

## Hammer's APPIC Pre-Doctoral Psychology Internship CV Checklist

The tips in this Checklist build on the tips already described on pages 60-65 of the APAGS' *Internships in Psychology* workbook, so be sure to take both sources into account.

Williams-Nickelson, C., Prinstein, M.J., & Keilin, W.G. (2018). *Internships in psychology: The APAGS workbook for writing successful applications and finding the right fit* (4<sup>th</sup> ed). Washington, DC: American Psychological Association.  
<http://www.apa.org/pubs/books/4313052.aspx>

### Beginning

- Student name is in large font
- Student APPIC ID
- Postal address where you will reliably receive paper mail
- Cell phone
- Institutional email address

### Education

- Expected graduation date from doctoral program indicated by "Expected August 20XX"
- Major Professor listed
- Dissertation title provided with "(Proposal Approved Month 20XX)" also stated

### General

- List experiences within each section in reverse-chronological order
- Use *italics* only when providing APA style references, as italicized text is harder to read and less visually appealing. Use underlines sparingly or not at all for the same reason. Use **bold** and ALL CAPS tastefully. Use such formatting in a consistent manner across entire CV.
- Internship Selection Committees must review the materials for many applicants in a short period of time. They will skim your CV rather than deep read it. Thus, avoid including errors that make you appear to have poor attention to detail, make key information easy to find, and make yourself look like you have robust clinical experience. Your most important section is the Clinical Experience section. If the internship site has a focus on an area of practice (e.g., assessment, group therapy, advocacy) then ideally you'll have a robust section of your CV focused on that area of practice. Keep the remaining sections concise and professional, as those sections will likely get more than a quick glance from the Search Committee members reviewing your application. When they give it this quick glance, you want them not to see careless errors and you want them to walk away with one or two positive impressions from that glance (e.g., "huh, looks like they've done a lot of advocacy in the community, that
- List the clinical experience-related sections (e.g., clinical, intervention, therapy, assessment, group, supervision, outreach, consultation) before teaching and research-related sections

- All action verbs throughout CV should be past tense even if you are still doing that thing right now, as it creates an easier reading experience and is still technically correct (i.e., if you're two months into a practicum and you've been providing talk therapy then you can say "Provided..." because you have done so in the recent past and are also continuing to do so.
- Date spans should be located on same vertical alignment (whether left margin or right margin aligned) for all sections throughout entire CV
- Date span styles should be the same throughout entire CV, which means you (a) either spell out the months or abbreviate the months but not a mix of these, (b) use the same spacing on either side of the hyphen, and (c) either use a short hyphen or a long hyphen
- Spell out the phrase before using the abbreviation in the rest of your CV. Only introduce an abbreviation for a given word when necessary to save substantial space, as readers will forget uncommon abbreviations. I recommend abbreviating the name of your master's and doctoral institutions (introduce the abbreviations in the Education section), as those will likely be referenced throughout the CV.
- You can use commonly understood psychology terms, as needed, to be succinct. Remember who your audience is.
- Do not create a new section for a set of experiences unless there are at least 3 entries for that new section (and an absolute minimum of 2 in special circumstances). Rather, rename an existing section that can be inclusive of these orphaned entries.
- Certain practica involve multiple roles (e.g., talk therapy, assessment, group therapy), so think carefully about whether to list all roles associated with that practica as a single "Clinical Experience" entry or to separate things out such that you talk about talk therapy and assessment associated with a given practicum in the "Clinical Experience" section but then talk about therapy group facilitation, for example, in a separate "Group Therapy Experience" section. If you have substantial group therapy, outreach, provision of clinical supervision, and/or consultation experience during your training, you may want to mention these things in their own separate named sections rather than discussing them as bullet points under that practicum's entry in the "Clinical Experience" section.
- I highly recommend always including these named sections:
  - Education
  - Clinical Experience
  - Assessment Experience (always separate this out from Clinical Experience)
  - References
- Only use these named sections if justified and complies with the "General" guidelines stated above:
  - Awards, Honors, Fellowships, *or any combination of those words*
  - Group Therapy Experience or Group Counseling Experience
  - Clinical Supervision Experience
  - Outreach Experience, Consultation Experience, or Outreach and Consultation Experience
  - Additional Experience (great if you have a few important experiences such as teaching or volunteering not easily placed in a standalone category due to insufficient number of qualifying entries)
  - Professional Training or Additional Clinical Training

- Service to the Profession, Service to the University, Service to the Community, Social Justice Activities, and/or Leadership & Advocacy
- Professional Affiliations (only include affiliations that are recognizable and relevant to psychology... do not pad this with unrecognizable stuff)
- Selected Publications (if you have a lot) or Publications
- Selected Conference Presentations (if you have a lot of this specific kind of presentation) or Presentations (if you want to be inclusive of non-conference presentations)
- Language Skills (only if you are fluent in at least one additional language, anything less than fluency may be seen as flimsy)
- Do not use these sections
  - Research Team Experience
  - Assistantships
  - Relevant Coursework
  - Personal Interests
  - Class Presentations
  - Published Abstracts
  - Names of conferences or workshops attended (the latter might be incorporated into a Professional Training section though; see above)
- As far as research goes, here are some guidelines:
  - If you have more than 7 publications, use “Selected Publications” and choose the ones that emphasize the parts of your research program that you want the internship to see. Some non-research-focused internships can get concerned if they see an applicant with lots of publications; they may wonder if you did not invest as much time and effort into your clinical skill development as they would like, so don’t scare them with a long list of pubs.
  - If you have 2+ publications, then you can have a standalone Publications section
  - If you have 1 publication and at least 2 conference presentations, then use a “Publications and Presentations” section that includes both types of professional research products
  - If you have no publications and less than 3 presentations, you may want to mention these presentations somehow in one of your “Service...” sections.
  - Be careful about including non-peer-reviewed publications (e.g., grey literature such as blog posts) in a section called Publications. It may be seen as padding.
  - Be careful of how you combine types of presentations into a single section. You don’t want to appear to be padding your CV. For example, if you only have a couple conference presentations but you’ve also done some minor presentations on campus or in classes, think carefully about whether to list them together, in separate sections, or to mention the more important things and just leave off the other things.
  - The above critique applies also to “teaching” experiences. Most readers think of teaching as “teaching an academic course at your university” and may be displeased if they see you listing minor workshops or talks as “teaching.” Think about how it comes across, whatever you’re considering doing.

## Clinical Experience

- Do not include entries in this Clinical Experience section that are not clinical work (e.g., teaching an academic course) or that you did not receive regular clinical supervision for.
- Bullet points should...
  - Start with a word that has a capitalized first letter
  - Be one phrase or sentence long. If a sentence is getting to long or complex then break it into separate bullet points or cut out less relevant content
  - Not need periods at the end, to help make all your phrases and sentences throughout the CV be the same (i.e. periodless)
  - Start with an action verb—use a strong action verb that communicates your agency and strong contribution rather than paints you as a mere assistant (say “co-facilitated” rather than “assisted”)
  - Be concise but clear enough that reader unfamiliar with the role understands what the skill/experience/accomplishment is. Unclear bullet points that you are unable to make clear should instead be deleted entirely.
- Do not include irrelevant or tangential information to pad the CV. Ask yourself, “What’s the likelihood that the Internship Selection Committee will care about this particular aspect of my experience?” If it’s a trivial part of the experience or has no bearing on your qualifications for being an intern, then don’t include it. Irrelevant information will bore the reviewer and make you seem less qualified.
- For each entry, provide the
  - Title of the position (when in doubt, use “Practicum Counselor”)
  - Name of the employing organization
  - City and State in which employing organization located
  - Date span of that position including month and year for start and stop
  - If still in position, list “Present” instead of end date
  - Name and credentials (degree and licensure) of supervisor(s) for that position
  - Make sure all of this information is in the same consistent spot across entries in this section (and across all other sections that include similar information)
  - 2 to 5 bullet points describing key aspects (e.g., type of services, population served, special treatment protocol and interventions used, amount of testing, consultation, multidisciplinary team work, range of presenting problems, other services provided)
- First bullet point should be the beefiest and include an overall summary of the main tasks completed in that experience. Subsequent bullet points can highlight narrower and notable things.
- If several of your entries mention doing the same type of task (e.g., “wrote case reports”) then make sure to use consistent phrasing when mentioning these tasks in each entry.
- If you provide information about clinical hours accrued associated with that entry, then you must do so far all entries.

#### Assessment Experience

- Names of the assessments that one has formally administered should be listed

#### Awards, Honors, Fellowships, Etc.

- Only list dollar amounts associated with these entries if it looks professional and is consistent across entries. Don’t give the appearance of padding.

- People disagree on whether or not to explain the meaning/significance of awards etc. listed in this section. On one hand, if you include an entry that most readers won't know what it means, if it's a cool thing, it would be nice for the reader to understand just how significant it is. On the other hand, such written explanations in CV's are rare, and if you include an explanation of one thing then it may look weird visually if you don't provide explanations for the others. Have a professor or peer review you section and tell you if it looks weird.

#### References

- List 3 people, definitely no more than 4
- Get their explicit permission to list them as references
- Provide their name, credential, licensure (if applicable), professional position, department and organization/institution, email, office phone, and their relationship to the student (e.g., Major Professor, Clinical Supervisor)

#### Typos

- No spelling, grammatical, capitalization, or usage errors or inconsistencies
- No punctuation errors; consistent punctuation throughout

#### Formatting

- All bullet points and hyphens same size and shape
- All entries (including bullet points and dates) are on the same vertical alignment throughout
- List your last name and page number in the Header so that it shows up on all pages