

# Applying to Grad Programs in Psychology: CVs and Scholarship Applications



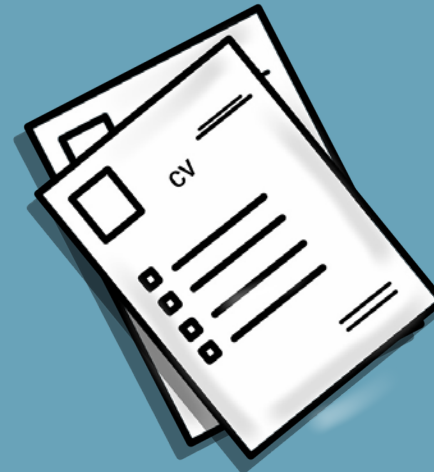
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MA Student, Industrial-Organizational Psychology



# CVs for Graduate School Applicants

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# What is a CV?

- A CV (or curriculum vitae) is an academic resume

CURRICULUM VITAE	
Natasha A. Kenny, PhD	
Director, Educational Development Unit Taylor Institute for Teaching and Learning University of Calgary, Alberta, Canada	
Education	
01-2005 to 06-2008	PhD, Land Resource Science, University of Guelph Thesis: Assessing the Outdoor Thermal Comfort of Users Performing Physical Activity
09-1997 to 10-2000	Master of Landscape Architecture, University of Guelph Thesis: The Effects of Recreational Use Impacts on Hiking Experiences in Natural Areas
02-1992 to 05-1997	Bachelor of Environmental Science, University of Guelph Natural Resource Management
Related research and work experience	
01-2018 to present	Senior Director, Taylor Institute for Teaching and Learning, University of Taylor Institute for Teaching and Learning The University of Calgary is one of Canada's top comprehensive research-intensive postsecondary learning institutions, with over 34,000 students in 14 faculties, 2300 academic staff and 3300 non-academic staff across five campuses. The Taylor Institute for Teaching and Learning is dedicated to enriching the quality and breadth of learning at the

# What to Include in a CV

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**Education**

**Awards, Honours, and  
Scholarships**

**Experience**  
(research and work)

**Relevant Certifications  
+ Software Skills**

**Community  
Experience/Leadership**

**Presentations +  
Publications**

# General CV Tips

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- It should be professional – no typos or other errors
- Make it easy to read – consider a PDF file
- Avoid including high school activities \*
- Can include an ‘Overview’ section

## OVERVIEW

- Strong critical thinking, analytical expertise and honed research skills.
- Strong interpersonal skills, including the ability to work with a diverse range of individuals and handle sensitive information.
- Ability to create and deliver engaging, informative, well-organized presentations and reports.
- Effective in unstructured and demanding professional environments that encourage self-initiative, teamwork, problem-solving and creativity.

## Curriculum Vitae

**Jane Doe**

Toronto, Ontario, Canada

Cell: 647-321-4321 | Email: janedoe@yourinstitution.ca

- 2018-2020 M.A. Counselling Psychology  
Western University, London, ON, Canada  
Supervisor(s): Susan Rodger, Ph.D., C. Psych.  
Alan Leschied, Ph.D., C. Psych. (Sep 2018 – June 2019)
- 2014-2018 B.A. First-Class Honours in Psychology  
St. Francis Xavier University (StFX), Antigonish, NS, Canada  
Supervisor: Margo C. Watt, Ph.D., R. Psych.
- 2016-2018 2 Year Special Concentration in Forensic Psychology, StFX University

**Thesis Research**

- 2020 *Direct and Indirect Non-Suicidal Self-Injury (NSSI) Expression: An Investigation into the Nature of NSSI and Childhood Maltreatment*
- Supervisors: Dr. Alan Leschied (Sep 2018 – June 2019), Dr. Susan Rodger
    - Conducted through InterRAI Canada (Dr. Shannon Stewart)
- 2018 *An Investigation of Anxiety in Dental Services*
- Supervisor: Dr. Margo C. Watt
  - In partnership with Dr. Amanda Hill (DDS) of River Hill Dental, New Glasgow, N.S, Canada and Dr. Colin Priddy (DMA)

**Publications****Submitted**

1. **Truffyn, E.E.**, Moayedi, M., Brown, S., Ruskin, D., Duerden, E.G. Sensory function and psychological factors in children with Complex Regional Pain Syndrome Type 1. *Submitted to the Journal of Pediatrics.*
2. **Truffyn, E.E.**, Moayedi, M., Brown, S., Ruskin, D., Duerden, E.G. Sensory function and psychological factors in children with Complex Regional Pain Syndrome Type 1: a case-control study. *Submitted to the Journal of Developmental Medicine & Child Neurology.*

**In Preparation**

1. **Truffyn, E.E.**, Watt, M.C., Priddy, C., MacLean, K. Relations between anxiety sensitivity, dental anxiety, and childhood learning experiences in dental services (Working Title).
2. **Truffyn, E.E.**, Stewart, S.L., Rodger, S.C., Leschied, A.W. Understanding the Interplay Between Childhood Maltreatment and the Nature of Non-Suicidal Self-Injury Expression in Adolescents.

**External Funding**

- 2019-2020 Joseph Armand Bombardier Canada Graduate Scholarship-Master's (CGS-M), \$17,500, Social Sciences and Humanities Research Council of Canada (SSHRC), Western University
- 2019-2020 Ontario Graduate Scholarship (OGS), \$15,000, Western University (Declined)
- 2017 Nova Scotia Health Research Scotia Scholar Award, \$5,000, StFX University
- Provides external funding to high caliber students engaged in health research at Nova Scotia universities

**Academic Awards and Honours**

- 2018 Senior Craig MacDonald Mooney Prize in Psychology, StFX University
- Awarded \$200 to the graduating student who has earned the highest average in his/her honours psychology program at St. Francis Xavier University.
- 2017 Junior Craig MacDonald Mooney Prize in Psychology, StFX University
- Awarded \$200 to the student who has completed the junior year of an honours psychology program at St. Francis Xavier University; has attained a First Class Honours standing; and, who has attained the highest average in the Psychology courses taken in the sophomore and junior years of the program.
- 2015-2018 Dean's Honours List, StFX University

**Scholarships and Bursaries**

- 2019 Graduate Student Assistant (GSA), \$3,488, Western University
- 2018 Graduate Student Assistant (GSA), \$3,400, Western University
- 2018 Jules Léger Undergraduate Scholarship for Achievement in the Humanities and Social Sciences, \$1,000, StFX University
- 2018 Jules Léger Endowment Scholarship, \$1,500, StFX University
- 2018 Jules Léger Endowment Scholarship, \$200, StFX University
- 2015-2018 In-Course Academic Scholarship, \$2,000 annually, StFX University
- 2014 Alexander Rutherford Scholarship for High School Achievement, \$1,800, Government of Alberta Scholarship Program

## Research Experience

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2019-Present	<p>Volunteer Research Assistant to Dr. Lindsay Bodell, Assistant Professor Department of Psychology, Western University</p> <ul style="list-style-type: none"> <li>• Psychobiology of Eating and Related Disorders (PEAR) Lab</li> <li>• Primary duties involve administering, scoring, and interpreting the Eating Disorder Assessment for DSM-5 (EDA-5) and Mini-International Neuropsychiatric Interview (MINI) with adolescents exhibiting eating disorder symptomology and healthy controls</li> <li>• Participant recruitment, phone intakes, and lab meetings</li> </ul>
2019-2020	<p>Research Assistant to Dr. Emma Duerden, Assistant Professor of School and Applied Child Psychology, Western University</p> <ul style="list-style-type: none"> <li>• The Developing Brain Lab</li> <li>• Primary duties involved assisting investigators in the analysis of studies with infants and school-age children, performing literature reviews, and manuscript preparation of four papers related to early pediatric pain</li> <li>• Currently submitting a manuscript related to sensory function and psychological factors in children with Complex Regional Pain Syndrome Type 1</li> <li>• Ethics submission and running an image memorability study for adolescents</li> </ul>
Feb-Sept 2020	<p>Volunteer Clinical Research Associate at the London Family Court Clinic, London, ON.</p> <ul style="list-style-type: none"> <li>• EQ4: Suicide Postvention Project</li> <li>• Clinical Research Associate with goals to convene, consult and engage with various community-based organizations (e.g. CMHA, Victim Services, etc.) in the development, dissemination and acceptance of a protocol for suicide postvention</li> <li>• Role included facilitating the collection of data, analysis, and conducting interviews with community partners</li> </ul>
2018-2020	<p>InterRAI Lab Research Assistant</p> <ul style="list-style-type: none"> <li>• Conducted literature reviews related to child and youth mental health and attended lab meetings</li> </ul>
2016-2018	<p>Student Research Assistant to Dr. Margo C. Watt, Professor of Psychology, StFX University</p>
2016-2018	<p>Member of Dr. Watt's Forensic and Clinical Psychology Research Lab, StFX University, Antigonish, NS</p>

2018	<p>Volunteer Research Assistant to Dr. Kara Thompson, Assistant Professor of Psychology Professor, StFX University</p> <ul style="list-style-type: none"> <li>• Responsible for facilitating and recording/transcribing several two-hour focus groups for the Cannabis Harm Reduction Project</li> </ul>
2015-2017	<p>Volunteer Research Assistant to Dr. P. Hauf, Dean of Science, StFX University</p> <ul style="list-style-type: none"> <li>• Responsibilities included: Coding and data entry at the Infant Action and Cognition Lab; greeting participants and preparing the lab; assisting primary investigators; lead experimenter on the Melody Project</li> </ul>

## Other Research Experience

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- Online data collection methods (i.e. Qualtrics, Amazon MTurk, MailChimp) and statistical software (i.e. SPSS)
- Successful completion of the "Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS 2)- Course on Research Ethics" tutorial
- Experience working with Tobii Eye Tracker 4C and heart monitoring systems
- Scientific writing, funding applications (i.e. NSHRF, SSHRC, OGS) and ethics proposals

## Conference Presentations

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1. **Truffyn, E.E.S.,** Rodger, S.C., & Stewart, S.L. *Non-Suicidal Self-Injury Expression*. Abstract submitted for presentation at the Canadian Psychological Association's (CPA's) 82<sup>nd</sup> Annual National Convention Virtual Event, June 7<sup>th</sup>-25<sup>th</sup>, 2021.
2. **Truffyn, E.E.S.,** Rodger, S.C., & Stewart, S.L. *The Effects of Childhood Maltreatment on Non-Suicidal Self-Injury (NSSI) Expression*. Poster presented virtually at the Child Health Research Day. Western University, Schulich School of Medicine & Dentistry. May 27<sup>th</sup>, 2020.
3. **Truffyn, E.E.S.,** Rodger, S.C., & Stewart, S.L. *Childhood Maltreatment and Non-Suicidal Self-Injury Expression*. Abstract accepted for presentation at the Western Research Forum. London, ON. March 19<sup>th</sup>, 2020. Cancelled due to COVID-19.
4. **Truffyn, E.E.S.,** Rodger, S.C., & Stewart, S.L. *Non-Suicidal Self-Injury Expression*. Abstract accepted for presentation at the Canadian Psychological Association's (CPA's) 81<sup>st</sup> Annual National Convention. Montréal, QC, May 2020. Cancelled due to COVID-19.
5. **Truffyn, E.E.S.,** Rodger, S.C., & Stewart, S.L. *Non-Suicidal Self-Injury: Does Expression Differ Among Youth Exposed to Childhood Maltreatment?*. Paper accepted for presentation at the 32<sup>nd</sup> International Congress of Psychology (ICP). Prague, Czech Republic 2020. Cancelled due to COVID-19.
6. **Truffyn, E.E.S.,** Rodger, S.C., & Stewart, S.L. *Childhood Maltreatment and Non-Suicidal*

### Academic Presentations

1. Invited presentation: Panelist at the First Annual St.FX Open House, St. Francis Xavier University, Antigonish, NS. October 2017.
2. Invited presentation: Graduate Record Examination (GRE) lecture to the Psychology Honours program, St. Francis Xavier University, Antigonish, NS. September 2017.
3. Invited presentation: Forensic Psychology Information Presentation for all first- and second-year psychology courses at St. Francis Xavier University, Antigonish, NS. March-April 2018.
4. Invited Presentation: Teacher Wellness Conference for first- and second-year Bachelor of Education students at the University of Western Ontario. Provided information about psychological services available on campus. London, Ont. November 2018.
5. Invited Presentation: Inclusivity and Diversity Forum, Western University, January 2019. Provided supports for distressed students.

### Clinical Experience

- Sept 2019-Present    Counselling Psychology Graduate Clinician, Thames Valley District School Board- Psychological Services (TVDSB), London, ON.
- Clinical Supervisor: Dr. Janice Kurita (C Psych).
    - Provide individual counselling to elementary and secondary students presenting with a wide range of psychological concerns (anxiety, depression and suicidal ideation, substance use, conversion disorder, sexual, physical, and verbal abuse, maladaptive sexual behaviours, auditory hallucinations, etc.).
    - Attend various multi-disciplinary team and family meetings to discuss individual cases and student needs.

2019-Present

FASD Co-Facilitator, London Family Court Clinic and Merrymount, London ON.

- Clinical Supervisor: Dr. Dilys Haner (C Psych)
- Responsibilities include co-facilitating a support group twice a month for children and teens affected by Fetal Alcohol Spectrum Disorder (FASD).
- Incorporating mindfulness, evidence-based practice (e.g. CBT, emotional regulation skills), and fostering positive social interactions.

2016- 2018

Forensic Psychology Student, Practicum at the Wellness Court ( The Hon. Judge Laurel J. Halfpenny MacQuarrie). Port Hawkesbury, Cape Breton, Nova Scotia.

- Specialized court system that offers a second chance to offenders suffering from addiction and mental illness.
- Harm-Reduction Approach
- Attending pre-court meetings, the proceedings, and assisting Supreme Court Judge Laurie Half-Penny Macquarie.
- Developed and disseminated a list of community resources for offenders to utilize.



### Organizations and Societies

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2019- Present	Member of Western University's Psychology Graduate Student Association (PGSA) <ul style="list-style-type: none"> <li>• Counselling Psychology Student Representative.</li> </ul>
2019-Present	Association for Psychological Science <ul style="list-style-type: none"> <li>• Graduate Student Affiliate</li> </ul>
2016- Present	Canadian Psychological Association <ul style="list-style-type: none"> <li>• Student Affiliate</li> </ul>
2016- 2018	President of the X Mental Health Connection Society <ul style="list-style-type: none"> <li>• Organizing events within the StFX and Antigonish communities.</li> <li>• Awarded \$1000 by the Mental Health Foundation of Nova Scotia</li> <li>• Radio Interviews</li> <li>• Working with community support groups such as the Park Bench Players (amateur actors living with mental illnesses such as schizophrenia).</li> <li>• Maintain active social media pages (i.e., Facebook, Twitter, Instagram).</li> <li>• Organize annual Mental Health Awareness Week in Partnership with "Bell Let's Talk".</li> </ul>
2016- Present	Amnesty International Member
2016- 2017	Member of StFX Health Crew
2015- 2016	Co- President of the X Mental Health Connection Society
2014- 2018	Member of StFX Psychology Society
2014- 2015	Communication Executive of the X Mental Health Connection Society <ul style="list-style-type: none"> <li>• Create and maintain social media platforms to disseminate material to increase mental health literacy.</li> </ul>

### Professional Experience

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2018/2019	Educational Assistant, Heartland Agency and EvenStart Program, Calgary Alberta. <ul style="list-style-type: none"> <li>• Working with children in the classroom who come from backgrounds of trauma, abuse and neglect, and struggle with a myriad of developmental difficulties (e.g. Down Syndrome, Autism Spectrum Disorder, behavioural difficulties, speech delays, etc.).</li> <li>• Shadowing and assisting the Registered Psychologist, Speech Language Pathologist, and Social Worker with the in-home intake process.</li> <li>• Responsible for assisting on-site accreditation process, federal grant writing, and summer camp leadership.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Rudimentary experience in Play Therapy.</li> <li>• In collaboration with the interdisciplinary team, helped create a number of mindfulness modules that are trauma informed, and adapted for children 3-5 years of age.</li> </ul>
2016- 2018	Peer Tutor, StFX University <ul style="list-style-type: none"> <li>• Responsibilities included: providing tutoring services in Psychology (Introductory Psychology; Learning Psychology; Research Methods and Statistics; Advanced Statistics for Psychological Research; Abnormal Psychology).</li> </ul>
2014- 2018	Note Taker, Accessible Learning Center, StFX University <ul style="list-style-type: none"> <li>• Taking class notes for students with learning and physical disabilities.</li> </ul>
2013- 2015	National Lifeguard and Red Cross Swimming Instructor Certifications

### Certifications

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2019	InterRAI Child and Youth Mental Health Assessment Tool Training. CMHA Waterloo, Ont., December 2019.
2019	Foundations in Fetal Alcohol Spectrum Disorder (FASD) Certification <ul style="list-style-type: none"> <li>• Regulated by the Canada FASD Research Network (CanFASD)</li> </ul>

# Thoughts?

## EDUCATION

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Bachelor of Arts, Honour's Equivalency Psyc  
University of G. Guelph, ON 09/2013 to  
present

Non-Degree Psychology 12/2011 to  
Athabasca University, Athabasca, AB 08/2013

Bachelor of Arts, Honours French and Art History 09/2006 to  
Queen's University, Kingston, ON 06/2010

## HONOURS AND AWARDS

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Tony and Anne Arrell Scholarship (\$10,000) Fall 2015 to  
University of Guelph Winter 2016

Dean's Honours List Fall 2013 to  
University of Guelph Fall 2014

Ambassador of Switzerland's Book Prize in French 2010  
Queen's University

Dean's Honour List Fall 2008 to  
Queen's University Winter 2010

# Thoughts?

## COMMUNITY INVOLVEMENT

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- Nov 2015 – Apr 2016      **Student Mentor:** Student Accessibility Services, University of Guelph
- Providing one-on-one mentorship support to students in areas related to schoolwork, organization, and time management
- Jan 2015 – Aug 2016      **Program Assistant:** Among Friends Community Mental Health Program, LAMP Community Health Centre, Toronto
- Providing one-on-one mentorship support to individuals dealing with mental illness and assistance to the staff running mental health programs
- Oct 2014 – Dec 2014      **Instructor's Assistant:** Art Medley Class, Wellington Centre for Continuing Education, Upper Grand District School Board After-School Programs, Guelph
- Providing assistance to the art class instructor by assisting the children (ages 6-12), teaching segments of the class, and cleaning up after class
- Sep 2014 – Dec 2014      **French Club Representative:** College of Arts Student Union, University of Guelph
- Sit on the College of Arts Student Union board, attend weekly student union meetings, and represent the French Club when making decisions.

# Thoughts?

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## PROFESSIONAL EXPERIENCE

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**Research Assistant** (May 2014 - present)

*Open Learning and Educational Support*, University of Guelph

*Responsibilities:*

- Provide research assistance to educational development unit.

**Transcription Assistant** (November 2013 - April 2014)

*College of Arts*, University of Guelph

**Hostess** (March 2012 - August 2013)

*Milestones Restaurant*, [Etobicoke](#), ON

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## CONFERENCE PRESENTATIONS

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Charbonneau, B., & Smith, C. (2014, August). *Empowering students in diversity*. Workshop presented at Graduate Student University Teaching Conference, Guelph, Ontario.

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## INSTITUTIONAL AND TECHNICAL PUBLICATIONS

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Charbonneau, B. (2015). *Course [reDesign](#) Institute 2015: Summary Report*. [Report for Open Learning and Educational Support, University of Guelph], 20 pages.

# Governmental Graduate Scholarships



# Master's Scholarship Applications



## Canada Graduate Scholarship – Masters (CGS-M)

- Funded by government of Canada (SSHRC, NSERC, and CIHR)
- \$17,500 for one year
- Submit **one application** through online portal – indicate up to three schools where you intend to apply (your proposed host institutions)
- Due December 1, 2022
- <https://graduatestudies.uoguelph.ca/current/funding/scholarships/gov-fundedawards/cgsm>



## Ontario Graduate Scholarship (OGS)


- Funded by government of Ontario
- \$15,000 per year
- Submit **an application at each Ontario school** you're applying to – same application, but different schools may have different deadlines and processes
- Due January 31, 2023 (Guelph)
- <https://graduatestudies.uoguelph.ca/current/funding/scholarships/gov-fundedawards/ogs>

# What Goes Into the Application



## Canada Graduate Scholarship – Masters (CGS-M)

- Online application, which includes:
  - Research proposal (1 page)
  - Bibliography + citations
  - Identify field of research
  - Transcripts
  - Canadian Common CV (CCV)
  - Special circumstances (optional)
  - 2 Reference Letters



## Ontario Graduate Scholarship (OGS) - Guelph

- Application form, which includes:
  - Research proposal (1 page)
  - Bibliography + citations
  - Publications/Presentations
  - Academic accomplishments
  - List of scholarships/awards
  - Special circumstances (optional)
- 2 Reference Letters

# Selection Criteria: Research Proposal + CV



## Canada Graduate Scholarship – Masters (CGS-M)

- Research Proposal:
  - Quality and feasibility
  - Communication and organization
  - Abilities and skills that will help you complete the project on time
- CCV:
  - Research experience and training
  - Leadership, volunteering, and community work



## Ontario Graduate Scholarship (OGS)

- Research proposal:
  - Motivation, creativity, significance, and communication skills (*emphasize these things/use these words*)
- Academic excellence in your transcripts, awards, publications/presentations, and other accomplishments (*like internships and volunteering*)



# Writing the Research Proposal

- Carefully read the instructions and evaluation criteria
- Write in a clear, understandable way – don't use jargon, define important terms that reviewers may not know
- Organize your ideas effectively – you have a lot to cover in 1 page
  - General template: brief gripping paragraph, literature + theory review/gap in literature, your study overview/methods, hypotheses/ expected findings, impact + significance –but also emphasize skills/abilities that will help you complete the project
- Emphasize what makes your proposal original, how it will contribute to the field of study, and why it's important
- Take the time to write and edit, and get feedback from others if possible (great to get perspectives from those in a different field)

# Asking for Reference Letters

- Request letter from referees who know you well and who you know will provide a positive reference – ask if they can give you a **strong** reference
- Provide the referee with as much information as possible to help them write a strong letter – CV, research contributions, unofficial transcript, etc. and make sure to provide the appropriate form of link. **The more tools you give referees to work with the better!**
- Give them plenty of time – one month+, not including holidays
- For form references, fill out every part of the form that you can (your personal info, their name, etc.)
  - If the letter must be mailed, provide an envelope with postage and address written in

# Other Scholarship Resources

- University of Guelph slide presentation from 2019 on Tri-Agency (aka CGS-M) and OGS applications:  
<https://graduatestudies.uoguelph.ca/sites/default/files/Tri-Agency%20and%20OGS%20Presentation%202019.pdf>
- Other scholarship application tips from awards officers at the University of Guelph:  
<https://graduatestudies.uoguelph.ca/current/funding/tools>

Questions?

