

[Your Name]

[Address, phone number, email address]

### **Professional summary**

[2-3 sentences: Introduce yourself, highlight your best qualifications and explain why you're a fit for the job- this will change depending on position you are interested in]

### **Education**

[Title of degree] [GPA] [Dates attended]

[School name]

[Title of dissertation or thesis]

### **Work experience**

[Job title] [Dates of employment]

[Name of employer] [City and state of employer]

[Description of your responsibilities and accomplishments]

### **Skills**

[Relevant skills- social media, research or data management tools, etc.]

### **Community service**

[Position held or job performed] [Dates of service]

[Organization] [City and state of organization]

## **Accomplishments**

### **Publications**

[Authors with your name in bold] [Year of publication] [Title of article] [Publishing journal]

### **Awards and honors**

[Name of award] [year]

### **Personal Interests**

[brief listing]