

YOUR FULL NAME

City, Country

professional@email.com

+00 000 0000000

LinkedIn / Website

PROFILE

Write 3–4 concise lines summarizing your academic background, main interests, strongest skills and the opportunity you are seeking. You can briefly mention your goals and plans. Tailor this paragraph to each application.

EDUCATION

Most Recent Degree, e.g., MSc Mathematics

20XX – 20XY

University Name, City, Country

- GPA / Marks: e.g., 3.80/4.00 or 82%
- Thesis / Dissertation: Title of thesis
- Relevant coursework: 3–5 relevant courses
- Academic achievement: Scholarship, distinction, merit position, if applicable

Previous Degree, e.g., BSc Mathematics

20XX – 20XX

University Name, City, Country

- GPA / Marks: Your result
- Final-year project / Thesis: Title, if applicable
- Relevant coursework: Relevant subjects

EXPERIENCE

Position Title, e.g., Private Mathematics Tutor

Month Year – Month Year

Organisation / Self-employed, City, Country

- Taught / supported number or type of students in subject or level.
- Developed resources or approach that led to measurable or observable results.
- Used method / software / communication approach to achieve outcome.

Position Title

Month Year – Month Year

Organisation, City, Country

- Accomplished X, as measured by Y, by doing Z.
- Coordinated / created / evaluated activity, process or resource.

RESEARCH PROJECTS

Short, clear title of your most recent project

Month Year – Month Year

University / Department / Supervisor, if relevant

- Investigated research questions or problems.
- Applied method, theory, software or technique.
- Developed / implemented model, program, framework or analysis.
- Achieved result, measured by evidence, by doing method.
- Presented findings through report, dissertation, poster or presentation.

Title of another research or academic project

Month Year – Month Year

University / Organisation

- Explain the purpose of the project and your individual contribution.
- Mention the methods, tools and outcomes.

PRESENTATIONS

- “Talk or poster title,” Conference / Event, City, Country, Date.
- “Seminar title,” Department / University, Date.
- “Course presentation title,” Course name, University, Date.

SKILLS

Computational

- Python: Describe a specific analysis, program, model or project completed using Python.
- MATLAB: Describe a numerical method, simulation or project.
- Other software: R / Mathematica / SPSS / Git / relevant tools.

Research and Problem Solving

- Investigated problems, formulated approach, and evaluated results.
- Literature review, data analysis, mathematical modelling, academic writing and referencing.

Typesetting and Office Tools

- LaTeX / Overleaf: Prepared reports, equations, presentations or collaborative documents.
- Microsoft Word / Excel / PowerPoint: Describe relevant advanced use.

Languages

- Language: Native / Fluent / Professional / Intermediate.
- IELTS / TOEFL: Overall score and component scores, if applicable.

PROFESSIONAL QUALIFICATIONS AND CERTIFICATIONS

Qualification / Diploma / Certificate

Year

Institution, City, Country

- Marks / Grade: Result
- Key training: Relevant modules or practical training
- Project: Title or short description, if applicable

Additional certificate or training course

Year

Awarding organisation / Platform

- Main learning outcome: What you learned or demonstrated.

VOLUNTEERING AND LEADERSHIP

Volunteer / Leadership Role

Month Year – Present

Organisation, City or Online

- Organized / coordinated sessions, events, activities or projects.
- Supported students, participants or beneficiaries through specific contribution.
- Worked collaboratively with team / speakers / institutions to outcome.

PUBLICATIONS

Journal Articles

- Authors in a consistent citation style. (Year). Article title. Journal Name, volume(issue), pages. DOI: DOI.

Conference Papers / Preprints

- Authors. (Year). Title. Conference / Repository / Preprint server. Reference or link.

AWARDS AND SCHOLARSHIPS

- Name of scholarship or award, Awarding organisation, Year.
- Academic merit / distinction / competition prize, Institution, Year.
- Add context where useful: selected from X applicants, awarded for academic excellence, etc.

REFERENCES

References available upon request.

When referees are requested, include each referee's name, position, institution, professional email address and relationship to you. Ask permission first.

Referee's Name, Position

Department and institution

Professional email address

Telephone number, if required

Capacity: Supervisor/Teacher/Manager/Employer/etc.