

PSY 627: ISSUES IN PROFESSIONAL PRACTICE

Assignment 2: Curriculum Vitae & Cover Letter Development

(Due 7/3)

An important part of professional development is creating your own Curriculum Vitae (CV) and Cover Letter. In Latin, Curriculum Vitae means “course of life.” A CV goes beyond a traditional resume in that it is a detailed review of your education, qualifications, and previous experience (among other things). A CV is also typically accompanied by a cover letter when submitted to a potential employer. A cover letter is often what is first seen by a potential employer and influences first impressions (good or bad). Although your professional experience might be limited (relatively speaking), this is still a helpful process to undertake in order to develop a comprehensive outline of your academic and professional accomplishments. (A potential secondary gain from this assignment might be improving your online profiles – e.g., LinkedIn.) *This assignment will be discussed in further detail during our class meeting on 6/26, including additional handouts of descriptions and examples. This is assignment accounts for 15% of your grade.*