

**Your** **Name**

example@example.com   |   555-555-5555   |   Adrian, MI 49221

**Professional Summary**

Hiring managers look for CVs over resumes because they want to know the breadth and depth of your professional and academic experience, achievements and career objectives to get a good sense of what you can do for the company or organization. This means that your CV profile statement should provide a brief but detailed overview of your expertise and career aspirations. In three to five sentences, highlight your expertise and most notable and pertinent professional experience. Emphasize your achievements and core skills, especially those that match the job requirements indicated in the job description.

**Core Qualifications**

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| --- | --- |
| * Review the job ad for the skills the employer is looking for and feature your strongest abilities that match those skills perfectly, as well as any other skill you have that you know will help you to excel at the job.
* Present a combination of technical skills (practical knowledge and mechanical abilities pertaining to a specific task, such as coding), hard skills (abilities you can learn and measure, like math) and soft skills (character traits and innate abilities, like adaptability).
 | * Display six to 12 applicable skills in a bulleted list.
* It's acceptable for a CV to have more than one category of skills in the skills section, so if you want to share more than 6-8 skills, consider creating subcategories for each type of skill.
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**Education**

School Or Institution Name | Location

**Master of Science** in Field of Study

Start with your current or most recent degree and go backward.

****Example:**** Master of Science in Veterinary Medicine
University of California - Davis, CA
June 2012

Bachelor of Science:

* Field of Study, School or Institution Name, Location

****Example:****

Bachelor of Science in Biology
University of California- Davis, CA
May 2009

**Work Experience**

|  |  |
| --- | --- |
| Company | Company City, Company State**Current Position***06/2017 - Current* | * Write about your work experience in three bullet points.
* Write short sentences in the active voice that tout your achievements and use numbers to increase their power. For example, “*As leader of a 10-person clinic team, developed an efficient patient intake process that increased the number of patients seen daily by 20 percent while maintaining superb quality of care*.”
* Use keywords from the job description.
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|  |  |
| --- | --- |
| Company | Company City, Company State**Previous Position***03/2013 - 06/2017* | * Focus only on your strongest qualifications that apply to the job you are applying for.
* If you are switching careers, highlight transferable skills relative to the new career. For example, if your former job involved working closely with clients, then emphasize skills like listening, patience, empathy, and interpersonal communication.
* Check out our guide to transferable skills for more tips on how to use them in your CV.
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**Research Experience**

Use this section if the job or your field requires scientific or academic research. Structure it like a work history section — in reverse chronological order, the name of the project, the affiliated company or organization, department, name of the principal researcher, supervisor, or advisor, and the start and end dates of the project. Add links to supporting documentation, including unpublished and published reports, infographics, thesis papers and dissertations.

Use 2-3 bullets to summarize your work and highlight outcomes of your research. Be detailed and use numbers where appropriate.

Project Name, Institution, Department, Institution City, Institution State

Supervisor/Advisor, Month, Year – Month, Year

* Investigated rate of transmission and staging of feline leukemia virus (FeLV)) in cats and kittens by comparing rates of FIV in two different feral cat colonies, each consisting of 10-15 cats and kittens.
* Studied impact on lifespan of three stages of FeLV (abortive, regressive, and progressive) on felines ranging in age from newborn to 15+.
* Created an infographic outlining the results of the study and wrote analysis of my findings.

**Presentations**

You might want to create a section on your CV for presentations you have given if they are pertinant to the job you are applying for. Simply create a bulleted list with the title of the conference and the title of your presentation, in reverse chronological order. Aim to limit your list to the last five years for the sake of relevance. Add links to websites, pages, videos, or social media that display your presentation.

For example:

* Women in Veterinary Sciences World Summit (2021), *“Ensuring Access to Veterinary Care in Underserved Populations.”*
* International Conference of Veterinary Clinicians (2021), “*Ensuring Animal Welfare — Considerations and Risks.”*
* Symposium on Veterinary Research (2020), “Effective Alternative Treatments for Dogs with Atopic Dermatitis.”

**Licenses**

Create a separate section for licenses if they are required for your line of work. Write the name of the school, organization, company or institution you obtained your license from, the type of license you obtained, and the year you obtained it. If you have more than one license, list them in reverse chronological order using bullet points.

For example:

Licensed Veterinary Clinician, Pennsylvania Veterinary Medical Board (PVMB), 2013

**Certifications**

Certification demonstrate technical competency and knowledge for some positions. In reverse chronological order, list the school, institution, company or organization, the certification title and the date you received it.

For example:

* American Veterinary Medical Association (AVMA), Advanced Veterinary Clinician, 2021
* The International Academy of Pain Management (IVAPM), Certified Veterinary Pain Practitioner (CVPP), 2015
* American Board of Veterinary Practitioners (ABVP), Avian Practice, 2014
* American Board of Veterinary Practitioners (ABVP), Board-Certification in Canine & Feline Practice, 2013

**Publications**

Display any publications, such as articles, reports, analyses, infographics, dissertations, theses, newspaper articles, books and stories here, as long as they relate directly to the position you're applying for. Divide your publications into subsections by type of publication

All publications must follow one of the standard citation formats, such as APA or MLA. Your industry might have its own citation format, so make sure you are citing your published works in accordance with your field.

For example:

Rose, Lauren (2012). *The Impact of FeLV on the Central Nervous System of Kittens and Cats.* (Master's thesis). Available from Document Archive of The School of Veterinary Sciences, University of California, Davis.

**Awards and Honors**

This section can carry a lot of weight, so don't be shy if you've been recognized for your achievements. If you have more than one honor to show, create a bulleted list and display the most recent one first, like so:

Organization, school, or company name, honor received and the year you received it.

For example:

* World Small Animal Veterinary Association (WSAVA), Future Leader Award 2020
* California Veterinary Medical Association (CVMA), Meritorious Service Award, 2016
* American Veterinary Medical Association (AVMA), Animal Welfare Award, 2014