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| **Mary M. Smith**  (205) 555-12345  mmsmith1234@crimson.ua.edu  [www.linkedin.com/in/youraddress](http://www.linkedin.com/in/youraddress) marysmithprofessionalwebsite.com |

This template for undergraduate CVs is supposed to be a helpful guide rather than a rigid format. Adapt and change it to suit the expectations for your field. For instance you can combine sections, or delete ones that aren’t relevant yet. You can create a separate entry for “Research Experience” and “Job experience,” if you have job experienced unrelated to your research goals. This doc is organized in table format to keep the dates lined up on the right side. Select “view gridlines” to see the table borders. Note that in order for tables to be invisible to readers, you must distribute this doc in PDF form.

**EDUCATION**

|  |  |
| --- | --- |
| *B.S. or B.A. Degree Title*  Institution, City, State | Expected 2025 |
| *Associates Degree or Study Abroad Experience* | date |

**RESEARCH EXPERIENCE**

|  |  |
| --- | --- |
| *Qualitative Lab Assistant,*Anthropology Department  The University of Alabama, Tuscaloosa   * Action verb phrases to describe what you researched. * Additional verb phrases to provide details on different facets of the work. | 2022-present |
| *Job Title,* Department, Institution, City, State and Country (if international) | 2020-2022 |

**PUBLICATIONS AND PRESENTATIONS**

|  |  |
| --- | --- |
| Smith, Mary. "Article Title.” Journal Title, vol. 9, no. 2, 2021, pp. 26-47. | 2022 |
| “Name of Presentation.” With John Williams and Sarah Smiley. Name of Conference. City, State. | 2021 |

**HONORS & AWARDS**

|  |  |
| --- | --- |
|  | 2021 |

**WORK EXPERIENCE**

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| --- | --- |
| **Job Title**, ABC Learning Studio  Cleveland, Ohio   * Provided a nurturing and educational environment for 15 children ages 3-5. * Developed and led engaging activities in art, counting, music, and more. * Communicate with parents and caregivers to ensure consistency and safety of children. * Designed and distributed monthly newsletter to promote our services and inform parents. | 2020-2022 |

**COMMUNITY SERVICE**

|  |  |
| --- | --- |
| **Mentor**, Tide Together (if the nature of the service or program isn’t immediately clear, you can add an explanatory phrase in parenthesis, such “program supporting first-year graduate students from underrepresented groups.”). | 2021 |
|  |  |

**SKILLS/LANGUAGES**

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**GRANTS**

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**PROFESSIONAL MEMBERSHIPS**

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