

Curriculum Vitae

First and Last Name

Home Address

City, State, ZIP

Phone Number · Email Address

Personal Summary

An introductory paragraph about yourself – what are you passionate about, what are your career goals, what type of person are you, etc. Feel free to share other details that are important to you as well, such as information about your family, your upbringing, or your ethnic heritage. Keep this paragraph short and sweet!

Work Experience

Position or Title

Organization Name · Location

Time Period (Month and Year)

Short description of job and responsibilities.

- If you like, you can add a bulleted list with some tasks, projects, or achievements
- Or not – feel free to make this CV reflect you and your personality!

Position or Title 2

Organization Name · Location

Time Period (Month and Year)

Short description of job and responsibilities.

- List Item 1
- List Item 2

Education

Share a short paragraph about your educational history. Let us know why you got the degree you got, what your educational experience was like, and what kind of learner you are. Share Just like the Personal Summary paragraph, keep it short and sweet!

Degree Earned

University/College Name · Location

Years Attended (or Expected Graduation Year)

GPA

Organizations, Volunteer Experience, & Causes

Role

Organization Name · Location

Time Period (Month and Year)

Short description of the cause and why you were involved.

- List of details 1
- List of details 2

Role 2

Organization Name · Location

Time Period (Month and Year)

Short description of the cause and why you were involved.

- List of details 1
- List of details 2

Causes You Care About

List out or describe some of the topics or causes you are most passionate about.

- Cause 1
- Cause 2

Interests

Interest 1

Short description your interest.

Interest 2

Short description your interest.

Honors & Awards

Honor or Award 1

Short description.

Year Awarded

Honor or Award 2

Short description.

Year Awarded

Publications, Blogs, or Portfolio

Artist Portfolio

Short description

Link to online publication

Blog

Short description

Link to online publication

Skills & Expertise

- List of your skills and expertise
- Skill
- Expertise

That's it! Remember to keep your CV somewhere between 2-3 pages!