**TYPICAL FORMAT FOR CVS by Simon Moss**

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| **Introduction to this document** |

When you apply to secure a job, you often need to submit a

* CV or curriculum vitae, sometimes called a resumé
* several pages in which you specify how you fulfil particular key selection criteria—a topic that is discussed in another document on Learnline

Before you construct these documents, should be cognisant of the following principles, specified in the following table

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| Principles | Details |
| The terms CV and resumé are sometimes, but not always, used synonymously. | * A resumé is always short—usually 3 pages or fewer. * For some roles, a CV might be more longer, between 3 and 8 pages for example. |
| Over time, you should record all your achievements, roles, training, and other relevant information in a file | * You might record this information in a Word document or Excel file * You can then extract details from this file to prepare your job application |
| Monitor the job advertisement closely | * Does the organization seem to want an applicant who demonstrates independence, initiative, and innovation? * Or does the organization seem to want an applicant who is more cautious, reliable, and compliant? * You should adapt your job application to match the preferences of this organization. |
| Contact the organization to clarify their priorities | * You might email or telephone the contact person * You could then ask questions, such as “Can you tell me more about the role?” * Your job application is more likely to be considered if you contact the organization first |
| You could report your PhD or Masters by Research as a job | * If you have not completed many jobs, in section on employment, you could include your PhD or Masters   For example, you might describe your duties as   * Designed, implemented, and completed a large research project * Presented and communicated the findings to diverse stakeholders |

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**Endorsed in organizational psychology**

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| **Executive summary** |

**Key achievements**

* Published 10 books and over 80 papers primarily on how workplace and societal practices shape mental health, relationships, and productivity.

**Key academic positions**

* Dean of Graduate Studies
* Deputy and Acting Head of a school that entails psychology & other health sciences

**Consulting experience**

* Founder, director, and senior consultant of several management consultancies
* Specialized in conflict resolution, workplace assessment, & leadership training,

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| **Education** |

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|  | 1993-1997. **PhD in Psychology** Monash University | Entitled “Limitations in human cognition and attention”. Examined how the social context shapes human performance. |
|  | 1992. **Honours degree** Monash University | Entitled “Attention switching time: A comparison between young and experienced drivers”. |
|  | 1989-1991. **Bachelor of Science** Monash University | Completed units in Psychology, Statistics, Mathematics, Physiology, and Chemistry. |

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| **EMPLOYMENT HISTORY** |
| **Current employment** |

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|  | 2018 **Graduate Dean of Studies** Charles Darwin University | * Developed initiatives to enhance the skills, resilience, motivation, and creativity of research students * Assisted in the attraction, retention, and graduation of research students * Oversaw the administration of admission, progress, examination, and financing of research students | |
| **Past Academic Positions** | | |

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|  | 2017 **Deputy Head of School** Charles Darwin University | * Acted as Head for 5 months * Developed a virtual token system to inspire staff to offer services that improve the university * Managed and resolved problems in staffing, conflicts, and accreditation |
|  | 2014-2016 **Associate Professor / Senior Lecturer** Charles Darwin University | * Research Chair of school: Introduced research programs that integrate diverse disciplines * Lectured in neuropsychology, developmental psychology, and psychological interventions |
|  | 2012-2013 **Senior Lecturer** Cairnmillar Institute | * Chair of Ethics and Coordinator of Research * Coordinator of the Graduate Diploma of Psychology |
|  | 1998-2011 **Senior Lecturer / Lecturer** Monash University | * Chief investigator of grants worth over $3 million * Published over 50 papers and 8 books * Supervised 20 PhD or Doctoral students * Developed and delivered units in clinical psychology, organizational psychology, statistics, and business administration |

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| **Past Consulting Experience** |

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|  | 1997- **Overview of consulting experiences** | * Worked as an independent consultant and as a partner of Zenith Professional Development * Worked in collaboration with other consultancies including Career Capital, Dynamic Wisdom, HCMS, and People Measures |
|  | **Conflict resolution** | * Offered services in conflict resolution and change management to many hospitals and banks * Develop a framework to assess and redress causes of conflict * Successfully addressed disputes that had lasted over 5 years. |
|  | **Workplace analysis and initiatives** | * Developed a system that identifies overlooked causes of workplace problems as well as generates policies and practices that address these problems * Applied these assessments and similar services to a range of organizations including CBA, ANZ, NAB, Alcoa, ADF, and several government departments |
|  | **Leadership training and coaching** | * Developed a database of scientific discoveries that contradict the common practices of managers * Utilized this information to present leadership training and coaching to many organizations, including other consultancies as well as the Department of Education, Shell, VECCI, and SES. |

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| **Referees** |

Referees can be provided upon request