

Undergraduate CV Template

Editable, ATS-friendly template for internships, graduate roles, scholarships and university opportunities

How to use this template

Replace every item in [square brackets], delete prompts that do not apply, and tailor the CV to each opportunity. Keep the layout simple and evidence-based.

[FULL NAME]

[City, Country] | [Phone] | [Professional email] | [LinkedIn URL] | [Portfolio URL if relevant]

PROFILE

[Degree subject and year] student at [University] with experience in [two relevant areas]. Demonstrated ability to [relevant strength] through [project work, employment, volunteering or leadership]. Seeking [type of opportunity] where I can contribute [two relevant skills or interests].

EDUCATION

[Degree title and subject] | [University name], [City, Country] | [Month Year] - [Expected Month Year]

- Expected classification or current GPA: [include only if strong or requested].
- Relevant modules: [Module 1], [Module 2], [Module 3], [Module 4].
- Dissertation or major project: [Title/topic] - [one line on scope, method or result].
- Awards: [Scholarship, Dean's List, competition or academic award].

[Secondary qualification] | [School or college], [City, Country] | [Year] - [Year]

- [Qualification and concise results.]

RELEVANT EXPERIENCE

[Role title] | [Organization], [City or Remote] | [Month Year] - [Month Year]

- [Action verb] [task or project], using [method or tool] to [result or purpose].
- [Action verb] [responsibility] for [scale or audience], contributing to [measurable or observable outcome].
- Collaborated with [people or team] to [deliverable], meeting [deadline, quality standard or target].

PROJECTS

[Project title] | [Course, society, competition or personal project] | [Month Year]

- Investigated or developed [topic/product] using [methods/tools] to address [problem or brief].
- Produced [output] and [presented/tested/evaluated] it with [audience/data/criteria], resulting in [outcome or learning].

ADDITIONAL EXPERIENCE

[Part-time role, internship, placement or family responsibility] | [Organisation], [City] | [Month Year] - [Month Year]

- Delivered [service or task] for [customers, colleagues or users] while maintaining [quality, accuracy, safety or time standard].
- Resolved [type of issue] by [action], demonstrating [communication, judgement, resilience or initiative].

LEADERSHIP AND ACTIVITIES

[Position or activity] | [Society, sports team, university or community group] | [Month Year] - [Month Year]

- Organised [event/activity] for [number or audience], coordinating [resources or people] and achieving [result].
- Introduced [improvement or idea] that [benefit or outcome].

VOLUNTEERING

[Volunteer role] | [Organisation], [City] | [Month Year] - [Month Year]

- Supported [beneficiaries or cause] by [specific action], contributing [hours, output, funds, reach or result].

SKILLS

Technical: [Software, coding languages, laboratory techniques, research methods, design tools, data tools].

Languages: [Language - proficiency level].

Other: [Relevant certification, driving licence, first aid, industry training or work eligibility if useful].

SELECTED ACHIEVEMENTS

- [Award, scholarship, competition result, publication, performance or significant personal achievement - Year].
- [Second achievement - Year].

INTERESTS (OPTIONAL)

[Two or three specific interests that reveal sustained involvement, responsibility, creativity, curiosity or teamwork.]