*Industry CV Template*

**Name**

**Address**

**Phone – Email**

**EDUCATION**

Most recent/current schooling dates

Degree, department

(Dissertation title; course/degree descriptions)

Previous schooling dates

Degree, department

**EXPERIENCE (may specify: “research experience”, “relevant work experience”, etc.)**

Title, company/school/organization, city, state dates

Description (Note: your research assistantship is now considered “experience”)

Title, company/school/organization, city, state dates

Description (Note: your teaching assistantship is now considered “experience”)

**SKILLS (may call “additional information”, “relevant skills”, etc.)**

*Technical:* relevant skill A, relevant skill B or descriptions

*Lab:* relevant skill A, relevant skill B or descriptions

*(Language):* fluent - proficient - basic knowledge of

*(Computer)*

*(Leadership)*

**PUBLICATIONS**

Bibliographic format

Bibliographic format

**(PATENTS)**

Item, date, number

**(PROFESSIONAL ASSOCIATIONS**)

Title, association

Title, association

**FELLOWSHIPS, AWARDS AND HONORS**

Name, (significant info., amount), date

Name, (significant info., amount), date

*Industry Resume Template*

**Name**

**Address**

**Phone – Email**

**(OBJECTIVE): *purposeful*** *objective*

**(QUALIFICATIONS)**

* Skill set/unique information to highlight
* Skill set/unique information to highlight
* Skill set/unique information to highlight

**EDUCATION (moves to the end after 4-5 years of work experience)**

Most recent/current schooling dates

Degree, department

(Dissertation title; course/degree descriptions)

Previous schooling dates

Degree, department

**EXPERIENCE (may specify: “leadership experience”, “work experience”, etc.)**

Title, company/school/organization, city, state dates

Description (Note: your research assistantship is now considered “experience”)

Title, company/school/organization, city, state dates

Description (Note: your teaching assistantship is now considered “experience”)

**SKILLS (may call “additional information”, “relevant skills”, etc.)**

*(Technical)*

*(Lab)*

*(Leadership)*

*(Language)*

*(Computer)*

**(PUBLICATIONS)**

Bibliographic format

Bibliographic format

**(PATENTS)**

Item, date, number

**(PROFESSIONAL ASSOCIATIONS**)

Title, association

Title, association

**(FELLOWSHIPS AND AWARDS)**

Name, (significant info., amount), date

Name, (significant info., amount), date

**(PERSONAL INTERESTS)**

Personal achievements, unique interests (e.g. “completed Boston Marathon”)

**References for:**

**Name**

**Address**

**Phone – Email**

**REFERENCES**

Name and Relationship

Address

Address

Phone #

Email

**REFERENCES**

Name and Relationship

Address

Address

Phone #

Email

**REFERENCES**

Name and Relationship

Address

Address

Phone #

Email

*Industry Cover Letter Template*

**Your Address Line 1**

**Your Address Line 2**

**Their Company/org**

**Their Address Line 1**

**Their Address Line 2**

**Dear Contact Name (preferred) or Title:**

**This is who I am and why I am writing. As this is a writing sample and my opportunity to introduce you to my CV/resume, I am going to use this paragraph to “wow” you into reading the rest of this letter and the rest of my materials. I will do this via a thesis statement and a couple of brief, informative, lines about myself, what I know about you, and why I believe we are a good fit. This may be a good time for me to mention a personal contact I know from your company and I have learned from him or her that makes me excited to work for you.**

**My CV/resume gives you my work history. In the next two paragraphs, I will go into detail about a few items found in these other documents, including the content, transferrable, and personal skills I would bring to your position. Naturally, these paragraphs will transition clearly and effectively and they will follow the general themes which I alluded to above.**

**Ditto.**

**In my last paragraph I will interestingly and briefly summarize the above information and will reiterate why we would be a good fit. I will then alert you to what I might do next (call to follow-up, for example), and/or I will tell you that I would appreciate the opportunity to discuss this with you further by way of an interview.**

**Sincerely.**

**My Name, Ph.D**