YOUR NAME

Curriculum Vita

**Education**

* former and current
* List last level at School, the school, and year
	+ Freshman, Eastern Florida State College, 2017
	+ Graduate, Blah-Blah High School, year

or

* + Graduate, Blah-Blah High School, Expected Graduation month and year

**Certificates**

* Education, not awards
* Examples: CPR, computer training--anything that was a training and you were certified
* List by title of certificate, what organization gave it to you, where you got it, and year
	+ CPR, Red Cross, Titusville High School, 2017

**Awards, Honors, Appreciations.**

* List any trophy, award, etc.
* This category is not only about winning; it is also about being honored by others
* List team awards if you were part of the team
* Do not list Honors courses.
* List by name of award, who gave it to you, and the year
	+ "Appreciation for Participation", Relay for Life, 2017

**Extracurricular Activities**

* Team activities
* Clubs
* Any formal or non-profit group.
* Do NOT list hobbies unless they are with a verifiable group.
* List title, group name, place of group, year

List the same group more than once if you had a different title during a different year

* + Member, SGA, Titusville Campus BCC, 2017, 2018
	+ President, SGA, Titusville Campus BCC, 2017

**Community volunteering**

* List only those places that people could call or write to in order to verify your hours.
* List by your role, organization's name or project where you volunteered, with what group, year ( + hours)
	+ Technical Assistant, Titusville Playhouse, 2016-current (200+ hours)
	+ Volunteer, Keep Brevard Beautiful, for Titusville High School, 2017, (10+ hours)

**Publications/Conferences**

* Publications are only those that had an editorial review of some sort
	+ List title of piece, publication, publisher, year
	+ "Sing a Song of Sixpennies", *Chapped Booklet*, Brevard Community College, 2009
* Conferences are not competitions; they are meetings of the mind.
* Conferences are not product conventions.
	+ List your role at conference, the name of the conference, the governing body, the place it was held, year
		- Attendee, "MLA Convention," Modern Language Association, Chicago, IL, 2017.

**Association Memberships**

* List only dues paying memberships to non-profit organizations
* Include dues paying collegiate societies
* List by your title, organization and year; campus or group (if appropriate)

list each one more than once if you held an office

* + Member, Phi Theta Kappa, Brevard Community College -- Titusville Campus, 2017
	+ President, Phi Theta Kappa, Brevard Community College -- Titusville Campus, 2017.