**First & Last Name**

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

**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 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.

**EDUCATION**



**University** | Degree                       Completion Month Yearcandidacy

*Focus/Concentration:*  *Concentration*

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

**University** | Degree                       Completion Month Yearcandidacy

**RESEARCH & TEACHING EXPERIENCE**



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

*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