**✅ Professional Résumé Template (Reverse Chronological Style)**

**[Your Name]**
[City, State] · [Phone Number] · [Email] · [LinkedIn] · [Portfolio URL (if applicable)]

**Professional Summary**

A concise 2–3 sentence summary highlighting your years of experience, industry, top skills, and what value you bring to employers.
*Example: Results-driven marketing specialist with 5+ years of experience in digital campaigns, brand strategy, and analytics. Proven track record of increasing ROI through data-driven strategies.*

**Key Skills**

* [Skill 1] • [Skill 2] • [Skill 3] • [Skill 4] • [Skill 5]
*(Use job-specific keywords here)*

**Professional Experience**

**Job Title**
*Company Name – City, State*
Month/Year – Month/Year

* Action verb + responsibility + quantifiable outcome
* Example: Designed and launched an email campaign that boosted open rates by 42%
* Example: Managed cross-functional team of 6 to deliver project 3 weeks ahead of schedule

**Previous Job Title**
*Previous Company – City, State*
Month/Year – Month/Year

* Bullet 1
* Bullet 2

**Education**

**Degree Earned**
*University Name – City, State*
Month/Year – Month/Year
Optional: GPA (if 3.5+), honors, relevant coursework

**Certifications (if applicable)**

* [Certification Name], [Issuing Organization], [Year]

**Optional Sections**

* **Projects** – For technical or freelance work
* **Volunteer Work** – If relevant or shows leadership
* **Languages / Technical Skills** – If required for the role

**📄 Curriculum Vitae Template**

**Full Name**
[Your Address (Optional)]
[City, State, Zip]
[Phone Number] | [Email Address] | [LinkedIn] | [Personal Website/Portfolio]

**🎓 Research Interests *(optional)***

A brief summary (2–3 lines) of your current research focus or academic interests.

**📘 Education**

**Degree Title** – *Institution Name*, City, State
Month Year – Month Year

* Dissertation/Thesis Title (if applicable)
* Honors, GPA (if 3.5+), notable achievements

**🧪 Research Experience**

**Position Title** – *Institution/Organization*, City, State
Month Year – Month Year

* Brief description of your research
* Tools/techniques used
* Collaborators, advisors (if relevant)
* Outcome or publications (if any)

**👩‍🏫 Teaching Experience**

**Course/Role** – *Institution Name*, City, State
Month Year – Month Year

* Course name or subject taught
* Level (undergraduate, graduate)
* Responsibilities (lectures, grading, office hours)

**✍️ Publications**

* Lastname, Firstname. *"Title of Paper."* Journal Name, vol. #, no. #, Year, pp. xx–xx.
* Use consistent citation format (APA, MLA, Chicago, etc.)

**🧠 Presentations & Conferences**

* *"Title of Talk."* Conference Name, Location, Month Year.
* Poster or oral presentation? Note the format.

**🏆 Awards and Honors**

* Name of Award – Granting Institution, Year
* Brief description (if not self-explanatory)

**💰 Grants & Fellowships**

* Name of Grant – Institution, Amount, Year(s)
* Project title or research funded

**🌍 Professional Affiliations**

* Member, [Association Name], Years
* Role (if any, like committee chair, etc.)

**🧰 Technical & Language Skills**

* Software, lab techniques, programming languages
* Language proficiency (e.g., Fluent in Spanish, Intermediate French)

**👥 References**

**Name, Title**
Institution or Company
Email | Phone | Relationship to you

(Include 2–4 academic or professional references with their permission.)