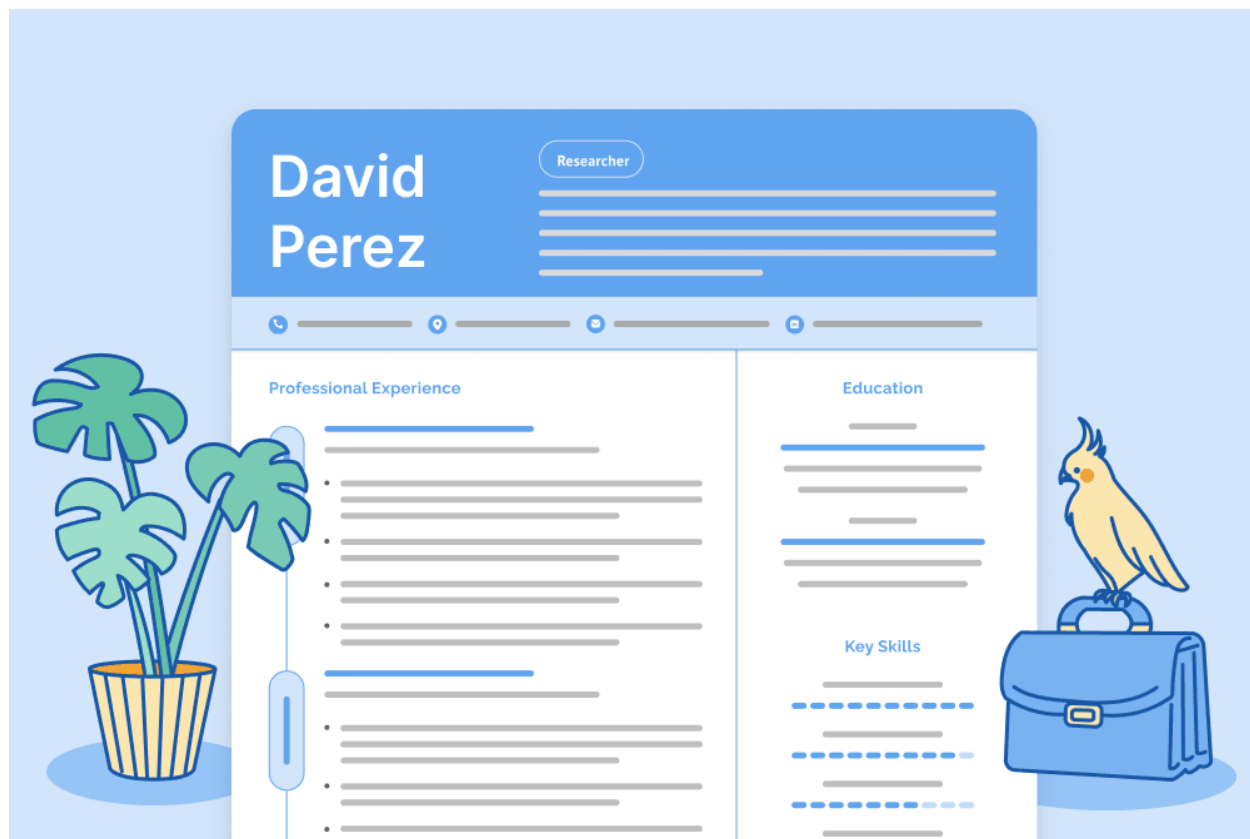


How to Write a CV (Curriculum Vitae) in 2025 (With Examples)

 resumegenius.com/blog/cv-help/how-to-write-a-cv

Conrad Benz



Good CV examples

Your CV is often the first impression you make on employers, so it's crucial to get it right. Learn exactly what a CV is and how to make a job-winning CV with a step-by-step guide and examples.

DENICE HARRIS

ASSOCIATE PROFESSOR

Contact

(212) 256-1414
deniceharris@gmail.com
123 Main Street, New York City, NY

Summary

Administrative Assistant with 6+ years of experience preparing flawless presentations, assembling facility reports, and maintaining the utmost confidentiality. Possesses a B.A. in History and expertise in Microsoft Excel. Looking to leverage my knowledge and experience into a role as Project Manager.

Education

PH.D. | Dissertation: How do Global Politics Interfere with International Business Synchronization?
May 2018 - Aug 2021 | HARVARD BUSINESS SCHOOL

MBA, DEAN'S LIST | Thesis: Supply Chain Management: Differences in Theory and Practice.
Aug 2016 - Aug 2018 | CORNELL SC JOHNSON SCHOOL OF BUSINESS

BBA | BBA summa cum laude
Aug 2010 - May 2014 | WEST CHESTER UNIVERSITY OF PENNSYLVANIA

Professional Experience

ASSOCIATE PROFESSOR Sep 2018 - Present
NYU STERN SCHOOL OF BUSINESS, DEPARTMENT OF INTERNATIONAL BUSINESS

- Taught weekly lectures in courses on Business Ethics and Entrepreneurship in Practice
- Designed and implemented a change in course curriculum, resulting in a 150% increase in student enrollment over two years
- Coordinated with experts in the field of accounting and supply chain management to give lectures to enrolled students

GRADUATE Jan 2017 - May 2017
NTU STERN SCHOOL OF BUSINESS — International Business - TA

- Designed course curriculum, organized class lectures, and set deadlines for projects.

Conferences

John Bravo (to appear). Hiring freezes during the COVID-19 pandemic: How international firm workforces are affected. Sep 2018 - Present

- Current world events. University of Toronto, Toronto, Canada (33% acceptance rate)

Denice Harris

Associate Professor

(212) 256-1414
deniceharris@gmail.com
123 Main Street, New York City, NY

Summary

Administrative Assistant with 6+ years of experience preparing flawless presentations, assembling facility reports, and maintaining the utmost confidentiality. Possesses a B.A. in History and expertise in Microsoft Excel. Looking to leverage my knowledge and experience into a role as Project Manager.

Education

PH.D. | Dissertation: How do Global Politics Interfere with International Business Synchronization?
May 2018 - Aug 2021 - Harvard Business School

MBA, DEAN'S LIST | Thesis: Supply Chain Management: Differences in Theory and Practice.
Aug 2016 - Aug 2018 - Cornell SC Johnson School of Business

Professional Experience

Associate Professor
NYU Stern School of Business, Department of International Business
Sep 2018 - Present

- Taught weekly lectures in courses on Business Ethics and Entrepreneurship in Practice
- Designed and implemented a change in course curriculum, resulting in a 150% increase in student enrollment over two years
- Coordinated with experts in the field of accounting and supply chain management to give lectures to enrolled students

Graduate
NTU Stern School of Business - International Business - TA
Jan 2017 - May 2017

- Designed course curriculum, organized class lectures, and set deadlines for projects.

Conferences

John Bravo (to appear). Hiring freezes during the COVID-19 pandemic: How international firm workforces are affected. Sep 2018 - Present
Current world events. University of Toronto, Toronto, Canada (33% acceptance rate)

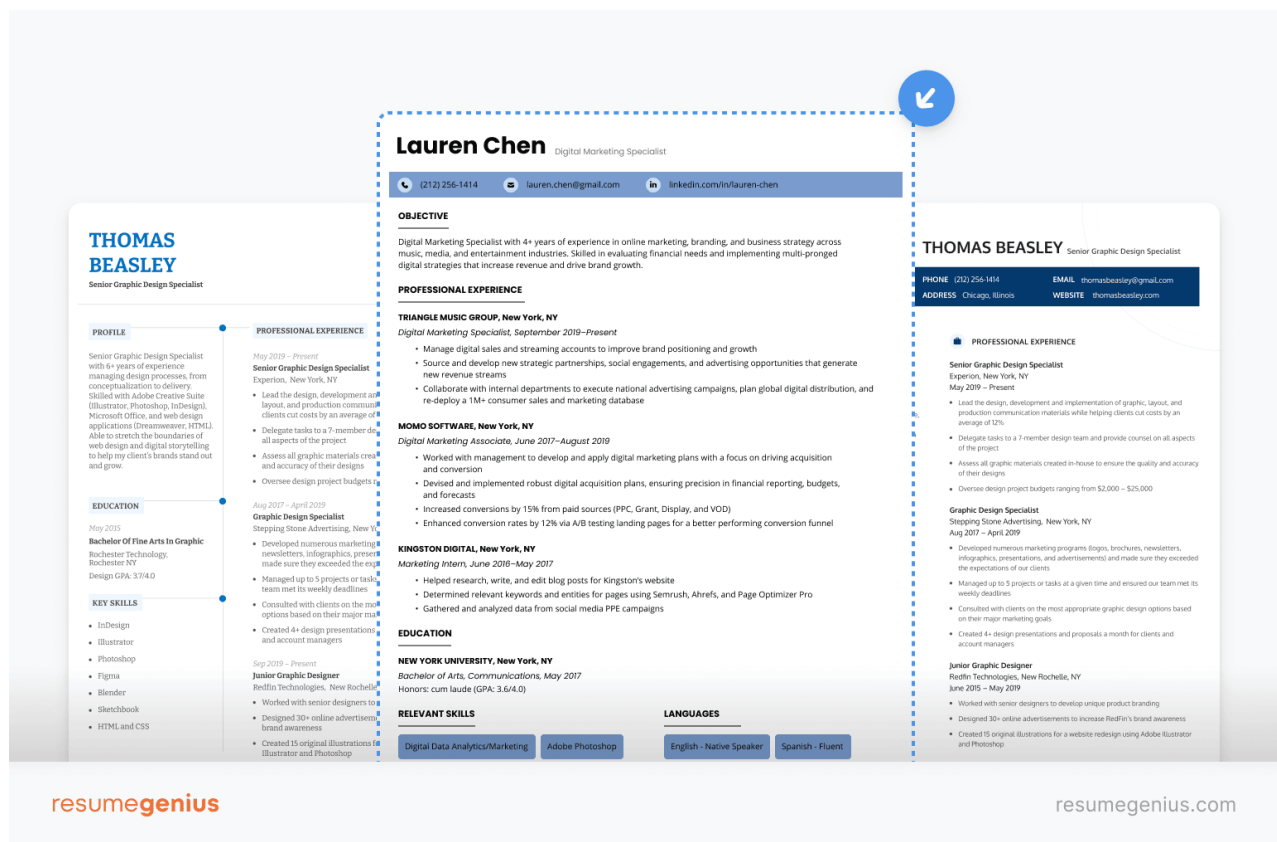
What is a CV for a job?

A curriculum vitae (CV) for a job is a concise document that presents your professional background to employers. This definition contrasts with an academic CV — a lengthy document focusing on your academic background that includes details like research projects and publications.

Job CVs typically include information about your work experience, skills, highest level of education, relevant achievements, and other job-related qualifications. If you're in the US or Canada, a job CV is roughly the same as an American resume which is used to apply for work.

Ultimately, the difference between a CV and resume wholly depends on what country you're looking for work in.

1. Decide on a CV format and style



Before you start writing your CV, you need to format it properly.

Option 1: Start from scratch

If you're starting from a blank document, open a new file in Microsoft Word or Google Docs and follow these steps:

1. Set ½ – 1" margins on each side
2. Use a font size between 10 and 12 points
3. Select a professional font such as Times New Roman or Arial

Then add headings for the following sections you need to include on your CV:

1. Header with your name and contact information
2. Introduction
3. Work Experience
4. Education
5. Skills
6. Optional sections like volunteer work or hobbies

5 Parts of a CV

1

RICHARD WILLIAMS

3665 Margaret Street, Houston, TX 47587 • (770) 625-9669 • RichardWilliams@gmail.com

2

SUMMARY

Financial Advisor with 7+ years of experience delivering financial/investment advisory services to high value clients. Proven success in managing multi-million dollar portfolios, driving profitability, and increasing ROI through skillful strategic planning, consulting, and financial advisory services.

3

PROFESSIONAL EXPERIENCE

◆ WELLS FARGO ADVISORS, Houston, TX Senior Financial Advisor

August 2020–Present

- Deliver financial advice to clients, proposing strategies to achieve short- and long-term objectives for investments, insurance, business and estate planning with minimal risk
- Develop, review, and optimize investment portfolios for 300+ high value clients with over \$190M AUM (Assets Under Management)
- Ensure maximum client satisfaction by providing exceptional and personalized service, enhancing client satisfaction ratings from 88% to 99.9% in less than 6 months
- Work closely with specialists from multiple branches, managing investment portfolios for over 800 clients with over \$25M in assets under care

◆ SUNTRUST INVESTMENT SERVICES, INC., New Orleans, LA Financial Advisor

July 2017–August 2020

- Served as knowledgeable financial advisor to clients, managing an over \$20.75M investment portfolio of 90+ individual and corporate clients
- Devised and applied a new training and accountability program that increased productivity from #10 to #3 in the region in less than 2 year period
- Partnered with cross-functional teams in consulting with clients to provide asset management risk strategy and mitigation, which increased AUM by 50%

◆ MAVERICK CAPITAL MANAGEMENT, New Orleans, LA Financial Advisor

July 2014–August 2017

- Served as the primary point of contact for over 15 clients
- Managed the portfolios of several major clients with over \$8.5M in total assets

EDUCATION

LOUISIANA STATE UNIVERSITY Baton Rouge, LA
Bachelor of Science in Business Administration (concentration: finance)
Honors: cum laude (GPA: 3.7/4.0)

May 2014

ADDITIONAL SKILLS

- Proficient in MS Office (Word, Excel, PowerPoint) Outlook, MS Project, Salesforce, TFS Project Management, Webex, and GoToMeeting
- Fluent in English, Spanish, and French

4

5

1. Contact information

4. Education

2. CV introduction

5. Skills

3. Work experience

Option 2: Use a template


Alternatively, you can use a CV template to speed up the job application process.

If you're writing an academic CV or applying for a job at a suit-and-tie kind of workplace (such as a law firm), your CV's style should be highly formal. A **formal CV** features a minimal design, serif fonts, and dark colors.

On the other hand, if you're applying for a job in marketing or design your CV can be more creative. A **creative CV** design includes graphic details like skill bars, brighter colors, and more unique layouts.

Here's a comparison of a formal CV and a creative CV so you can see the difference:

Creative vs Formal CV Style



LAUREN CHEN
Administrative Assistant

PROFILE
Administrative Assistant with 6+ years of experience organizing presentations, preparing facility reports, and maintaining the utmost confidentiality. Possess a B.A. in History and expertise in Microsoft Excel. Looking to leverage my knowledge and experience into a role as Project Manager.

PROFESSIONAL EXPERIENCE
Administrative Assistant
Redford & Sons, Chicago, IL
Sep 2019 – Present

- Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers
- Trained 2 administrative assistants during a period of company expansion to ensure attention to detail and adherence to company
- Developed new filing and organizational practices, saving the company \$2,000 per year in contracted labor expenses
- Maintain utmost discretion when dealing with sensitive topics

EDUCATION
May 2019
Bachelor Of Arts In English Literature
Roosevelt University
Chicago, IL
Graduated Magna Cum Laude

KEY SKILLS

- 90% Microsoft Office
- 90% Hootsuite
- 90% HubSpot
- 90% Google Workspace

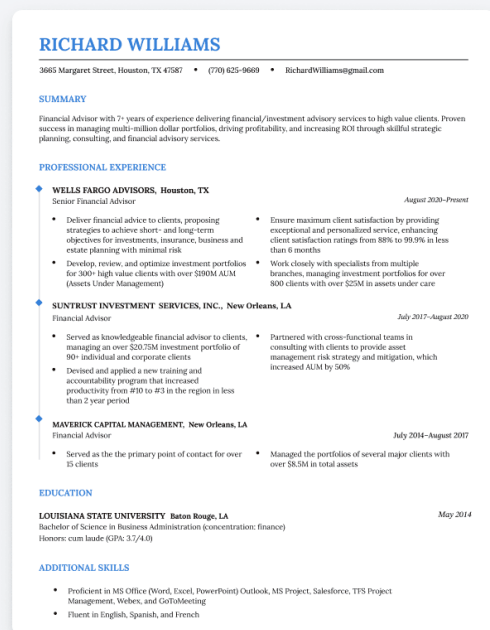
ADDITIONAL SKILLS

- Spanish (Intermediate) 90%
- Typing speed of 70 WPM 100%
- Problem solving 80%
- Team leadership 90%

CONTACT INFORMATION
PHONE
(223) 456-7890
EMAIL
laurenchen@gmail.com
ADDRESS
328 W Augusta Blvd,
Chicago, IL 60602
LINKEDIN
linkedin.com/in/laurenchen
AWARDS
May 2018
Award Title / Brand
May 2018
Award Title / Brand

Creative

Ideal for creative industries like design or tech



RICHARD WILLIAMS

3665 Margaret Street, Houston, TX 47087 • (770) 625-9669 • RichardWilliams@gmail.com

SUMMARY
Financial Advisor with 7+ years of experience delivering financial/investment advisory services to high-value clients. Proven success in managing multi-million dollar portfolios, driving profitability, and increasing ROI through skillful strategic planning, consulting, and financial advisory services.

PROFESSIONAL EXPERIENCE
WELLS FARGO ADVISORS, Houston, TX
Senior Financial Advisor
August 2020–Present

- Deliver financial advice to clients, proposing strategies to achieve short- and long-term objectives for investments, insurance, business and estate planning with minimal risk
- Develop, review, and optimize investment portfolios for 300+ high-value clients with over \$100M AUM (Assets Under Management)
- Ensure maximum client satisfaction by providing exceptional and personalized service, enhancing client satisfaction ratings from 88% to 99.9% in less than 6 months
- Work closely with specialists from multiple branches, managing investment portfolios for over 800 clients with over \$25M in assets under care

SUNTRUST INVESTMENT SERVICES, INC., New Orleans, LA
Financial Advisor
July 2017–August 2020

- Served as knowledgeable financial advisor to clients, managing an over \$20.75M investment portfolio of 90+ individual and corporate clients
- Partnered with cross-functional teams in consulting with clients to provide asset management risk strategy and mitigation, which increased AUM by 50%
- Desired and applied a new training and accountability program that increased productivity from #10 to #3 in the region in less than 2 year period

MAVERICK CAPITAL MANAGEMENT, New Orleans, LA
Financial Advisor
July 2014–August 2017

- Served as the primary point of contact for over 15 clients
- Managed the portfolios of several major clients with over \$8.5M in total assets

EDUCATION
LOUISIANA STATE UNIVERSITY Baton Rouge, LA
Bachelor of Science in Business Administration (concentration: finance)
Honors: cum laude (GPA: 3.7/4.0)
May 2014

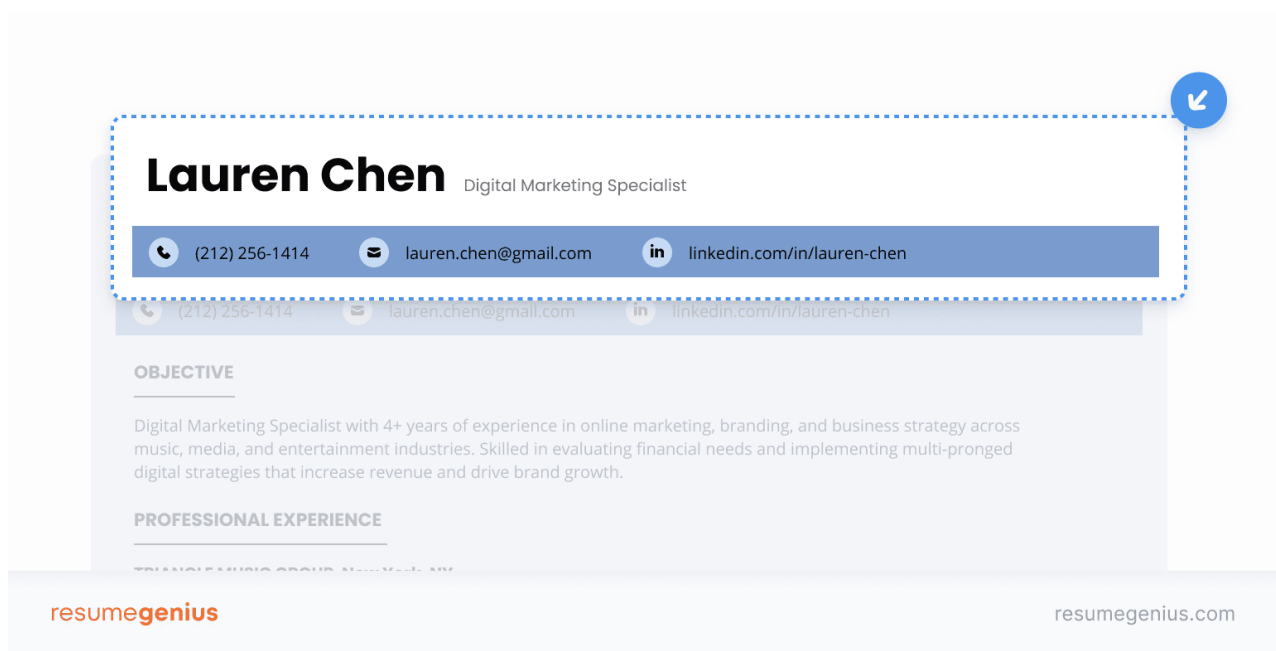
ADDITIONAL SKILLS

- Proficient in MS Office (Word, Excel, PowerPoint) Outlook, MS Project, Salesforce, TTS Project Management, Webex, and GoToMeeting
- Fluent in English, Spanish, and French

Formal

Ideal for traditional jobs in academia or law

2. Clearly list your contact information at the top



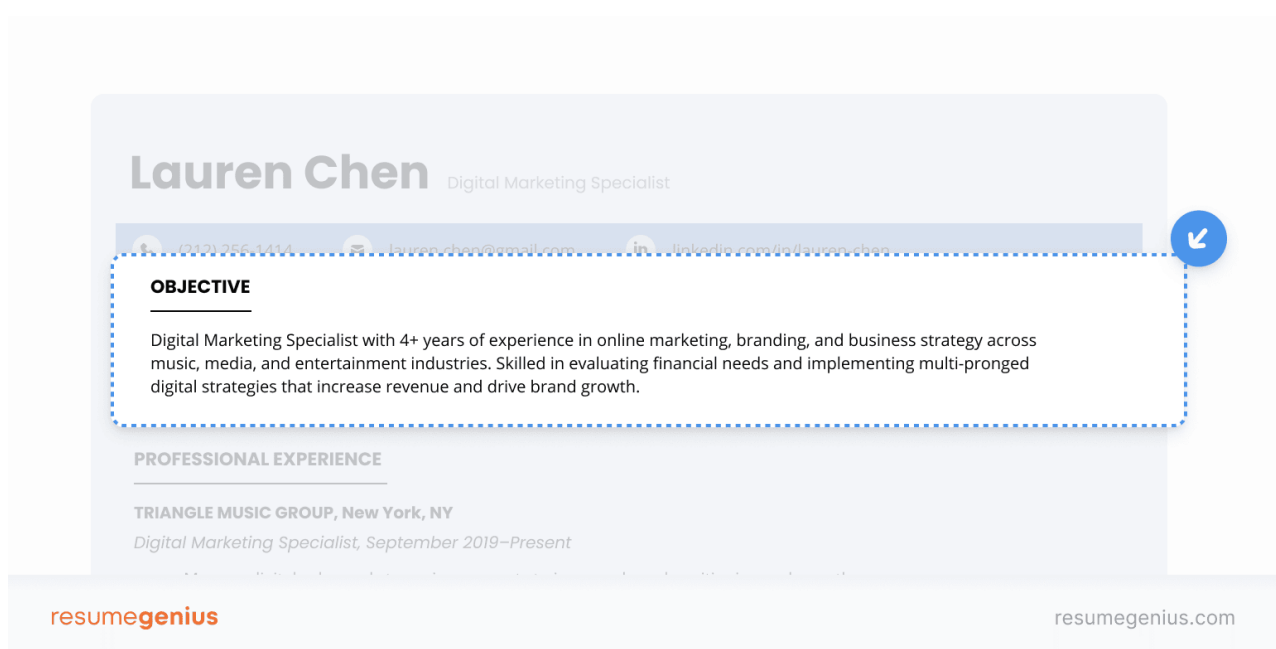
Employers need to know how to contact you if they want to offer you an interview.

Make it easy to find that information by including the following in the header of your CV:

- First and last name (in a large font)
- Phone number
- Email address
- LinkedIn profile (optional)

Make sure that your email address and LinkedIn profile are up-to-date and professional before adding them to your CV.

3. Open with a convincing CV summary



A CV summary (or professional summary) is a brief paragraph at the beginning of your CV that highlights your most relevant experience and skills. The goal of your summary is to convince employers to keep reading your CV.

This section should be concise (2-5 sentences) and tailored to the specific job you're applying for, showcasing how your skills and experiences make you an ideal candidate.

4. List your work experience in chronological order

OBJECTIVE

Digital Marketing Specialist with 4+ years of experience in online marketing, branding, and business strategy across music, media, and entertainment industries. Skilled in evaluating financial needs and implementing multi-pronged digital strategies that increase revenue and drive brand growth.

PROFESSIONAL EXPERIENCE

TRIANGLE MUSIC GROUP, New York, NY
Digital Marketing Specialist, September 2019–Present

- Manage digital sales and streaming accounts to improve brand positioning and growth
- Source and develop new strategic partnerships, social engagements, and advertising opportunities that generate new revenue streams
- Collaborate with internal departments to execute national advertising campaigns, plan global digital distribution, and re-deploy a 1M+ consumer sales and marketing database

MOMO SOFTWARE, New York, NY
Digital Marketing Associate, June 2017–August 2019

- Worked with management to develop and apply digital marketing plans with a focus on driving acquisition and conversion
- Devised and implemented robust digital acquisition plans, ensuring precision in financial reporting, budgets, and forecasts
- Increased conversions by 15% from paid sources (PPC, Grant, Display, and VOD)
- Enhanced conversion rates by 12% via A/B testing landing pages for a better performing conversion funnel

KINGSTON DIGITAL, New York, NY
Marketing Intern, June 2016–May 2017

- Helped research, write, and edit blog posts for Kingston's website
- Determined relevant keywords and entities for pages using Semrush, Ahrefs, and Page Optimizer Pro
- Gathered and analyzed data from social media PPE campaigns

EDUCATION

NEW YORK UNIVERSITY, New York, NY
Bachelor of Arts, Communications, May 2017

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Your work experience section is where employers evaluate your qualifications and look for information about your achievements and previous responsibilities.

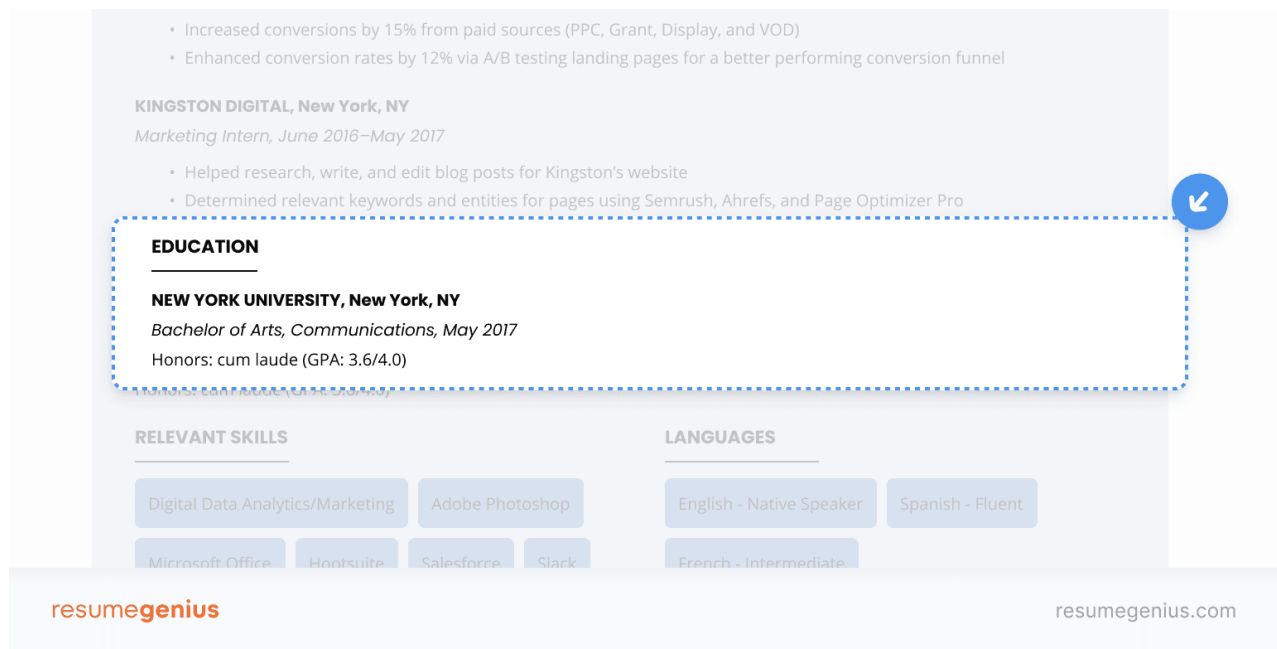
List your relevant work experience starting with your most recent job and working backwards. For each position, include the following information:

- Company name
- Job title
- Dates of employment
- 3-5 bullet points outlining your key responsibilities and achievements.

Focus on experiences that are most relevant to the job you're applying for, using action verbs and quantifiable achievements to demonstrate your impact in each role.

Usually, you should list a maximum of four jobs to keep your CV to an easily scannable length.

5. Highlight your education



A clear education section is an essential part of your CV, especially if you're a recent graduate or have minimal work experience.

If you have less work experience, your education section should be highly detailed to help showcase all of your academic accomplishments.

However, if you're already years into your career, keep your education section brief to maintain focus on your work experience.

For each entry, include the following information, starting with the highest degree you've earned:

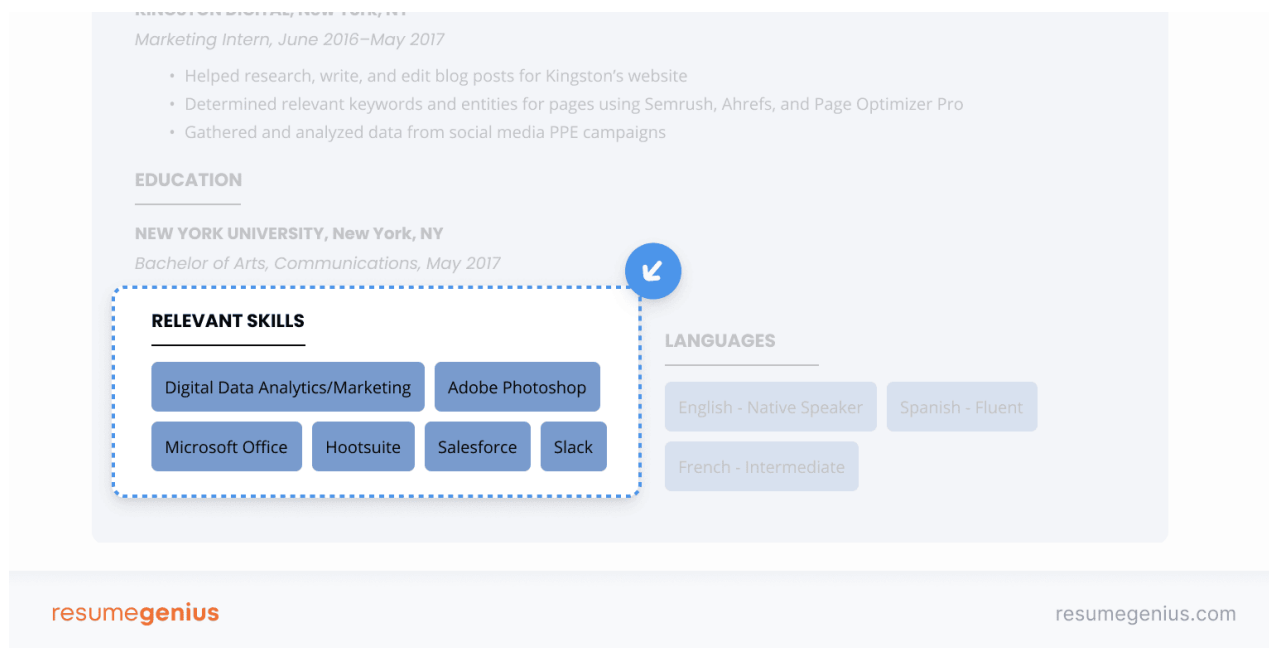
- The name of your university, community college, or technical school
- Location of the school (city and state)
- Graduation date (month and year)
- Degree or program name

If you're a college student or recent graduate, you can also add the following information to your education section:

- GPA (if it's above 3.5)
- Relevant coursework

- Honors or awards (such as latin honors or Dean's list)

6. Showcase your skills



Your skills section is an opportunity to highlight your skills that are most relevant to the job you're applying for. This section should be written in an easy to scan format, such as a bulleted list.

Generally, you should stick to listing hard skills in your skills section. These are job-specific abilities learned through experience, education, or training.

Typically, hard skills are either the technical skills needed to perform a specific job, or a general set of abilities, like project management.

Here are some general examples of hard skills to include on your CV:

Hard skills to include on a CV

HTML/CSS/Javascript	Language skills
Graphic design	Front-end development
UI/UX design	Social media management
Mechanical engineering	Perl/Python/Ruby
Hardware troubleshooting	Photo editing
Data analysis	Salesforce
Marketing	Carpentry

Soft skills are character traits that positively impact how you work or interact with other people (like interpersonal skills or creativity). They're naturally learned throughout your life and, unlike hard skills, can't easily be taught in a classroom.

Rather than listing them in your skills section, you should demonstrate how you've used your soft skills in your work experience bullet points, like this:

Mediated conflicts between team members, fostering a harmonious work environment and demonstrating **conflict resolution** skills.

Some examples of soft skills for your CV include:

Soft skills to include on a CV

Teamwork	Empathy
Communication skills	Creativity
Collaboration	Time management
Conflict management	Organizational skills
Confidence	Decision making
Discipline	Leadership
Critical thinking	Interpersonal skills

7. Add additional sections that highlight your strengths

The image displays a resume template with several sections highlighted. The 'Marketing Intern' section lists three bullet points: 'Helped research, write, and edit blog posts for Kingston's website', 'Determined relevant keywords and entities for pages using Semrush, Ahrefs, and Page Optimizer Pro', and 'Gathered and analyzed data from social media PPE campaigns'. The 'EDUCATION' section lists 'NEW YORK UNIVERSITY, New York, NY' and 'Bachelor of Arts, Communications, May 2017' with 'Honors: cum laude (GPA: 3.6/4.0)'. The 'RELEVANT SKILLS' section lists 'Digital Data Analytics/Marketing', 'Adobe Photoshop', 'Microsoft Office', 'Hootsuite', 'Salesforce', and 'Slack'. The 'LANGUAGES' section lists 'English - Native Speaker', 'Spanish - Fluent', and 'French - Intermediate'. A blue dashed box highlights the 'LANGUAGES' section, and a blue circle with a white arrow points to it.

Marketing Intern, June 2016–May 2017

- Helped research, write, and edit blog posts for Kingston's website
- Determined relevant keywords and entities for pages using Semrush, Ahrefs, and Page Optimizer Pro
- Gathered and analyzed data from social media PPE campaigns

EDUCATION

NEW YORK UNIVERSITY, New York, NY
Bachelor of Arts, Communications, May 2017
Honors: cum laude (GPA: 3.6/4.0)

RELEVANT SKILLS

Digital Data Analytics/Marketing Adobe Photoshop
Microsoft Office Hootsuite Salesforce Slack

LANGUAGES

English - Native Speaker Spanish - Fluent
French - Intermediate

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Depending on your field and experience, you may want to include additional sections that showcase other relevant qualifications or experiences. These can help set you apart from

other candidates and win over hiring managers.

Here are additional sections that you can include on your CV:

Certifications

Listing relevant certifications on your CV demonstrates specialized knowledge and commitment to your field. When listing certifications, include the full name of the certification, the issuing organization, and the date obtained or expiration date (if applicable).

Relevant coursework

Adding a relevant coursework section is beneficial if you're a recent graduate or changing careers. By listing courses directly related to the job, you can showcase your knowledge in specific areas, even without extensive work experience.

Include both the course name and a brief description if the title isn't self-explanatory. This section can help bridge the gap between your academic background and the job requirements, demonstrating your preparedness for the role.

Projects

Projects provide concrete examples of your skills in action. When adding projects to your CV, briefly describe the project, your role, and the outcomes or impact. This information allows potential employers to understand how you've applied your skills in real-world situations.

Languages

Candidates who speak multiple languages are valuable in a variety of industries. If you're a polyglot, consider listing languages in a separate section on your CV to show off your skills.

Hobbies and interests (if relevant to the job)

Including interests or hobbies on your CV is a great way to stand out from other applicants and show employers that you're a good culture fit for their company.

However, before adding an interests section to your CV, consider whether your hobbies are relevant to the company you're applying to and are work-appropriate. Also, consider the company's level of formality.

Volunteer work

Adding a section for volunteer work on your CV is a great way to highlight some of your transferable skills and show that you're involved in your community.

Publications

If you're writing an academic CV and have published work under your name, feature it in a separate section.

Make sure that every entry in your publications section is cited properly.

Research experience

If you're a graduate writing your first CV, you may want to include a separate section for any research assistant positions you've held.

When listing research experience on your CV, specify the methodologies used and any other details that help explain how you performed your research.

3 good CV examples

To help you get a better idea of what your finished CV should look like, here are three professional CV examples:

The best free CV templates

Need to make a CV? The best way to start is by downloading one of our free CV templates and filling it in with your information.



Graduate CV example

First, here's a CV example from a recent graduate applying to grad school:

Graduate School CV Example

[Your Address]

[Your Email Address] | [Your Phone Number]

[LinkedIn Profile] (optional)

Professional Summary

Recent Economics graduate with excellent educational credentials and progressive experience in data analytics and reporting. Aspiring to pursue a Master's degree in Finance from a renowned institution to expand knowledge in quantitative finance, investments, financial markets, financial reporting, and analysis.

Education

San Francisco State University

Bachelor of Arts in Economics, May 20XX

Honors: Cum Laude (3.7/4.0)

Relevant Coursework: Introduction to Microeconomic & Macroeconomic Analysis, Intermediate Microeconomic & Macroeconomic Theory, Calculus, Mathematics, Quantitative Reasoning

Awards and Honors:

President's List, 20XX | Dean's List for 4 semesters | Pathways Scholarship Recipient, 20XX

Professional Experience

Intern Analyst

San Francisco State University, San Francisco, CA

May 20XX – August-20XX

- Evaluated and organized 1995-2019 US personal income data by gender, race, education, and prognosis 2020-2040 gender income gap trend
- Worked closely with the professor and 4+ team members to develop a detailed gender income gap report of gender inequality studies
- Conducted detailed research to identify trends and formulate forecast models
- Maintained 100% accuracy in analyzing large economic and statistical data to derive results and achieve desired outcomes

Volunteer

Pop Warner Football & Cheer, San Clemente, CA

March 20XX – November 20XX

- Managed youth football programs in the country with 400+ annual participants, \$300k annual budget, and 8+ direct reports
- Represented the organization at local, regional, and national level
- Employed best practices to handle all aspects of discipline, as well as all marketing, financial and special event functions

Skills

- Leadership
- Problem Solving
- Research & Analysis
- Data Gathering
- Forecasting
- Public Speaking
- Communication
- MS Office Suite

Academic CV example

Finally, here's an example an academic CV (the type you'd use in American universities) from a candidate just starting their academic career:

Academic CV Example

[Your Address]

[Your Email Address] | [Your Phone Number]

[LinkedIn Profile] (optional)

Professional Summary

MBA graduate from London Business School with expertise in Supply Chain Management and 8 months of experience working as a research assistant on global firm expansion. Looking to utilize knowledge gained during my research and personal business endeavors to undertake postgraduate research into how personal attributes can give rise to conflicts among upper supply chain management.

Education

London Business School

MBA, May 20XX

Relevant Courses: Supply Chain Management, Financial Accounting, Strategy and Negotiations

Thesis: Supply Chain Management: Differences in Theory and Practice.

Honors: *Cum laude* (3.7/4.0)

West Chester University of Pennsylvania

BBA, June 20XX

Thesis: How do Global Politics Interfere with International Business Synchronization?

Honors: *Summa cum laude*

Professional Appointments

Associate Professor

King's College London

May 20XX – August-20XX

- Taught weekly lectures in courses on Business Ethics and Entrepreneurship in Practice
- Designed and implemented a change in course curriculum, resulting in a 150% increase in student enrollment over two years
- Coordinated with experts in the field of accounting and supply chain management to give lectures to enrolled students

Teaching Experience

Graduate International Business TA

London Business School

May 20XX – August-20XX

Taught face-to-face classes

Undergraduate Introduction to Business Ethics TA

West Chester University of Pennsylvania

May 20XX – August-20XX

- Taught face-to-face classes

- Designed course curriculum, organized class lectures, and set deadlines for projects.

Publications

Willborow, J., Sherman, H. "Why firms fail when expanding: The effects of expansions on team performance." *Journal of International Business Studies* 19.2 (2018): 12-37.

Awards & Honors

03/20XX Class President – London Business School

05/20XX West Chester University Business Proposal Fair – 1st place

Conrad Benz

Content Manager