

Academic CV Template

Opportunity Pakistan · opportunitypakistan.com/guides · Replace every [bracketed] item with your own details and delete sections you don't need. Keep it to one page and send it as a PDF.

[FULL NAME]

[email address] · [phone number, optional] · [City], Pakistan

Don't include a photo, CNIC/B-Form number, date of birth or home address unless the application asks for them.

Education

[School name], [City] · [Month Year] – Present

[Curriculum and year, e.g. FSc Pre-Engineering Part 1 / AS Level / Grade 11]

[Results so far, e.g. Matric (BISE [Board]): [marks]/[total] ([percentage]%) or O Levels: [number] A*, [number] A]

[Relevant subjects or coursework, optional]

Academic Awards and Competitions

- [Award or result], [Competition name], [Month Year]. [Scale, e.g. "1st of 40 schools" or "top 10% of participants", only if known]
- [Award or result], [Competition name], [Month Year]

Projects and Research

- [Project title], [Month Year – Month Year]
- [What you did, how you did it and what came out of it, in one or two lines. Start with a verb.]
- [Second project and one-line description]

Activities and Leadership

- [Role], [Club/Society/Organisation], [Month Year – Present]. [What you did, with a number where honest.]
- [Volunteering, sport, tutoring or family responsibilities also count.]

Courses and Certificates

- [Completed course name], [Provider], [Month Year]

Skills and Languages

Skills: [e.g. Python (basic), Excel, lab techniques]

Languages: [e.g. Urdu (native), English (fluent), Punjabi (native)]

Before you send it

- ☐ Every claim is accurate and you can talk about it in an interview

- ☐ Abbreviations (FSc, BISE, Matric) are explained once
- ☐ Dates use one consistent style
- ☐ A teacher has checked it for typos
- ☐ Saved as PDF named FirstName-LastName-CV.pdf