

CURRICULUM VITAE (CV) TEMPLATE

First Name Last Name

Phone · Email · City, State

LinkedIn (optional)

EDUCATION

School Name, City, State

Degree and Major

Anticipated XX/20XX

(i.e., Bachelor of Science: Business Administration, Marketing)

Another School Name, City, State

Degree and Major

Graduated or Dates Attended XX/20XX

RELEVANT COURSEWORK *(classes, projects, papers)*

Course Name

Start Date XX/20XX-End Date XX/20XX

- Action Verb *(describe knowledge or skills attained through coursework)*
- Action Verb *(no more than 3-5 bullets)*

Project Name, Role

Start Date XX/20XX-End Date XX/20XX

- Action Verb *(describe skills attained through project)*
- Action Verb *(no more than 3-5 bullets)*

TEACHING/ ADVISING EXPERIENCE *(most recent or relevant first)*

Department, University

Start Date XX/20XX-End Date XX/20XX

Position Title

- Action Verb *(describe responsibilities and accomplishments)*
- Action Verb *(no more than 3-5 bullets, unless it's your only job)*
- Action Verb *(present job, use present tense; past job, use past tense)*

Department, University

Start Date XX/20XX-End Date XX/20XX

Position Title

- Action Verb
- Action Verb
- Action Verb

ASSOCIATIONS/AFILIATIONS

Organization Name, Role

Start Date XX/20XX-End Date XX/20XX

Organization Name, Role

Start Date XX/20XX-End Date XX/20XX

SKILLS

Computer Skills

Language Skills

Other