

UBC PSA: CV Workshop

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By the end of today's workshop, you should know:

- What a curriculum vitae (CV) is, and why you should have one.
- What kinds of things you should and should not put on your CV.
- How to order things in a CV that makes sense for your experiences.
- How and why to keep your CV updated.
- Where you can get help when making your first CV.



Agenda

6:00: What is a CV?

6:05: Why a CV?

6:10: CV vs. Resume

6:15: Small group activity

6:30: Larger group debrief

6:35: Creating your first CV

6:40: Keeping your CV updated

6:50: Getting additional help

6:55: Open Q&A (time permitting)



So what is a curriculum vitae (CV)?

- **In the simplest terms: It is an academic resume.**
- It is appropriate to create your first CV if:
 - You are seeking a position in an academic research lab (e.g., as a volunteer, as a research assistant, as a directed studies student).
- Updating your CV is especially important if you are:
 - Preparing to go to graduate school.
 - You are in academia (e.g., graduate student, professor).



Why a CV?

- There are several reasons for having a CV:
 - To make sure you get a 'second look' from your potential lab supervisor.
 - To get an interview.
 - To monitor your professional development.



- Like a resume:
 - A CV is an opportunity to share your experiences, qualifications, and forms of recognition.
- Unlike a resume:
 - It tends to be more objective.
 - It tends to be less (overtly) self-promoting.
- Organization of a CV:
 - Quite different from a resume.
 - For example: Non-academic jobs often take a less prominent role



Important Notes About CVs

- There is no true right or wrong way of presenting your experiences:
 - The organization of your CV should evolve with your career and experiences.
 - Organize yours in a way that works best for what you've done, and what you're hoping to do.
 - **Make it yours...**



Small Group (2-3 people) Activity

PART 1: Discuss and then organize these headers for a CV (not a resume) in your breakout group:

- Professional affiliations
- Grants, Honours, Scholarships
- Research Presentations
- Leadership Roles
- Club Memberships
- References
- Volunteer Positions
- Work Experience
- Education
- Research Experience (if any)
- Publications

[NOTE: If you don't know what a particular header is, put it to the side.]

PART 2: Come up with one example (real or fictional) of what you could put under each header.



Curriculum Vitae

Choose a readable font (e.g., Times, Arial, Calibri) and reasonable size (11 to 12 point).

Amir Tehrani

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EDUCATION

2018-present **B.A. Psychology**
University of British Columbia
Minor: Commerce

Honors Thesis: *(Title of your thesis)*

Supervisors: *(Name of professors who supervised your thesis)*

GPA:

Major GPA:

2013-2018 Winston Churchill High School



GRANTS, HONORS, & SCHOLARSHIPS

2018 Dean's Honour List (>80% average)
2017 Some Entrance Scholarship (\$ value; based on...)
2016 Some High School Award (for what exactly)

RESEARCH EXPERIENCE

Volunteer Research Assistant

Department of Psychology

Some Cool Lab Name (Supervisor Name)

2018-Present

DON'T PANIC
You may not have this yet. That is
ok. Omit this section in that case.

Responsibilities:

I assisted Dr. Somone with an anxiety research project. My specific responsibilities including serving as an actor-facilitator, creating anxiety-response behaviors in subjects during videotaped session, coding the video-taped sessions, and assisting with the analysis and dissemination of findings.

TEACHING EXPERIENCE

Teaching Assistant

Kumon Vancouver

2016

Same for this section

Responsibilities: *(Brief description of your role)*



PROFESSIONAL EXPERIENCE

Crisis Advocate

Some Crisis Hotline

2016-Present

Responsibilities:

I was a crisis counselor for a 24-hour suicide hotline. Responsibilities included crisis intervention, counseling, and referrals. This position required the ability to assess the nature and intensity of the client's problem quickly and to develop a therapeutic response in one confidential telephone call.

Assistant Manager

Starbucks Coffee

2014-2017

Responsibilities:

<reframe your job experience in terms of those skills you learned that are relevant to the position you are applying for>



CAMPUS INVOLVEMENT

Vice President

Mental Health Network
University of British Columbia
2018-present

PUBLICATIONS

DON'T PANIC!

PRESENTATIONS

DON'T PANIC!

PROFESSIONAL AFFILIATIONS

2018-Present Member of UBC Psychology Students Association

REFERENCES



Optional Categories (if applicable):

- Certifications
- Community Service
- Mentoring
- Professional Development (workshops, seminars)
- Athletics
- Software and/or Technology – list software/technologies you are familiar with
- Cooperative Education
- Service Learning
- Study Abroad and/or International Experiences
- Fellowships
- Language abilities
- Any additional relevant categories?

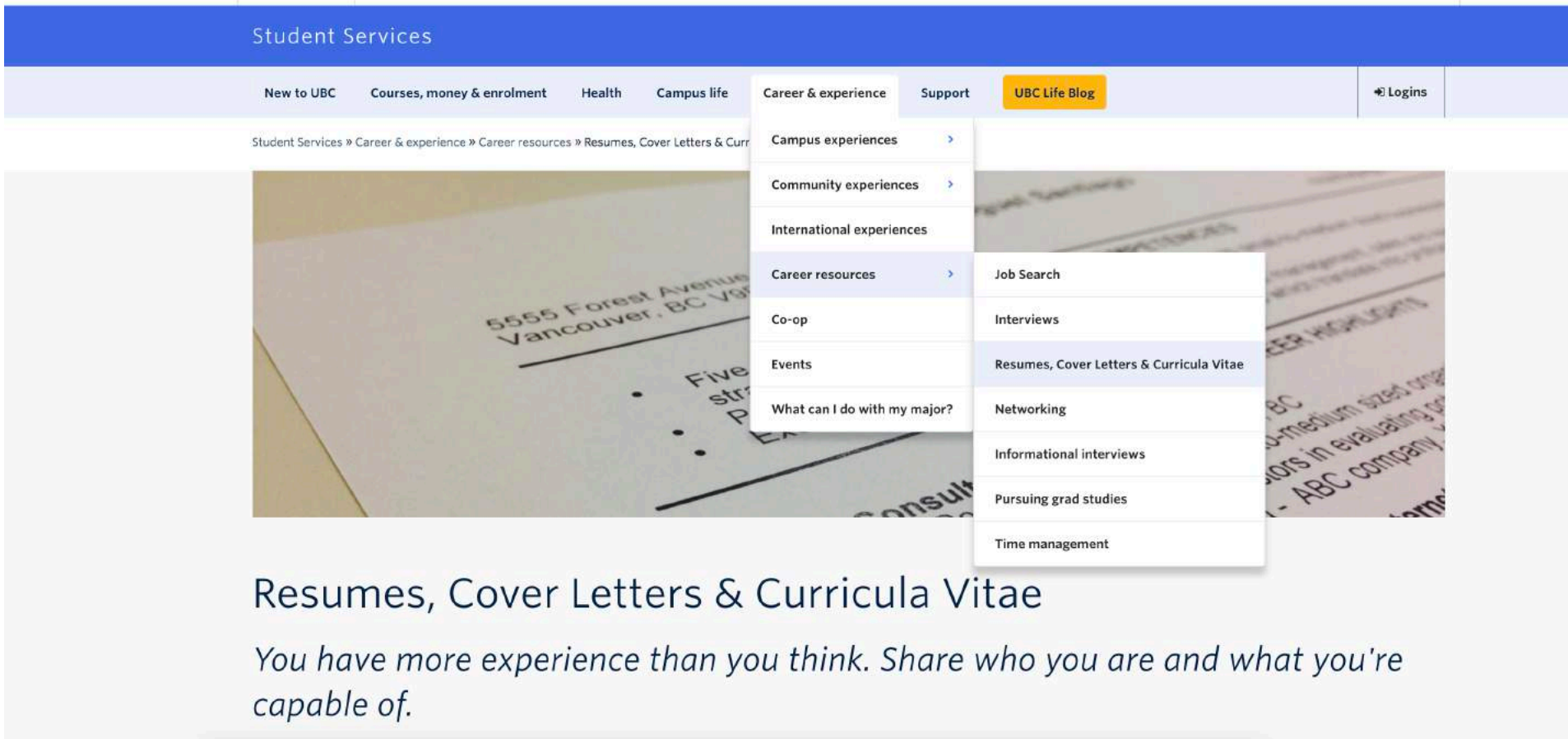


Keeping Your CV Updated

- Keeping your CV updated is a great way to stay on top of your academic and extracurricular progress
- It's a good idea to revisit your CV every month to add new activities and accomplishments
- Consider adding a reminder to your calendar or monthly to-do list
- Consider keeping multiple versions of your CV that emphasize different strengths for different uses.



Getting Additional Help



The screenshot shows the UBC Student Services website. The top navigation bar includes links for 'New to UBC', 'Courses, money & enrolment', 'Health', 'Campus life', 'Career & experience', 'Support', 'UBC Life Blog', and 'Logins'. A dropdown menu is open under 'Career & experience', listing 'Campus experiences', 'Community experiences', 'International experiences', 'Career resources', 'Co-op', 'Events', and 'What can I do with my major?'. The 'Career resources' option is selected, opening a sub-menu with 'Job Search', 'Interviews', 'Resumes, Cover Letters & Curricula Vitae', 'Networking', 'Informational interviews', 'Pursuing grad studies', and 'Time management'. The background of the page features a photograph of a resume with the address '5555 Forest Avenue Vancouver, BC V6M 1W5' visible.

Resumes, Cover Letters & Curricula Vitae

You have more experience than you think. Share who you are and what you're capable of.

- email me: sjb@psych.ubc.ca

****Please note: I will not review your CV over email, because I believe it is important to work with you and teach you (as opposed to just doing it for you).**