



The American School of Professional Psychology

Master of Arts in Counseling Psychology

Practicum CV and Cover Letter Samples

ARGOSY UNIVERSITY
San Francisco Bay Area

CURRICULUM VITAE (CV) Revising your Resume for your Newest Career

Many of you are preparing to apply for your first practicum while others are refining their CVs for internship applications. Since CV writing is a skill most of us will need throughout our working lives, I thought it might be helpful to share some ideas about CVs with you as you go through this process.

What is a CV? A curriculum vitae is a summary of your experiences that is generally broken into key areas relevant to counseling and psychology: Education, Clinical Experience, Research, Teaching or Training, Program Development or Management, Publications. It can also include a section called "Other Experience" for people with additional experience in other fields that may also be relevant to the kind of position sought.

What is its purpose? The purpose of the CV is to provide sufficient information about you and your experience to enable a stranger to include or exclude you from consideration for a training position or a job. In essence, it is a tool for marketing yourself. If it's effective, you get an interview and you generate positive expectations for your potential contributions to a site.

Added benefits of taking the time to develop a CV. Writing or updating your CV is an opportunity to reflect on your accomplishments, your competencies, your breadth of experience. It can serve as a personal assessment tool for measuring where you are and how far you have come. Developing a CV helps students begin to identify themselves as therapists and integrate their many experiences into who they are becoming in this field. Although writing a CV is not necessarily a joy-filled experience, it can offer you something of significant value if you put effort into it.

Writing or updating your CV can also help you prepare for the interview. When you modify your CV with a particular position in mind, that process gives you the opportunity to identify specific ways your background maps onto the requirements for the position.

Issues of style

- When presenting information like educational experience or training experience, list it in declining order with the most recent first.
- Never use the pronoun 'I' in your CV. Instead use action, accomplishment *or* responsibility-oriented words (i.e. Responsible for..., Designed and implemented..." Provided services to...).
- Be concise. You will need to describe what you did for a year or more in one well-crafted paragraph. Since you can't include everything, focus on aspects of each position/training that are especially relevant to the position for which you're applying. For example, when applying for practicum at a program that serves chronically mentally ill adults, one would include previous experience with children and adolescents, but would highlight any experience with adults, particularly in the area of mental illness.
- Quantify. I am convinced that one of the things that differentiates many Argosy students from other counseling psychology students is the breadth of experience many of us bring to the program. A key way we can differentiate ourselves is by putting numbers *on* what we have done-how many people we have treated and for how long, how many assessments we've conducted, etc. Notice the difference in impact between these two statements: Administered numerous tests to psychotic patients." versus Administered more than 100 4-hour-long batteries to acutely psychotic patients".. I encourage you to try the latter approach.

Key components.

- Contact information (name, address, phone, email if you choose.) Please note, it might be advisable for you to open an email account for your "professional" correspondence, particularly if your personal email address is "cutesy". A first initial and last name is good form, i.e. jsmith@yahoo.com. Yahoo and/or Hotmail offer you the option of multiple free email addresses.

- **Educational Experience:** List key institutions you have attended, city and state, degree, major(s), year graduated or projected year of graduation from Argosy University. Outstanding awards can be mentioned under the appropriate school or in an Awards section at the end of your CV.
- **Clinical Experience:** This section should include all positions in which you have provided therapy, counseling, assessment, psychologically-oriented hotline support, etc. Starting with the most recent/current position include years of training or employment (i.e., 1998- present, 1997 – 1998 - months are generally unnecessary), the name of the site, city and state, your title (i.e., Psychology Trainee, Volunteer) and a 1 paragraph description of your responsibilities. Include the name of your clinical supervisor if you wish.
- **Teaching Experience** including teaching as well as serving as a Teaching Assistant. Include site, position, class and a description of responsibilities. Be sure to note if you developed curricula.
- **Management or Consulting:** Include management positions you have held whether in psychology or not. For consulting positions, include positions in which you have provided program development or evaluation, served as a consultant to other professionals (i.e., teachers, probation officers, physicians, etc.), as well as non-psychology-related consulting.
- **Other Experience:** Include key positions and brief 2 - 3 sentence descriptions unless especially relevant to the position you seek. Don't include something you did for 6 months 10 years ago unless it is directly related to the work/training you seek.
- **Publications:** Follow the APA guidelines for citations.
- **Awards:** describe briefly and include only if relevant.

Appearance

- **Paper:** plain white or very subtle pastel grey or cream.
- **Design features** such as lines: Use only very sparingly if at all. When in doubt, be conservative and professional.
- **Font:** Pick a style that's easy to read and professional. Make it large enough for older eyes (i.e., no less than 10 pt. and preferably 12).
- **Leave some white space** on each page. I generally list years in a position on the left and indent the entire position description from there. This makes each page look more readable and less overwhelming while leaving the recipient room to make notes.
- **Proofread your CV carefully.** Have others proof it for you as well. Make sure all necessary information is included, that the tenses are correct, that you haven't used the same word or phrase over and over. In competitive times, a poorly written or error-ridden CV can exclude a person from serious consideration.

Although CV writing is not a lot of fun, it does give you the opportunity to look at yourself in a way you may not have in awhile. The other piece of good news is that once you have a good CV, updating and modifying it in the future is a much simpler task. I wish you luck with the process. I'd love to hear any insights you gained as a result of the experience and would welcome suggestions on additional information that would have helped you.

NAME

201 Liberty Street #21
Point Richmond, CA 94530
510-245-8001
jsmith@hotmail.com

EDUCATION

9/02 - present Argosy University, San Francisco Bay Area Campus, CA
First year in a M.A. in Counseling Psychology program

9/98 – 5/02 Canisius College, Buffalo, NY
B.A. in Psychology

CLINICAL EXPERIENCE

10/01 - 5/02 **Crisis Counselor**
Gateway School
Amherst, NY
Worked as a crisis counselor in a time-out room for high school aged students with behavioral problems at a residential school. Provided crisis intervention techniques to an ethnically diverse population of adolescents and participated in workshops dealing with strategies and modalities to implement during crisis situations at the school.

9/01 - 4/02 **Assistant in Therapeutic Preschool**
Children's Hospital Therapeutic Preschool
Buffalo, NY
Practicum site, supervised by Dr. Dewey Bayer, where I worked in a preschool classroom to implement behavior modification techniques to children with emotional and behavioral difficulties, caused by both internalizing and externalizing disorders. I developed close relationships with families of children in the program, educating them on how to implement at home what was being taught at the Therapeutic Preschool. This site was highly recognized by the City of Buffalo and Children's Hospital for providing at-risk children with treatment and therapeutic interventions intended to aid in the process of mainstreaming.

RELATED WORK EXPERIENCE

8/02 -present **Student Assistant**
Argosy University
Point Richmond, CA
Work with the Director of Clinical Training, Dr. Jen Tellier, to distribute materials and information to students, update internship database, aid students in the practicum and internship process, and provide general office assistance.

GRADUATE COURSES

Theories in Counseling Families and Individuals
Maladaptive Behavior
Law and Ethics

PROFESSIONAL AFFILIATIONS

11/02 American Association of Marriage and Family Therapist, StudentAffiliate

REFERENCES

Jen Tellier, Psy.D
Clinical Training Director
Argosy University
Point Richmond, CA .
(510) 215-0277

Amy Huang, Ph.D
Faculty Professor
Argosy University
Point Richmond, CA
(510) 215-0277

Dewey J.Bayer, Ph.D
Faculty Professor
Canisius College
Buffalo, NY
(716) 888-2521

169 Chapel Drive, Apt. 204
Mill Valley, California 94941

Phone: (415) 380-9369
Email: jsmith@hotmail.com

John Smith

EDUCATION

Doctor of Psychology in Clinical Psychology candidate, Argosy University/American School of Professional Psychology, Point Richmond, California, Third year student, Fall 1999 - present

Master of Social Work, The Southern Baptist Theological Seminary, Louisville, Kentucky, December, 1986, CSWE Accredited

Bachelor of Arts in Psychology, Samford University, Birmingham, Alabama, August, 1981,
magna cum laude

Continuing Education:

EMDR Level I Training – November, 2001

APA Convention, August, 2001

Evolution of Psychotherapy Conference, May, 2000

CERTIFICATIONS

ASW - Associate Clinical Social Worker, CA

EMDR Level I Certification

SUPERVISED CLINICAL EXPERIENCE

2001 – present **Family Institute of Pinole Clinic**, Pinole, California

Practicum Therapist

Provided outpatient therapy to ethnically diverse population of families, couples, adults and children. Maintained a weekly caseload of 8-10 clients. Complete assessments, develop treatment plans, collaborate with support services in the community, complete and track billing information (Medi-Cal, Victims of Crime, and private pay.) Received supervision and training in family therapy and narrative therapy.

Supervisor: Davida Cohen, MFT

Number of supervised hours: 750 (projected)

2000 – 2001 **American School of Professional Psychology**, Point Richmond, California

Intensive Clinical Training

Completed 70 hours of direct client contact providing individual therapy to adult clients with one-way mirror team supervision. Received approximately 75 hours supervision and training in trauma, family therapy and depth-oriented brief therapy.

Supervisor: Felix Polk, Ph.D.

Number of supervised hours: 145

CLINICAL EXPERIENCE

1994 – 1995 **Social Work and Therapeutic Recreation Program Manager**

Beverly Enterprises, Rancho Cordova, California

Provided and supervised medical social work services and therapeutic recreation consultation targeted towards meeting the physical, mental and psychosocial needs of geriatric, developmentally disabled and psychiatric patients in long-term care facilities throughout the West Coast.

- 1991 – 1994 **Social Work and Therapeutic Recreation Consultant**
Beverly Enterprises, Memphis, Tennessee
Provided medical social work services and therapeutic recreation consultation to geriatric, developmentally disabled and psychiatric patients in 25 long-term care facilities.
- 1990 - 1991 **Medical Social Work Supervisor**
Walker Regional Medical Center, Jasper, Alabama
Conducted intake assessments, developed treatment plans, provided individual and family counseling and discharge planning for patients in a 250-bed inpatient acute hospital. Supervised professional medical social work staff.
- 1989 – 1990 **Intake, Placement & Respite Services Supervisor**
Alabama Department of Mental Health/Mental Retardation, Birmingham, Alabama
Conducted and supervised home visits, intake assessments and case management services for developmentally disabled and dually diagnosed clients living in the community over an eleven county area. Developed residential and respite placements for clients.
- 1987 – 1989 **Mental Health Coordinator**
Mental Health Association, Birmingham, Alabama
Conducted day treatment recreation programs for adults with schizophrenia. Facilitated support groups for families of mentally ill clients, and parents of ADD and SED children. Led public information campaigns for mental health and prevention of substance abuse in schools.
- 1985 – 1986 **Social Work Intern**
Home of the Innocents, Louisville, Kentucky
Provided adjustment, transition and crises counseling to abused and neglected children in a short-term emergency shelter. Developed and implemented a program for counseling children through transition to foster care.
- 1982 **Child Care Counselor**
Beacon House, Jasper, Alabama
Provided individual, milieu and group therapy for adolescents in residential treatment.

RELEVANT WORK EXPERIENCE

- 2001 – 2002 **Teaching Assistant, Psychological Assessment**
Argosy University, Point Richmond, CA
Assist professor in teaching classes and evaluating student assignments in cognitive and personality assessment.
- 1995 – 2000 **Director, Quality Management**
Beverly Enterprises, Fort Smith, Arkansas
Directed, as part of an interdisciplinary team, the creation and implementation of a Quality Improvement program aimed at clinical quality in assessment, care planning, treatment, and outcomes for patients in 550 long term healthcare facilities nationwide.

NAME

201 Liberty Street #21
Point Richmond, CA 94530
510-245-8001
jsmith@hotmail.com

January 6, 2003

Dick Coleman, M.F.T.
The Y Team
4175 Lakeside Drive, Suite 110
Richmond, CA 94806

Dear Mr. Coleman:

I am writing to express my interest in practicum training at The Y Team of the West Contra Costa YMCA. Your facility has the importance of helping adolescents and families through therapy, which is one of my training desires. One of my ambitions I wish to fulfill in my first practicum as a marriage and family therapist trainee is working with both adolescents and their families in a face-to-face therapeutic environment. The Y Team seems to be an excellent source for this type of training.

As a first-year M.A. student I have obtained clinical experiences that have encouraged my interests in working with adolescents and families. I have worked in stressful environments, and with ethnically diverse populations; I am comfortable responding to all unique situations that come my way. I have worked with preschool children demonstrating behavioral and emotional difficulties, adolescents with a wide variety of psychological disorders, and families trying to cope with a child in need of special attention and care. I would enjoy working on a multidisciplinary team to enable me to collaborate with professionals with different areas of expertise. My experience in the Clinical Intensive Observation environment has enabled me to observe talk therapy through a one-way mirror where therapists have utilized techniques from psychodynamic, Gestalt, client-centered, and narrative perspectives.

Through my qualifications and determination, I feel that I can contribute greatly to your agency, and welcome the opportunity to interview with you to discuss my qualifications in greater detail. Thank you for your consideration of my application, and I look forward to hearing from you..

Sincerely,

169 Chapel Drive, Apt. 204
Mill Valley, CA 94941
ismith@worldpassage.net

October 5, 2003

Rene' Mendez-Peñate
Internship Coordinator
Marin County Community Mental Health Services
P.O. Box 2728
San Rafael, CA 94912

Dear Ms. Mendez-Peñate:

I am writing to express my interest in practicum training opportunities at Marin County Community Mental Health Services. Your agency's Adult Outpatient Services and Youth and Family Services teams are of particular interest to me because of your diversity of clients, your range of clinical services and the multiple settings in which service is provided. My personal goal in training is to be able to gain experience in clinical assessment and individual, family and group psychotherapy with a wide-range of clients. The majority of my training and experience has been in systems and psychodynamic theories, and I relish the opportunity to work with a wide range of clinicians who practice from these perspectives.

I am a second-year Psy.D student and have completed a Master's degree in Social Work. I have many years of post-masters experience working with diverse populations in various settings. Prior to moving to California, I held social work licensure in two states. Rather than pursue licensure here as an LCSW, I decided to work towards licensure as a psychologist. I am currently treating two individual adult clients in a psychodynamic clinical intensive class. While I am committed to learning, I am equally committed to contributing my assets to your agency—my intelligence, maturity, breadth of work experience, and a strong commitment to improving people's lives.

I would greatly appreciate the opportunity to train at your agency. Thank you for your consideration of my application, and I look forward to the prospect of interviewing with you.

Sincerely,

NAME

SAMPLE REFERENCE LETTER 2

October 9, 2004

Dr. Sachi Inoure
Asian Community Mental Health Services.
310 8th, Street, suite # 201
Oakland, CA 94607

Dear Dr. Inoure,

It is my pleasure to recommend to you *STUDENT NAME* for practicum placement at your site. I have known *STUDENT NAME* as a student in my Professional Ethics class and through my contacts with him about practicum placement over the past year. He is an energetic, thoughtful student who is engaged during class. He is responsible with assignments, and can hold both sides of an issue for examination. *STUDENT NAME* brings a wealth of personal life experience and tenacity to his goal of continuing his education and gaining clinical experience. He is responsive to feedback, and self initiating in his work.

As an intern, *STUDENT NAME* would offer a strong, consistent and reliable contribution to your agency's services. I believe you would find him an asset to your agency.

Sincerely,

Faculty, Master of Arts in Counseling Psychology

SAMPLE REFERENCE LETTER

October 10, 2004

Selene Mitlyng, Ph.D.
OMI Family Center
Outpatient Services
1760 Ocean Avenue
San Francisco, CA 94112

Dear Dr. Mitlyng,

I am pleased to recommend to you *STUDENT NAME* for practicum placement at your site. I am acquainted with *STUDENT NAME* as a student in my Cognitive Behavioral Theory and Therapy and Alcoholism and Chemical Dependency classes over the past year. I have found *STUDENT NAME* to be an excellent student whose maturity and intelligence are evident. She is a quick thinker and clear writer, as well as a concise and engaging presenter. She performs thorough research and is proficient in case analysis, theoretical conceptualizations, and constructing effective interventions.

As a practicum student, *STUDENT NAME* will offer an equally strong commitment to both her learning goals, and to making a meaningful contribution to your agency's services. From in and out of class conversations with her, I know of her personal integrity, and I believe without a doubt that you would find her to be an asset to your agency. I recommend her to you enthusiastically and with no reservations whatsoever.

Sincerely,

FACULTY NAME
Faculty, American School of Professional Psychology

