CVName (14pt-16pt font)
Postal Address | Phone Number | Professional Email Address
Portfolio, Website or LinkedIn Address (Optional)

EDUCATION

Institution Name City, State
Doctor of Philosophy (PhD) in Degree Month and Year Received/Expected
Dissertation (if applicable) GPA:X.XX/4.00

Institution Name City, State
Master of Science (MS)/Art (MA) in Degree Month and Year Received
Thesis (if applicable) GPA:X.XX/4.00

Institution Name City, State, Country
Bachelor of Science (BS)/Art (BA) in Degree Month and Year Received
Concentration/Minor/Emphasis GPA:X.XX/4.00

RESEARCH EXPERIENCE

Department Name, Institution City, State
Your Role (Job Title) Month Year – Month Year
- Start off with action verbs (i.e. researched, investigated, tested, analyzed, etc.) to describe your research experience
- Include #, $, or % if possible to help the reader understand the scope of what you did (quantify results)
- Be sure to include any technical, computer, laboratory, or other skills that you gained through this experience
- Use industry jargon and terminology in this section

TEACHING EXPERIENCE

Department Name, Institution City, State
Your Role (Job Title) Month Year – Month Year
- Discuss topics you covered, # of sections taught, level of students you taught, and so on
- Mention teaching methods (lectured, created handouts, discussion groups, etc.)

PUBLICATIONS / PRESENTATIONS

This section should be formatted in your field's citation style (APA, MLA, Chicago, etc.). Always bold your name within formatting to indicate your level of involvement. Remember to make a note if the publication/presentation is pending.

WORK EXPERIENCE

Name of Company City, State
Your Role (Job Title) Month Year – Month Year
- Include relevant industry experiences in your field of interest
- This section can be titled according to your field (i.e. research experience, relevant experience, etc.)

PROFESSIONAL AFFILIATIONS

Organization Name, *Your Role* (if applicable) Month Year – Month Year

HONORS AND AWARDS

Name of Honor / Award / Grant / Scholarship, Amount received (if applicable) Year Awarded

INVITED LECTURES

Title Date

Institution City, State

SKILLS

List any skills in order of what most pertains to your field. Skills can be in computer software, laboratory, and technical.
- **Technical:** Skill 1, Skill 2, Skill 3
- **Languages:** Skill 1, Skill 2

SERVICE PROJECTS

Organization Name, *Your Role (if applicable)* Month and Year Range

CERTIFICATIONS

Title of Certification, *Awarding Association* Month and Year Range

Please note, this CV is used for academic settings most often for graduate students. Most jobs with private companies for undergraduate students are seeking a resume.