

Curriculum Vitae Revision Request

Dear [Instructor's/Advisor's Name],

I hope this message finds you well. I am writing to request your assistance in revising my curriculum vitae. As I am preparing to apply for [specific opportunities, e.g., internships, graduate programs], I want to ensure my CV effectively highlights my skills and experiences.

Attached to this email is my current CV. I would greatly appreciate your feedback on the following areas:

- Content clarity and relevance
- Formatting and layout
- Overall presentation

Thank you for your time and assistance. I look forward to your valuable insights.

Best regards,

[Your Name]

[Your Student ID]

[Your Contact Information]