
Undergraduate Student CV

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.