

## Name (14pt-16pt font)

Postal Address

Phone Number

Professional Email Address

Portfolio, Website or LinkedIn Address (Optional)

### EDUCATION

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**Institution**

*Doctor of Philosophy (PhD) in Degree*  
Dissertation (if applicable)

City, State  
Month and Year Received/Expected  
GPA:X.XX/4.00

**Institution**

*Master of Science (MS)/Art (MA) in Degree*  
Thesis (if applicable)

City, State  
Month and Year Received/Expected  
GPA:X.XX/4.00

**Institution**

*Bachelor of Science (BS)/Art (BA) in Degree*  
Minor/Emphasis

City, State/Country  
Month and Year Received  
GPA:X.XX/4.00

### RESEARCH EXPERIENCE

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**Department Name, Institution**

*Your Role (Job Title)*

City, State  
Month and Year Range

- 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
- 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

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**Department Name, Institution**

*Your Role (Job Title)*

City, State  
Month and Year Range

- Discuss topics you covered, # of sections taught, level of students taught, and so on
- Mention teaching methods (lecture, handouts, discussion groups, etc.)

### SELECTED PUBLICATIONS / PRESENTATIONS

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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.

### OTHER EXPERIENCE

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**Name of Company**

*Your Role (Job Title)*

City, State  
Month and Year Range

- Include industry experiences in your field of interest that you would still like to include on your CV

### PROFESSIONAL AFFILIATIONS

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**Organization Name, Your Role** (if applicable)

Month and Year Range

- Keep this section focused solely on associations specific to your area of study

### HONORS AND AWARDS

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**Name of Honor / Award / Grant**

Year Awarded

- This section could include assistantships, scholarships, or other forms of recognition

**INVITED LECTURES**

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<b>Title</b>	<b>Date</b>
<i>Institution</i>	<i>City, State</i>

**SKILLS**

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List skills in order of what most pertains to your field. Skills can include language, technical, or laboratory.

Skill 1	Skill 2	Skill 3
Skill 4	Skill 5	Skill 6

**LANGUAGES**

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List any languages and proficiency levels

**SERVICE PROJECTS**

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<b>Organization Name, <i>Your Role (if applicable)</i></b>	<b>Month and Year Range</b>
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**CERTIFICATIONS**

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<b>Title of Certification, <i>Awarding Association</i></b>	<b>Month and Year Range</b>
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