

12 point font for your contact information and for the body of your CV; 0.5-1" margins

This CV template is intended as a guide. Your CV should be tailored to the opportunity to which you are applying. Your CV might not include every section listed in this template. You might also select to arrange the sections of your CV in a different order.

For example, if you are applying to an opportunity that is not research focused, you likely will not need a "Research Interests" section. Similarly, if you are using your CV to apply to a research-focused graduate program, you should consider including your "Research Interests" earlier in your CV.

If you are unsure how to customize your CV, please schedule an appointment with the Center for Career Development - ccd.rice.edu.

Your Name

Mailing address, City, State & Zip Code - [Email address](#) - Telephone - [LinkedIn address](#)

EDUCATION

Rice University - Houston, Texas

Month and Year of Graduation

Bachelor of Arts (or Science) in _____ (major); Minor in _____ (Optional)

Overall GPA or GPA in Major (Optional- Only if 3.00+) / 4.00

RELEVANT COURSEWORK (Optional): _____, _____, _____, _____, _____

List max of 8 classes related to career goals or opportunities you are applying to.

RELEVANT PROJECTS (If all your projects have been at Rice, you may put Rice on this line.)

Project Name, Rice University - Houston, TX

Month (Abbreviate) Year - Month Year

- List your accomplishments and what you learned/skills you gained
- Highlight transferable skills in your bullets by using strong action verbs
- You can include experiences from both inside and outside the classroom (ex. course / research / personal projects, experiential learning, civic / volunteer engagement)

RELEVANT EXPERIENCE (List in reverse chronological order)

Position Title, Name of Business or Organization - City, State

Month (Abbreviate) Year - Month Year

Research Advisor:

- Focus on accomplishments and results, not just job duties
- Provide details about the context of your responsibilities and their impact on the organization
- Quantify any results whenever possible and use industry keywords/buzzwords

Position Title, Name of Business or Organization - City, State

Month (Abbreviate) Year - Month Year

- Begin each bullet point with an **action verb**
- If it happened in the past, make sure you use past tense
- Avoid repetition: try not to use the same words and/or phrases over and over again

SKILLS (Optional)

Computer: _____, _____, _____, _____

Language: bilingual in _____, fluent in _____, proficient in _____, conversational, basic in _____

Laboratory: _____, _____, _____

ADDITIONAL EXPERIENCE (Optional) (You can also describe your accomplishments with bullets)

Professional Association	Position Title in Bold	Month (Abbreviate) Year - Month Year
Student Organization	Position Title in Bold	Month (Abbreviate) Year - Month Year

RESEARCH INTERESTS (Optional)

- Theoretical _____
- Roles that _____ play in _____
- Influences of _____ on _____

PUBLICATIONS & PRESENTATIONS (Optional)

Author’s Last Name, First Name Initial. Co-Author’s Last Name, First Name Initial. Publication Title, *Journal Name* Issue Number (Date of Publication): Page Number – Page Number. (for publications)

Author’s Last Name, First Name Initial. Presentation Title, *Conference Name*, Location City, State. (for presentations)

AWARDS & HONORS (Optional)

Dean’s List: List semesters awarded

Include any Scholarships	Year Awarded
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- Recognized for _____

Schedule an appointment to have your CV reviewed at the Center for Career Development - ccd.rice.edu

Your career counselor can help to strengthen your professional documents, including your CV and personal statement.

No worries if you do not have any documents developed already, your career counselor can still discuss the process of developing an effective CV.