Hello, JobHeroes!

Thanks for downloading our free CV template. If you’re an entry-level, mid-career or experienced professional, we’ve got **additional resources** to help you create a high-quality CV!

To start, our complete [CV Writing Guide](https://www.jobhero.com/cv) provides advice by section to help you We cover best writing practices and outline additional sections you can include to get noticed by potential employers.

Better yet, if you want step-by-step guidance in writing your CV, JobHero’s [Resume Builder](https://www.resume-now.com/resume/builder) can help you write a great CV in just minutes!

**Builder advantages:**

* Simplifies CV creation by automating the process.
* Suggests hundreds of industry-specific keywords and phrases to sell your qualifications.
* Provides access to our most eye-catching [templates](https://www.jobhero.com/cv/templates).
* Includes expertly written phrases you can customize and add to your resume.

Thanks again for trusting JobHero to aid you on your job quest. We hope you find our resources helpful in writing your CV and beyond!

Best of luck landing the job.

The JobHero Team

**More CV-related resources:**

[CV Versus Resume Key Differences and Examples](https://www.jobhero.com/career-guides/resume/cv-vs-resume)

[How to Write a Cover Letter](https://www.jobhero.com/career-guides/cover-letter/how-to/write)

[Job Interview Common Questions and Answers 2022](https://www.jobhero.com/career-guides/interviews/prep/common-interview-questions)

[Powerful Questions You Should Ask in a Job Interview](https://www.jobhero.com/career-guides/interviews/questions/questions-to-ask-an-interviewer)

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**Summary Statement**

Hiring managers look for CVs over resumes because they want to know the breadth and depth of your professional and academic experience, achievements and career objectives to get a good sense of what you can do for the company or organization. This means that your CV profile statement should provide a brief but detailed overview of your expertise and career aspirations. In three to five sentences, highlight your expertise and most notable and pertinent professional experience. Emphasize your achievements and core skills, especially those that match the job requirements indicated in the job description.

**Core Qualifications**

| * Review the job ad for the skills the employer is looking for and feature your strongest abilities that match those skills perfectly, as well as any other skill you have that you know will help you to excel at the job.
* Present a combination of technical skills (practical knowledge and mechanical abilities pertaining to a specific task, such as coding), hard skills (abilities you can learn and measure, like math) and soft skills (character traits and innate abilities, like adaptability).
 | * Display six to 12 applicable skills in a bulleted list.
* It's acceptable for a CV to have more than one category of skills in the skills section, so if you want to share more than 6-8 skills, consider creating subcategories for each type of skill.
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**Education**

|  | **Master of Science**: **Business Management** ***Arcadia University*** - *Philadelphia, PA* Start with your current or most recent degree and go backward. |
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|  | **Bachelor of Science**: **Secretarial Studies And Office Administration** ***Arcadia University*** - *Philadelphia, PA*  |
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**Work Experience**

| 06/2017 to Current | **Current Position** ***Company*** – *Company City*, *Company State* Start with your most current or most recent job and work your way back. Compared to resumes, it's not unusual for CVs to display employment history that spans more than 10 years, so go as far back as you think you need to in order to fully express your qualifications — but stay focused and only include jobs that are relevant to the one you are applying for.* Write about your work experience in three bullet points.
* Write short sentences in the active voice that tout your achievements and use numbers to increase their power. For example, “*As leader of a 10-person clinic team, developed an efficient patient intake process that increased the number of patients seen daily by 20 percent while maintaining superb quality of care*.”
* Use keywords from the job description.
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| --- | --- |

| 03/2013 to 06/2017 | **Previous Position** ***Company*** – *Company City*, *Company State* * Focus only on your strongest qualifications that apply to the job you are applying for.
* If you are switching careers, highlight transferable skills relative to the new career. For example, if your former job involved working closely with clients, then emphasize skills like listening, patience, empathy, and interpersonal communication.
* Check out our guide to transferable skills for more tips on how to use them in your CV.
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**Research Experience**

Use this section if the job or your field requires scientific or academic research. Structure it like a work history section — in reverse chronological order, the name of the project, the affiliated company or organization, department, name of the principal researcher, supervisor, or advisor, and the start and end dates of the project. Add links to supporting documentation, including unpublished and published reports, infographics, thesis papers and dissertations.

Use 2-3 bullets to summarize your work and highlight outcomes of your research. Be detailed and use numbers where appropriate.

Project Name, Institution, Department, Institution City, Institution State

Supervisor/Advisor, Month, Year – Month, Year

* Investigated rate of transmission and staging of feline leukemia virus (FeLV)) in cats and kittens by comparing rates of FIV in two different feral cat colonies, each consisting of 10-15 cats and kittens.
* Studied impact on lifespan of three stages of FeLV (abortive, regressive, and progressive) on felines ranging in age from newborn to 15+.
* Created an infographic outlining the results of the study and wrote analysis of my findings.

**Optional Sections:**

The following are just some of the optional sections you might add to your CV.

**Publications**

Display any publications, such as articles, reports, analyses, infographics, dissertations, theses, newspaper articles, books and stories here, as long as they relate directly to the position you're applying for. Divide your publications into subsections by type of publication

All publications must follow one of the standard citation formats, such as APA or MLA. Your industry might have its own citation format, so make sure you are citing your published works in accordance with your field.

For example:

Sanders, Vicky (2012). *The Impact of Secretaries in a Company* (Master's thesis). Available from Document Archive of The School of Secretarial Sciences, Arcadia University, Philadelphia, PA.

**Presentations**

You might want to create a section on your CV for presentations you have given if they are pertinant to the job you are applying for. Simply create a bulleted list with the title of the conference and the title of your presentation, in reverse chronological order. Aim to limit your list to the last five years for the sake of relevance. Add links to websites, pages, videos, or social media that display your presentation.

For example:

* Women in Secretarial Sciences World Summit (2021), *“Ensuring Access to Work in Underserved Populations.”*
* International Conference of Business Managers (2021), “*Ensuring BusinessWelfare — Considerations and Risks.”*
* Symposium on Business Management Research (2020), “Effective Alternative Strategies for Corporation's Management.”

**Awards and Honors**

This section can carry a lot of weight, so don't be shy if you've been recognized for your achievements. If you have more than one honor to show, create a bulleted list and display the most recent one first, like so:

Organization, school, or company name, honor received and the year you received it.

For example:

* The Admin Awards, The Colleen Barrett Award for Administrative Excellence, 2020

**Licenses and Certifications**

Certification demonstrate technical competency and knowledge for some positions. In reverse chronological order, list the school, institution, company or organization, the certification title and the date you received it.

For example:

* Certified Management Accountant (CMA), The Association of Accountants, 2021
* Certified Manager Certification (CM), Online Institute of Certified Professional Managers, 2015
* Microsoft Office Specialist Certification (MOS), Microsoft, 2014
* Administrative Professional Associations & Organizations' Member (IAAP), 2013
* Licensed Administrative Professional, Administrative Professional Associations & Organizations (IAAP), 2013