
Fashioned
Founded
Illustrated
Initiated
Instituted
Integrated
Introduced
Invented
Originated
Performed
Planned
Revitalized



TECHNICAL

Assembled
Built Calculated
Computed
Designed
Devised
Engineered
Fabricated
Maintained
Operated
Overhauled
Programmed
Remodeled
Repaired
Solved
Upgraded

ACCOMPLISHMENTS

Archived
Expanded
Improved
Pioneered
Reduce
Resolved
Restored
Spearheaded
Transformed
Operationalized

Action Verbs

CLERICAL OR
DETAIL ORIENTED

Approved
Arranged
Catalogued
Classified
Collected
Complied
Dispatched
Executed
Generated
Implemented
Inspected
Monitored
Operated
Organized
Prepared
Processed
Purchased
Recorded
Retrieved
Screened
Specified
Systematized
Tabulated
Validated

TEACHING

Adapted
Advised
Clarified
Coached
Communicated
Coordinated
Demystified
Developed
Enabled
Encouraged
Evaluated
Explained
Facilitated
Guided
Informed
Instructed
Persuaded
Set goals
Stimulated
Trained

HELPING

Aided
Assessed
Assisted
Coached
Counseled
Demonstrated
Diagnosed
Encouraged
Guided
Helped
Motivated
Prevented
Provided
Rehabilitated
Represented
Resolved
Supported

FINANCIAL

Administered
Allocated
Analyzed
Appraised
Audited
Balanced
Budgeted
Calculated
Computed
Developed
Forecasted
Managed
Marketed
Planned
Projected
Researched

RESEARCH

Clarified
Collected
Critiqued
Diagnosed
Evaluated
Examined
Extracted
Identified
Inspected
Interpreted
Interviewed
Investigated
Organized
Reviewed
Summarized
Surveyed
Systematized

