

## Practicum Applicant:

### CV tips (based on a review of the CVs submitted to the training department with practicum materials)

- Our school name is Argosy University, Chicago Campus.
- Place a period in the proper place for professional designations. So it is **M.A.**, **Psy.D.**, and **Ph.D.**
- For those of you in the doctoral program, remember to list APA Accredited Program underneath the school name.
- Avoid the use of slang or jargon.
- We recommend the use of bullets to list duties of a position. Begin bullets with action verbs.
- Use a professional sounding email address. For example, [hotmomma4@yahoo.com](mailto:hotmomma4@yahoo.com) would not be a good choice.
- When listing responsibilities of a particular position, list the most important responsibilities first.
- Make sure you use past tense when describing past experiences. Use present tense when describing current position.
- Spell out abbreviations the first time you use them. For example, Indiana University Counseling Center (IUCC).
- Do not list courses taken.
- Remember to list honors received.
- Don't title your CV with Vitae or Curriculum Vitae.
- Use 12 point font to improve readability.
- Put your name and page number at the top of each page other than page 1.
- Be consistent with formatting. Review closely for formatting errors.
- Use spell check.
- There is no period after state abbreviation. (It is IL not IL.)
- **Consider your reader.** Use language that they will understand. Avoid including too much detail, as they will want to be able to get a sense of your experience without investing too much time reading.

**It is strongly recommended that you ask someone else to review your CV and provide you with feedback. You may find other helpful resources for preparation of your CV on the career services website: [www.auconnection.net/chicago/carserv](http://www.auconnection.net/chicago/carserv)**