

Occupational Therapy Curriculum Vitae Worksheet

Use this worksheet for mapping out your OT CV

Header – Contact Information:

At the top of your CV please list your name, address (city and state only is appropriate to list if you do not wish to list your full address), phone number, personal professional email address, & LinkedIn URL

Education: *ALL sections, list information in reverse chronological order*

Occupational Therapy Education:

Degree, Name of College, GPA, Grad Date

Other Colleges:

Degree, Name of College, GPA, Grad Date

License and Certifications:

Occupational Therapist license to be listed first

Certifications:

Name of Certification, Date Obtained (Month and Year)

Occupational Therapy Fieldwork Experience: *list most recent clinical experience first.

1. Name of Facility; Location; Dates; Specialty; Preceptor Name; Key Skills Learned/Experienced

2. Name of Facility; Location; Dates; Specialty; Preceptor Name; Key Skills Learned/Experienced

3. Name of Facility; Location; Dates; Specialty; Preceptor Name; Key Skills Learned/Experienced

4. Name of Facility; Location; Dates; Specialty; Preceptor Name; Key Skills Learned/Experienced

5. Name of Facility; Location; Dates; Specialty; Preceptor Name; Key Skills Learned/Experienced

6. Name of Facility; Location; Dates; Specialty; Preceptor Name; Key Skills Learned/Experienced

7. Name of Facility; Location; Dates; Specialty; Preceptor Name; Key Skills Learned/Experienced

8. Name of Facility; Location; Dates; Specialty; Preceptor Name; Key Skills Learned/Experienced

9. Name of Facility; Location; Dates; Specialty; Preceptor Name; Key Skills Learned/Experienced

Professional Work Experience *list most recent work experience first

1. Position, Employer, Location, Dates, Key Skills Utilized (even if you don't list on Your resume it's a good idea to think of skills as it can be useful in answering interview questions!)

2. Position, Employer, Location, Dates, Key Skills Utilized

Research:

List of completed research

Date; Name of Research; List all involved if completed with a team (bold your name from the list)

Presentations:

List of all presentations completed for in-service training.

Dates, name of presentation, rotation where it was completed.

Publications:

List of all publication completed.

Dates, name of publication.

Professional Memberships & Affiliations:

AOTA; OTAC professional memberships list here, as well as any additional professional memberships

Community Service & Volunteer:

Community service experience: name of event, location, city and state, and date (month and year only, even one-day events)

Leadership Experience:

List all leadership experience from organizations

Achievements & Honors:

 *list most recent community service or activities first.

You can include school or community volunteer experiences.

- 1.
- 2.
- 3.

Continuing Education Coursework:

 *include additional courses completed outside of WCU curriculum

Skills and Proficiencies:

Languages: list here with level of knowledge

Softwares: list here software experience

References:

Available upon request (References should be listed in a separate document)

Sample Reference page format: Example:

Name	Sam Samuels
Title/ relationship	Director of Rehab; Supervisor
Place of employment	123 OT, Hawthorne, CA
Email	Email: samuels@email.com
Phone number	Phone: (818) 555-5555

Please contact Career Services if you have questions about or need help with your Occupational Therapy CV!

Career Services • West Coast University – Center for Graduate Studies
Aida Topalian, Director of Career Services aTopalian@westcoastuniversity.edu • 323-454-5066
Natzuely Estrada, Career Services Specialist NaEstrada@westcoastuniversity.edu • 323-454-5073