

# CV Guide

CV stands for curriculum vitae, meaning “life’s course.” You can think of a CV as a comprehensive academic resume. CVs are used to highlight scholarly work such as research, publications, presentations, and teaching experience. CVs are often required for academic settings, including applications to graduate school, fellowship programs, and teaching and research positions in higher education.

## CV or Resume?

CVs and resumes have the same purpose: to summarize a candidate’s relevant qualifications. **Academic CVs** are used in academic settings, like applying for a PhD program, a research fellowship, or a job as a professor. Academic CVs are longer and more comprehensive and emphasize scholarly experience. **Resumes** are used in the general job market, are shorter and more focused, and emphasize work experience. Some professionals use a document called an **industry CV**, which is a CV-resume hybrid. Industry CVs are typically used by candidates who hold a graduate degree when seeking a nonacademic position.

Keep in mind that resumes for federal government jobs are different from both CVs and standard resumes. Career Services can help you determine which document is best for your current goals.

Resume	Industry CV	Academic CV
1-2 full pages	2-3 full pages	2+ pages (no page limit)
Just the highlights	Moderate detail	Comprehensive detail
Emphasizes work experience	Includes both work and scholarship	Emphasizes scholarly experience
No publications or presentations	Selected publications & presentations	All publications & presentations
Recommended for most job seekers	Recommended for some professionals	Recommended for graduate school, research fellowships & faculty jobs

## Formatting

Industry CVs use resume formatting, which offers some flexibility in your choice of font and style. Choose a professional, “textbook” style font in size 10 or 12. Aim for a neat appearance and clearly differentiated headings and sections. Avoid templates, decorations, unusual fonts, and distracting colors.

Academic CVs have minimal formatting. Create a plain document with 1” margins, use Times New Roman or a similar font at size 12, and distinguish headings and sections using only alignment, bolding, and similar clean, simple elements. Traditionally, academic CVs include references.

The correct way to list publications and presentations is using the citation style of your field, just like you would in a bibliography. You may put your name in bold, particularly if you are not the first author.

Many faculty members make their CVs available on department websites. Look up the CVs for professors in your field and faculty at the institutions where you wish to work or attend graduate school. These will be your best guide to what is expected for a given application. Don't be intimidated by professors' long CVs. Students are not expected to have that much experience yet. Instead, look to these for clues about the conventions of your field—what kind of information to include, how to format the document, and so on.

### **What to Include**

It is important to carefully tailor your materials for your current goal. Key sections often included on a CV are:

- Contact Information
- Education
- Thesis or Dissertation
- Honors and Awards
- Teaching Experience
- Research Experience
- Publications and Presentations
- Professional Experience
- Current Research
- Certifications and Licensure
- Languages
- Skills
- Grants
- Professional Affiliations
- University Service

Don't worry if you don't have content for all these sections yet. Just use as many as are relevant to you.

### **Examples**

On the following pages, you will find examples of an industry CV and an academic CV. These examples show how a candidate who recently completed a PhD might pursue two different goals, an industry position and a faculty position.

*Note: The following examples are teaching tools developed by UNM Career Services. They represent fictional candidates and are to be used for educational purposes only.*

## Industry CV Example

### Amanda Martinez, PhD, LPCC

[amartinez@unm.edu](mailto:amartinez@unm.edu) • 505-294-9583

#### SUMMARY

- Licensed counselor with over 8 years' experience serving diverse client populations with a focus on adolescent development.
- Extensive experience leading and developing programs to promote youth resilience through mentorship and peer support.
- Outstanding program development and program evaluation skills.
- Bilingual in English and Spanish.

#### LICENSURE

Licensed Professional Clinical Counselor, State of New Mexico, License No. 1234567

#### EDUCATION

**PhD in Counselor Education** 2020

The University of New Mexico (UNM), Albuquerque, NM

**MA in Counseling** 2009

University of Colorado Denver (CUD), Denver, CO

**BA in Psychology** 2006

CUD, Denver, CO

#### RELEVANT PROFESSIONAL EXPERIENCE

**Clinical Counselor and Private Practice Owner** January 2015-Present

New Horizons Counseling, Albuquerque, NM

- Provide individual counseling in English and Spanish to a caseload of about 10 adolescents and young adults ages 12-25, utilizing humanistic and cultural humility approaches.
- Conduct weekly group counseling sessions for youth, focusing on the development of positive peer relationships and healthy coping skills.

**Course Instructor** August 2016-May 2020

UNM, Albuquerque, NM

- Developed curriculum and delivered instruction to undergraduate and graduate students in courses including Introduction to the Human Services, Adolescent Development and Group Counseling, in class sizes ranging from 10 to 50 students.

**Program Coordinator**

June 2011-December 2014

Big Brothers Big Sisters of Colorado, Englewood, CO

- Coordinated the selection and training of volunteer mentors for hundreds of children in the Denver metropolitan area.
- Developed and lead trainings for volunteers on topics including child development, the long-term benefits of mentorship, and cultural diversity.
- Supervised a team of five administrative staff members.

**Clinical Counselor**

June 2009-May 2011

State of Colorado, Department of Adolescent Development, Boulder, CO

- Provided individual, group and family counseling to a caseload of approximately 50 youth, ages 13-18.
- Developed and piloted peer support program to improve high school retention rates among at-risk youth.

**SELECTED PRESENTATIONS & PUBLICATIONS**

Martinez, A. & Green, A. (2020, May). The impact of mentoring programs in urban communities. *Journal of Counseling Psychology*, 10, 25-31.

Martinez, A. (2020, March). An integrated approach for working with at-risk adolescents in a mentoring program. Presented at the National Conference of the American Counseling Association, Denver, Colorado.

Martinez, A. (2019, September). Learning in two languages: reflections on the dominance of English-language instruction in counselor education. *Counseling Today*, 100(1): 13-17.

Jennings, D.B., & **Martinez A.** (2019, June). The role of mentoring for at-risk adolescents. *Journal of Counseling and Development*, 43, 190-210.

Martinez, A. (2019, March). Peer groups as a source of resilience for urban youth. Mental health in New Mexico. Presented at the annual conference of the New Mexico Counseling Association.

Sandoval, J., & **Martinez, A.** (2018, March). Tools for building self-esteem in adolescent clients. Presented at the annual conference of the New Mexico Counseling Association.

**PROFESSIONAL AFFILIATIONS**

New Mexico Counseling Association

2014-Present

American Counseling Association

2007-Present

## Academic CV Example

**Amanda Martinez, PhD, LPCC**

[amartinez@unm.edu](mailto:amartinez@unm.edu)

505-294-9583

1111 Girard SE

Albuquerque, NM 87121

### Education

PhD in Counselor Education, 2020

The University of New Mexico (UNM), Albuquerque, NM

Dissertation: “Mentorship as a Protective Factor for Formerly Incarcerated Young Adults”

Committee: Dr. Jerry Sandoval (chair), Dr. Stephanie Jones, Dr. Amy Green

MA in Counseling, 2009

University of Colorado Denver (CUD), Denver, CO

BA in Psychology, 2007

CUD, Denver, CO

### Teaching Experience

#### Instructor of Record

Group Counseling, Fall 2019 and Spring 2020

Introduced counseling students to fundamental issues in group counseling, including stages of the group process, group dynamics, and group counseling theories. Graduate level course.

Adolescent Development, Spring 2019

Explored key issues in adolescent health and development, with a focus on psychosocial development, cultural competence, peer group effects, and implications for clinical practice. Graduate level course.

Testing and Assessment, Spring 2019 and Summer 2019

Provided foundational knowledge in evaluation, administration and interpretation of psychological assessments, including history and ethics. Graduate level course.

Introduction to Human Services, Fall Semesters 2016-2018

Provided a broad overview to the human services field, tracing the development of human services professions across history. Undergraduate course.

### **Teaching Assistant**

Introduction to Human Services, Spring 2016

Under supervision of faculty, assisted with curriculum development, instruction delivery and grading for two sections of introductory undergraduate course.

### **Refereed Publications**

Martinez, A. & Green, A. (2020, May). The impact of mentoring programs in urban communities. *Journal of Counseling Psychology*, 10, 25-31.

Jennings, D.B., & **Martinez, A.** (2019, June). The role of mentoring for at-risk adolescents. *Journal of Counseling and Development*, 43, 190-210.

Jennings, D.B., & **Martinez, A.** (2018, March). Relational issues in an urban youth population. *Youth & Society*, 55(1), 100-110.

Sandoval, J., Green, A., Chan, R. A., **Martinez, A.**, & Richardson, J. J. (2017). Self-esteem, self-concept, and the peer group: a qualitative study. *Journal of Counseling and Development*, 99, 300-333.

Chan, R. A., Jennings, D.B., & **Martinez, A.** (2016). Key considerations in the design of youth peer support programs: insights from a pilot program. *American Educational Research Journal*, 10(3), 1000-1035.

### **Conference Presentations**

Martinez, A. (2020, March). An integrated approach for working with at-risk adolescents in a mentoring program. *ACA Conference*. Presented at the National Conference of the American Counseling Association, Denver, Colorado.

Martinez, A. (2019, March). Peer groups as a source of resilience for urban youth. *Mental health in New Mexico*. Presented at the annual conference of the New Mexico Counseling Association.

Jennings, D.B., & **Martinez, A.** (2019, March). The role of mentoring for at-risk adolescents. *Mental health in New Mexico*. Presented at the annual conference of the New Mexico Counseling Association.

Sandoval, J., & **Martinez, A.** (2018, March). Tools for building self-esteem in adolescent clients. *Creating community resilience*. Presented at the annual conference of the New Mexico Counseling Association.

Martinez, A. (2013, March). Why youth need positive role models: An innovative program to target volunteers for mentoring at Big Brothers/Big Sisters. *BBBS Annual*. Presented at the national conference of Big Brothers/Big Sisters, Washington, D.C.

#### **Grants**

New Mexico Higher Education Department, Adult Education Division, Adult Education Justice Initiative Grant. Project title: "Mentorship as a Protective Factor for Formerly Incarcerated Young Adults." \$15k. Sandoval, J. & Martinez, A.

#### **Licensure**

Licensed Professional Clinical Counselor, State of New Mexico, License No. 1234567

#### **Clinical Experience**

Clinical Counselor and Private Practice Owner, New Horizons Counseling, 2015-Present  
Clinical Counselor, State of Colorado, Department of Adolescent Development, 2009-2011

#### **Other Publications**

Martinez, A. (2019, September). Learning in two languages: reflections on the dominance of English-language instruction in counselor education. *Counseling Today*, 100(1): 13-17.

#### **University Service**

University of New Mexico Counseling Department Accreditation Team Member; Student Representative, 2018  
Faculty Search Committee Member, University of New Mexico Counseling Department; Student Representative, 2016-2017  
Counselors in Action Member (Student Counseling Association), University of New Mexico, 2015-2020  
University of Colorado at Denver Counseling Department Accreditation Team Member; Student Representative, 2009

#### **Languages**

English (native speaker)  
Spanish (native speaker)  
French (basic proficiency)

#### **Professional Affiliations**

New Mexico Counseling Association, 2014-Present  
American Counseling Association, 2007-Present