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Professional A professional CV template which will surely make you stand out, with it's easy to read layout and crisp details. Designer A designer's CV template, which is very eye catching. If you're applying for a creative role, this template surely gives you an edge. Classic The classic CV template offers the most reader friendly layout as per many recruiters. Choose this template if you're sure to apply through many applicant tracking systems. Minimalist The minimalist CV template is ideal for a more conservative role. Use this template to demonstrate your sense of structure. Basic Our basic CV template offers a clear and unmistakable path to a complete CV. It gives you the idea of how to set up a CV with easy steps and a classic look. Creative Go with a creative CV template if you work within the fields of marketing, graphic design or similar. Your CV should ooze creativity and imagination. Functional With the functional CV template you emphasize your skills and other qualifications rather than your professional experiences. Choose this format if you have large gaps in your work history. Student As a student it's important to put emphasis on the projects you've completed and core competencies that you already possess as you have limited work experience. Simple Proven simple CV template built to help you no matter which industry you work in. Traditional The traditional reverse chronological CV template, which still is a go to favourite by many. Modern A good looking modern CV template, where you effortlessly stand out with an eye-catching yet simple design. Elegant A minimalistic and elegant CV template built to focus on your summary right away. By Indeed Editorial Team Updated July 21, 2022 | Published March 30, 2020 Updated July 21, 2022 Published March 30, 2020 During the job search process, employers may ask for a resume or a CV, also known as a curriculum vitae, as part of your application. While many people are familiar with the basic format and content of a resume, a CV is more extensive and complex to build. Using a CV template while creating your application materials can be helpful, ensuring that your CV meets an employer's expectations and highlights the most relevant information. In this article, we explain what you should include in a CV and share two curriculum vitae templates that you can modify to suit your needs. Downloadable CV Template To edit the template in Google Docs, go to File > Open > Upload > and select the correct file from your device. Image description CV Format Name and contact information Summary Professional history Education Skills Awards Publications Why is a CV template important? A CV is a multipage document that encompasses several different topics, so using a comprehensive CV template can help to organize your content and submit a document that contains all the relevant information for a position. CVs can range from just a few pages to over 20 pages for an experienced professional. To effectively present your entire professional history, you need a CV template that is easy to use and has a clear, logical structure for a hiring manager to follow. CV templates can be a convenient place to store and update your professional history as your career progresses. You can find CV templates with different themes in popular programs like Microsoft Office or by searching for open-source tools to create a visual CV on the web. We also share a few free downloadable CV templates plus an example CV below that can be modified to suit your professional needs. Related: How To Write a CV: Tips, Template and Example When to use a CV While resumes are the traditional way to share your work history with employers in the United States, international positions and academic opportunities often expect a CV as a part of the job application. People with a career in academia, regardless of their geographical location, usually create a CV to highlight their education, publications, fellowships and achievements that are more relevant in their line of work. Medical, scientific and research-based professions might also require a CV when creating applications for nursing programs, physician roles and other highly specialized jobs. If you're unsure whether a prospective employer expects a CV or a resume, you can check the job posting or reach out to the hiring manager to ask. Related: 10 Ways To Enhance Your CV 1 sections to include in a CV A CV should include all the information that's relevant to your career path. Some professions may have additional sections and others may include more basic information. Here's a template of the sections your CV should include: 1. Contact information At the top of your CV, include the contact information requested in the job description. If you have multiple phone numbers or email addresses, be sure to list your best methods of contact so the hiring manager can reach you directly. This section should include: Your full name Address Phone number Email Online portfolio (only if requested or relevant to the role) Social media (only if requested or if relevant to the role) 2. Information for an international CV For international jobs, including some basic personal information is the norm on CVs. If you're applying for a job outside of the United States, research that country's expectations for the sections on your CV. Information you should include in this section, depending on the country where the job is located, includes: Personal information: Date of birth Place of birth Citizenship Visa status Gender Optional personal information: Marital status Partner's name Child/children's name(s) 3. Personal profile Also known as a summary or CV statement, a CV profile is a brief overview of your most notable achievements, experience and skills that make you a unique candidate for the role you are applying for. In three to five concise sentences, your profile should grab the hiring manager's attention. Avoid using clichés or overly wordy details. 4. Professional experience Your professional experience can vary in length on a CV depending on where you have worked most of your relevant qualifications. CVs generally include all relevant job details over the course of the past 10 years, but you may also include lifetime achievements outside of this time frame if they apply. Working in reverse-chronological order starting with your most recent position, list on your CV the title of your job, internship or fellowship followed by your start and end date at each organization. Some people include a brief description of their duties, while others simply list the job title to provide a more general overview of their career trajectory. Consider whether these details would add to your application before deciding on a format. People with ample experience may prefer to only list each job title to make room for their other accomplishments, while a recent graduate might prefer to include details about each job to make their application stronger. 5. Education In the education section of a CV, list each institution you attended, the time frame of attendance, your majors and minors and other educational programs. If you're applying for a position in academia, this section should be more extensive and include details on your capstone or dissertation presentation. Education can include post-doctoral training, graduate programs and college. Only include your high school credentials if you are a recent high school graduate or did not attend college. 6. Publications and presentations In this section, list your publications, presentations and research. If you have significant accomplishments in any one area, you can split this section into multiple headings for books, articles, research and presentations. With only a few publications or presentations, you can group them under one heading, such as Publications and presentations, to emphasize your versatility without making this section of your CV look sparse or unfinished. 7. Certifications and skills This section is where you can share your skills and certifications. Include both technical skills and soft skills that are relevant to the position to show you are a good fit. Be sure to find the keywords in the job description and include the relevant ones to help your CV get noticed by a hiring manager or an employer's applicant tracking system (ATS). Review the other sections of your CV and consider any special skills you have that can be showcased beyond the details in your professional or academic history. 8. Honors and awards Including honors and awards shows that your professional community recognizes your skills. List the name of the award and the date you received it. 9. Community service Because a CV takes a holistic view of your entire career, you can provide details about your volunteer experiences. Sharing your relevant community service shows your soft skills in a well-rounded way and indicates passion and motivation. This section can be more extensive if you have less professional and academic experience. Include extra administrative responsibilities such as being part of a committee or leading a team and share your primary accomplishments while serving in that role. 10. Memberships If you are a member of any professional organizations, list them near the end of your CV to show your industry connections. Professional organizations indicate that you are involved in current issues related to your field and have relevant community connections. 11. Interests and hobbies When applying for an international position, include a section providing an overview of your interests and hobbies. The interests you share should relate to your skills and experience while providing a well-rounded view of who you are as a person. When writing this section, consider how your various interests and hobbies could make you a more compelling job candidate. In the United States, CVs do not usually include this section and instead focus on your direct job experience and technical knowledge. Related: Curriculum Vitae (CV) Format Guide With Examples and Tips CV templates While most CVs share the same basic structure, the format and content of a CV depend on the type of position you are applying for. When organizing your CV, list the most relevant sections first to catch an employer's attention, whether that is your work history or an impressive list of publications. Here are two CV templates for different situations you might encounter: International CV template [Name] [Address] [Phone number] [Email] [Personal Information] [Date of birth] [Place of birth] [Citizenship] [Visa status] [Gender] [Marital status] [Name of partner] [Name(s) of child/children] [Professional History] [Title of most recent position] [Start date–end date] [Name of organization or employer] [Brief description of job duties] Use short phrases to be as succinct as possible. Education [Type of degree] [Major and minor] [Name of school] [Date of attendance] Skills and Certifications Use bullets to list your skills. List the specific name of your certification, Name of the organization Awards [List the specific title of the award, Name of the organization, Start date–end date] Community Service [List the volunteer title, Name of the organization, Start date–end date] Memberships [List the name of the organization, Start date–end date] Interests [Choose specific interests that differentiate you from other applicants] Academic CV template [Name] [Address] [Phone number] [Email] Education [Type of degree] [Major and minor] [Name of school] [Date of attendance] Publications [“Title,” Publication name, date: page numbers. ] [Use the same citation style for each publication to be consistent] Presentations [“Presentation Title,” Conference name, Month Year] Professional History [Name of most recent position] [Start date–end date] [Name of organization or employer] [Brief description of job duties] [Use short phrases to be as succinct as possible] Skills and Certifications [Use bullets to list your skills] [List the specific name of your certifications, Name of the organization] Awards [List the specific title of the award, Name of the organization, Start date–end date] Memberships [List the name of the organization, Start date–end date] Example CV Here's an example of an academic CV that combines a chronological and functional format: Debbie Thet 1802 Maple Street Austin, TX 73301 555-555-1333 Debbie.Thet@e-mail.com Education Bachelor of Science University of Texas Major in Biology, Minor in Communications August 2015–May 2020 Publications “The History of Microbiology in Popular Culture,” Undergraduate Science Journal, 2018: 114–130. “Engaging Young Learners with Biology,” Journal of Elementary Education, 2019: 7–12. “Public Health Announcement Effectiveness and Community Infrastructure,” Canadian Health Today, forthcoming. Conference Presentations “From Bio to Bronte: How Science Courses Benefit Liberal Arts Majors,” American Liberal Arts Conference, May 2019 Professional History Research Assistant June 2016–September 2017 University of Texas Biology Department Planned lab experiments Monitored safety measures Compiled complex data into brief reports Related: How To Convert a Resume to a CV (With Examples) Related: How to Write a CV for a Job Application: Step by Step Guide Jenn shares the key differences between a CV and a resume and provides an in-depth guide to formatting and structuring a CV.







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