

## Résumé / Curriculum Vitae (CV) Template

### **First Name Last Name** *(can include middle initial or name, not required)*

Street Address *(contact information may be listed on 1 to 4 lines)*

City, State Zip Code

Phone Number *(use a professional voicemail message)*

E-mail Address *(use a professional sounding address)*

### **TARGET JOB TITLE OR OBJECTIVE**

Branding statement with Target Job Title – one to two statements about what you bring to the position as a professional.

Objective statement - one to two sentences about the opportunity you want and what you can contribute to the employer.

### **EDUCATION**

**Type of Degree in Major** *(in bold)*, Anticipated Month Year

University name, City, State

### **EXPERIENCE** *(can include paid and unpaid work experience)*

**Job Title** *(in bold)*, Company Name, City, State, Month Year to Month Year

- Responsibilities, achievements, and contributions in 2 or 3 short bullets
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### **VOLUNTEER SERVICE AND COMMUNITY INVOLVEMENT** *(if appropriate)*

One line per activity, include dates served/involved

**Other Headings you might use on a résumé include:** Computer Skills; Extra-Curricular Activities & Honors; Summary of Qualifications or Professional Summary (instead of the objective); Professional Licenses or Certifications

**To change a résumé to a curriculum vitae (CV), add headings for:** Professional, Vocational or Research Objective; Relevant Course Work; Educational or Professional Honors or Awards; Scientific or Academic Research, Laboratory Experience and Related Skills; Description of Thesis or Dissertation, Papers Written, Publications; Academic or Professional Presentations; Professional and Association Memberships; Technical and Specialized Skills such as Computer Programming or Laboratory Instrumentation; Interests - Future Academic or Professional Goals; Travel / Exposure to Cultural Experiences; Foreign Language Skills