

Undergraduate Student CV

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### **Personal Information**

* **Name:** Full name
* **Address:** Complete address
* **Phone Number:** Active phone number
* **Email:** Professional email address
* **LinkedIn Profile:** (if applicable)

### **Objective Statement**

A brief and compelling statement that outlines your career goals and highlights your key skills relevant to the position you are applying for. Keep it concise and specific.

**Example:** "Motivated and detail-oriented English major seeking an internship at [Company Name], where I can apply my strong analytical skills and passion for literature to support the editorial team."

### **Education**

List your most recent educational experiences first, including the name of the institution, degree, major, and expected graduation date.

**Example:**

* **University of [Your University], [City, State]**
	+ B.A. in English, Expected Graduation: May 2025
	+ **GPA:** [Your GPA] (if 3.0 or higher)

### **Relevant Coursework**

Include courses that are pertinent to the job or internship you are applying for. This section demonstrates your academic foundation in the field.

**Example:**

* Introduction to Literary Analysis
* Modern American Literature
* Creative Writing Workshop

### **Experience**

This section can include internships, part-time jobs, volunteer work, and extracurricular activities. Describe your responsibilities and achievements in bullet points, focusing on what is most relevant to the job.

**Example:**

* **Editorial Intern, [Local Newspaper or Magazine], [City, State]**
	+ June 2023 - August 2023
	+ Edited and proofread articles to ensure clarity and accuracy.
	+ Assisted in researching and developing content for special editions.

### **Skills**

List technical and soft skills that are relevant to the position. Include language proficiency, software skills, and any other competencies.

**Example:**

* Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
* Strong written and verbal communication skills
* Fluent in Spanish and English

### **Awards and Honors**

Highlight any academic or extracurricular awards that showcase your achievements and competencies.

**Example:**

* Dean's List: Fall 2022, Spring 2023
* Winner, University Creative Writing Competition, 2023

### **Extracurricular Activities**

Include clubs, sports, or organizations where you played a significant role. Highlight leadership roles and contributions.

**Example:**

* **Member, University Debate Team**
	+ Competed in regional and national debate competitions, enhancing critical thinking and public speaking skills.

### **References**

Available upon request. Alternatively, list references if specifically asked for them, providing their name, position, organization, and contact information.