

**THIS SAMPLE CURRICULUM VITAE (CV) IS INTENDED FOR ILLUSTRATIVE PURPOSES.  
THE CONTENT OF YOUR CV WILL BE HIGHLY DEPENDENT ON YOUR OWN EXPERIENCES AND  
QUALIFICATIONS. ALSO REVIEW OUR HANDOUT ON WRITING A CV.**

**PAT A. SMYTHE**

100 North 20th Street - Fort Myers, FL 33901  
(239) 000-0000 psmythe@eagle.fgcu.edu  
www.linkedin.com/in/patsmythe

---

**EDUCATION**

**Florida Gulf Coast University, Fort Myers, FL**

*Bachelor of Arts in Psychology*

Expected Graduation May 20XX

- **Minor:** Sociology
- Relevant coursework: Experimental Psychology, Psychological Tests and Measurements, Human Memory and Cognition, Research Methods in Psychology, Behavior Modification

**ACADEMIC HONORS & AWARDS**

- 3.8 Cumulative GPA, Deans List, Presidents List
- Member of the Honors Program (Representing the top 10% of students at the university)
- Social Science Advancement Scholarship (20XX)

**RESEARCH EXPERIENCE**

**FGCU Research Day 20XX**

June 20XX

- Presented a poster on Senior Research Thesis: *“Examining Multiple Intelligence Theory among College Freshmen: Impact on Retention.”*

**Directed Study – Dr. Mary Smith, Professor of Psychology**

Aug. 20XX – May 20XX

Research Thesis: *“Do teenagers make occupational decisions based on parental influences.”*

- Created a web-based assessment and performed outreach to local high schools for study participants
- Research findings identified that parental influences account for one of several influences on occupational decision-making

**Experimental Social Psychology Class Project**

Fall 20XX

- Led a team of 5 students in a group research project designed to identify possible relationships between religious affiliation and academic success among college students.

**INTERNSHIP EXPERIENCE**

**Southwest Florida Mental Health Center, Fort Myers, FL**

May 20XX – Present

Behavioral Technician Intern

(200+ hours completed)

*30-bed facility that provides mental health/substance abuse services, assistance to children with emotional challenges, and rehabilitative service to adults in crisis.*

- Process admissions and discharge of over 300 clients monthly
- Assist Head Clinician with individual assessments and facilitation of group activities
- Collaborate with doctors and mental health counselors on treatment recommendations and encouraging patients to overcome difficulties or challenges

## **RELATED SKILLS**

- Working knowledge of SPSS analytical software
- Familiarity with Manuscript Manager and APA Style software
- Experience in survey development and analysis
- Proficient in MS Office (Word, Excel, Power Point), as well as Adobe Publisher and Photoshop

## **LEADERSHIP**

### **FGCU Student Government**

August 20XX - Present

*Senator/Public Relations Committee Member*

- Oversee creation of quarterly newsletter distributed to all university staff, faculty, and students
- Communicate legislative updates to University community through website

## **PROFESSIONAL AFFILIATIONS**

FGCU Psychology Club, *Secretary* (20XX – Present)

Psi Chi International Honor Society, *Member* (20XX – Present)

## **CAMPUS AND COMMUNITY INVOLVEMENT**

Habitat for Humanity, *Volunteer*

Sept. 20XX - Present

Relay for Life, *Team Captain*

Jan. 20XX – Aug. 20XX

FGCU International Club, *Member*

Sept. 20XX – May 20XX

## **ADDITIONAL WORK EXPERIENCE**

**Biscayne Bookstore**, *Lead Sales Associate*, Fort Myers, FL

January 20XX – July 20XX

- Trained and supervised new employees to demonstrate excellent customer service
- Assisted the Community Relations Manager in hosting author book signing events, exhibiting excellent organization skills, attention to detail, and multitasking abilities
- Coordinated schedule of rotating merchandise displays to promote revenue and increase customer retention

**The Beachside Restaurant**, *Server*, Fort Myers, FL

August 20XX – December 20XX

**County Parks & Recreation**, *Lifeguard*, Fort Myers, FL

Summer 20XX