Your Name

|  |  |
| --- | --- |
| Phone: (000) 000-0000  youremail@companysite.com | City, ST 00000 |

This template provides an example of how to structure your curriculum vitae using an outline format. This CV template is copyrighted by Vertex42.com.

# Education

**PhD** University Name, Program Month Year

Dissertation: “Title”

Committee: Name (chair), Name, Name

**MS** University Name, Major Month Year

Thesis: “Title”

Advisor: Name

**BS** University Name, Major Month Year

Graduated Summa Cum Laude

Minored in Mathematics

# Honors and Awards

List relevant awards, fellowships, honors, grants, and academic distinctions in reverse chronological order. Include a short description if necessary.

**Title of Award** Year

Brief description

**Title of Fellowship** Year

Brief description

**Title of Grant** Year

Brief description

# Work Experience

Highlight important accomplishments, skills, and projects using concise sentences, beginning with an action verb. Complete sentences are not necessary. Be consistent in your grammatical style.

**Institution/Company/Organization**, Location Year to Year

**Position**, Lab or Advisor Name

* Skill/Accomplishment/Project
* Skill/Accomplishment/Project

# Publications

List your publications in reverse chronological order. Use an acceptable reference format commonly used in your field. Group your publications into different categories if you have a sufficient number to do so.

## Publications

Lastname, F.M., Lastname, F.M., and Lastname, F.M., “Article Title,” Journal Name, vol. 1, no. 3, 2008, pp. 503-509.

Lastname, F.M., Lastname, F.M., and Lastname, F.M., “Article Title,” Journal Name, vol. 1, no. 3, 2008, pp. 503-509.

# Presentations and Invited Lectures

**Paper Presentation**, “Title of Paper,” Name of Conference, Date.

# Professional Training

**Seminar or Workshop**

Name of Institution, Location, Date

Description: Include a brief description, if necessary.

# Languages

List the languages that you know, along with your level of proficiency (proficient, intermediate, basic).

**English**:

**Others:**

# Computer Skills

List your computer skills along with your level of proficiency (proficient, intermediate, basic).

**Microsoft Office**

* Word:
* Excel:
* Powerpoint:

**Others**

# References

**Full Name**, [Title]

[Department Name]

[University Name]

[Mailing Address]

Phone: [Phone #]

Email: [email address]

**Full Name**, [Title]

[Department Name]

[Company Name]

[Mailing Address]

Phone: [Phone #]

Email: [email address]