| Your NameLorem ipsum dolor sit amet, consectetuer adipiscing elit | 123 Your StreetYour City, ST 12345**(123) 456-7890****no\_reply@example.com** |
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| WORK EXPERIENCEJune 2017to CurrentCompany Company City, Company State Current PositionWrite 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.March 2013to June 2017Company Company City, Company State Previous PositionFocus 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.EDUCATIONSchool Or Institution Name Location Master of Science: Field of StudyStart with your current or most recent degree and go backward.Example: Master of Science in Veterinary MedicineUniversity of California - Davis, CAJune 2012Bachelor of Science:Field of Study, School or Institution Name, LocationExample:Bachelor of Science in BiologyUniversity of California- Davis, CAMay 2009RESEARCH EXPERIENCEUse 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 Add links to supporting documentation, including unpublished and published reports, infographics, thesis papers and dissertations.Use 2-3 bullets to summarize your work and highlight outcomes of your research.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 StateSupervisor/Advisor, Month, Year – Month, YearInvestigated 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.PRESENTATIONSYou 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.”LICENSESCreate 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), 2013CERTIFICATIONSCertification 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, 2021The International Academy of Pain Management (IVAPM), Certified Veterinary Pain Practitioner (CVPP), 2015American Board of Veterinary Practitioners (ABVP), Avian Practice, 2014American Board of Veterinary Practitioners (ABVP), Board-Certification in Canine & Feline Practice, 2013 | CORE QUALIFICATIONSReview 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.AWARDS**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**LANGUAGESLorem ipsum, Dolor sit amet, ConsectetuerPUBLICATIONSDisplay 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 publicationAll 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. |