**First and Last Name**

ProfessionalEmail@server.com● (###) ###-####● City, ST

YourDigitalCV.com● linkedin.com/CustomPersonalID

**PERSONAL PROFILE**

3-4 sentences with your academic and professional history and professional goals

**EDUCATION**

**West Texas A&M University** City, ST

Official graduate degree name, Major, GPA: #.#/4.0 *[include only if ≥ 3.0]* Month 202#

* License and certification status
* Academic honors

**University Name** City, ST

Official bachelor degree name, Major, GPA: #.#/4.0 *[include only if ≥ 3.0]* Month 20##

* Minor
* License and certification status
* Academic honors

**Community College Name** City, ST

Official degree name, Major, GPA: #.#/4.0 *[include only if* *≥ 3.0]* Month 202#

**CLASSROOM AND TEACHING EXPERIENCE**

**School District or University #1** City, ST

*Position Title #1* Month Year – Month Year (dates of employment)

* Skill #1
* Skill #2 …

**School District or University #2** City, ST

*Position Title #2* Month Year – Month Year (dates of employment)

* Skill #1
* Skill #2 …

**RESEARCH INTERESTS**

Brief statement of research interests.

**RESEARCH EXPERIENCE**

**University or Organization #1** City, ST

*Position Title #1* Month Year – Month Year (dates of employment)

* Research detail #1
* Research detail #2 …

**GRANTS**

* **Grant issuing organization #1**, *Grant Name #1*, $#,###.##, Month 202#
* **Grant issuing organization #2**, *Grant Name #2*, $#,###.##, Month 202# …

**PUBLICATIONS** *[cite using the proper style guide for your industry]*

**Last name, First initial.,** other authors. (YEAR). Article title. *Journal, Volume (Issue)*, page numbers.

**Last name, first initial.,** other authors. (YEAR). Title. Manuscript in preparation OR Manuscript

submitted for publication. …

**PROFESSIONAL DEVELOPMENT**

* **Name of workshop or conference #1**, *Hosting organization #1*, Month 202#
* **Name of workshop or conference #2**, *Hosting organization #2*, Month 202# …

**CONFERENCE PRESENTATIONS**

“Presentation title,” **Conference name**. Name of university or other hosting org. City, ST, Month 202#...

**HONORS AND AWARDS**

* **Name of Award #1**, Issuing organization #1, Month 202#
* **Name of Award #2**, Issuing organization #2, Month 202# …

**UNIVERSITY SERVICE**

**University or Organization #1** Month Year – Month Year (dates of participation)

*Position Title #1*

* Responsibility #1
* Responsibility #2

**University or Organization #2** Month Year – Month Year (dates of participation)

*Position Title #2*

* Responsibility #1
* Responsibility #2 …

**COMMUNITY SERVICE**

**Organization #1** Month Year – Month Year (dates of servivce)

*Position Title #1*

* Responsibility #1 …

**PROFESSIONAL ORGANIZATIONS**

* **Name of organization #1,** *Role/title*, Month 202# - Month 202#
* **Name of organization #1,** *Role/title*, Month 202# - Month 202# …

**TECHNICAL SKILLS**

* Skill #1
* Skill #2 …

**LANGUAGES**

* **Language #1:** Proficiency level …

**OTHER WORK EXPERIENCE**

**Company #1** City, ST

*Position Title #1* Month Year – Month Year (dates of employment)

* Skill #1
* Skill #2 …

**Company #2** City, ST

*Position Title #2* Month Year – Month Year (dates of employment)

* Skill #1
* Skill #2 …

**REFERENCES**

**Name of reference #1, Official title (current role)**

Name of current department

Name of current University

(###) ###-####

email@universityserver.edu

**Name of reference #2, Official title (current role)**

Name of current department

Name of current University

(###) ###-####

email@universityserver.edu

**Name of reference #3, Official title (current role)**

Name of current department

Name of current University

(###) ###-####

email@universityserver.edu