Firstname Lastname

Updated on February 28, 2021

P.O. Box xxxxx, City, State, Zip Code
✆ *(111) 111-1111*
✉ *firstname.lastname@gmail.com*
⌨ *(put your url here)*
www.linkedin.com/in/yourname
github.com/yourGitHubID

Contents

Summary

- This section is a summary of qualifications at the beginning.
- `\tocless` (toc-less) means the section title will not be included in the table of contents.

Introduction

- This CV template is created by Christine P. Chai (`cpchai21@gmail.com`) from the ModernCV template (Xavier Danaux). The ModernCV package in LaTeX can be downloaded on *GitHub* or *Overleaf*.

- The original ModernCV template is awesome, and I use it for a wide variety of documents, such as resume/CV, cover letter, and even project descriptions. Therefore, many settings need to be customized to meet my needs. I would like to share this CV template, which includes the modifications I frequently use.

- Here is a list of what I modified:
  - Use the `today` command to show the date when I last modified this document.
  - Put the dates on the right hand side, instead of at the beginning of each row.
  - Add the table of contents section. This is recommended for a document with more than 10 pages.
  - Show (default) or hide each section in the table of contents.
  - Add the page number at the bottom right of each page.

Disclaimer

- This template works best for long documents, such as a full CV or a file for all project descriptions. For industry job applications, it is still recommended to submit a one-page resume and be concise.

Education

- **Ph.D. in Subject**, *University of Elsewhere*, Country CC, 2016 – Present. GPA: 4.0/4.0.
  Research areas: field one, field two, and field three.
- **B.S. in Subject**, *University of Somewhere*, Country AB, 2012 – 2016. GPA: 3.88/4.0.
  Minor in another subject.

Work Experience

Research Assistant, Subject, University of Elsewhere

- **Research Project Name**, January 2017 – Present.
  First line of description.
  Second line of description.

Summer Intern, Division X, Company ABCDE

- **Project Name**, May 2016 – August 2016.
  First line of description.
  Second line of description.

Computer Skills

Proficient in R, Python, C++

Familiar with SAS, MATLAB, SQL, Java

Publications

- **Lastname, F.**, Someone, E., Another, O. Paper Title is Something. Submitted to Journal ABC, August 2017.
- Author, W., Collaborator, A., **Lastname, F.** Another Paper Title. XYZ Journal, December 2015.

Presentations

- **Presentation Title:** Description here. Is it a poster, contributed talk, or an invited talk? Conference ZZZ, January 2018.
- **Undergraduate Presentation:** Description here. What is this presentation about? University of Somewhere, April 2016.