**First & Last Name**

City, State | Email | Phone | LinkedIn URL | Portfolio URL

**EDUCATION**

**University** | Degree Completion Month Year candidacy

*Relevant Coursework: ONLY list specific courses that add to the credibility of your application. Be sure to align courses that go onto a second line to optimize white space.*

*Thesis: Thesis Title (or citation if published)*

**University** | Degree Completion Month Year candidacy

**RESEARCH & TEACHING EXPERIENCE**

**Position Title** | University/Organization | City, State Month Year – Month Year

*Department*

* 5-7 bullets per position
* Bullets are written in Action – Result Orientation and/or Quantifiable
* Bullets should also highlight transferable skills that you’ve listed

**Position Title** | University/Organization | City, State Month Year – Month Year

*Department*

* 5-7 bullets per position
* Bullets are written in Action – Result Orientation and/or Quantifiable
* Bullets should also highlight transferable skills that you’ve listed

**LIBRARY EXPERIENCE**

**Position Title** | University/Organization | City, State Month Year – Month Year

*Department*

* 5-7 bullets per position
* Bullets are written in Action – Result Orientation and/or Quantifiable
* Bullets should also highlight transferable skills that you’ve listed

**OTHER WORK EXPERIENCE**

**Position Title** | Organization | City, State Month Year – Month Year

*Department*

* 3-7 bullets per position
* Bullets are written in Action – Result Orientation and/or Quantifiable
* Bullets should also highlight transferable skills that you’ve listed

**PROJECTS & DIRECTED FIELDWORK**

**Organization** | Name of Project/Fieldwork | City, State Month Year – Month Year

* Brief description of class/research/capstone project and/or directed fieldwork and what accomplished
* 3-5 bullets
* Bullet format is the same as Research & Teaching Experience Section

**Organization** | Name of Project/Fieldwork | City, State Month Year – Month Year

* Brief description of class/research/capstone project and/or directed fieldwork and what accomplished
* 5-7 bullets
* Bullet format is the same as Research & Teaching Experience Section

**SERVICE & COMMUNITY ENGAGEMENT**

**Name of Committee** | Role/Title Month Year (– Month Year)

* You can also list 1-2 bullets that explain your role in these community engagements or service positions if it’s not self-explanatory

(In this section, you are listing any committees (hiring or action), Task Force, or other community engagements you have participated in)

**CONFERENCE & PRESENTATIONS**

**Title of Presentation** | Name of Conference & Location Month Year

**Name of Conference** | Attendee Month Year

**GRANTS & AWARDS**

**Name of Grant** | Funding Organization Month Year Received

* Award Amount (optional) and description/purpose of grant.

**Name of Award** | Organization Month Year Received

**PUBLICATIONS**

Publication citation

Publication citation

Publication citation

**PROFESSIONAL MEMBERSHIPS**

Name of Association

Name of Association

**SKILLS**

Hard Transferable Skill Hard Transferable Skill

Hard Transferable Skill Hard Transferable Skill

Hard Transferable Skill Hard Transferable Skill

Technologies: List of technologies that you are familiar with AND are relevant to the position you are applying to. If the list goes to a second line, be sure to manually block align

Languages: List of languages that you are fluent in (this is optional). If English is your only language, do NOT list it.