**FIRSTNAME INITIAL (OR SECOND NAME) LASTNAME**

Street Address • City, STATE ZIP • Phone # (XXX) XXX-XXXX • email netid@nd.edu

**EDUCATION**

UNIVERSITY OF notre dame Notre Dame, IN

Degree, Major or Concentration Graduation Month & Year

Thesis topic

Advisor

PREVIOUS INSTITUTION(s) City, STATE (or Country if non-US)

Degree, Major or Concentration Graduation Month & Year

Academic Honor(s)

**AWARDS AND HONORS**

Name of Fellowship/Honor, (Granting Institution), 20XX-present

Name of Fellowship/Honor, (Granting Institution), 20XX-present

Name of Fellowship/Honor, (Granting Institution), 20XX-present

**RESEARCH EXPERIENCE**

UNIVERSITY OF NOTRE DAME Notre Dame, IN

Postdoctoral Researcher, Department Starting-Ending Dates (Month year – Month year)

Accomplishments and accountabilities in following formula:

*action verb + accomplishment/accountability + results = impact (example below).*

Established and implemented lab safety program and undergraduate student lab safety certification system. 100% compliance rating on 2014 university audit

Designed and modeled …. in the area of XXX. Highlight specific skills, qualities and attributes demonstrated

UNIVERSITY OF NOTRE DAME Notre Dame, IN

Doctoral Researcher, Department Starting-Ending Dates (Month year – Month year)

Accomplishments and accountabilities in following formula:

*action verb + accomplishment/accountability + results= impact (example below)*

Established and implemented lab safety program and undergraduate student lab safety certification system. 100% compliance rating on 2014 university audit

Designed and modeled …. in the area of XXX. Highlight specific skills, qualities and attributes demonstrated

**external and INTERNAL FUNDING**

List of external funding in following format:

Granting Institution; City, State

 PI: Name; Co-PI: Name

Funding for Month Year – Month – Year: $13.0 K

List of internal funding in following format:

University of Notre Dame; Notre Dame, IN

Department/Center/Institute

 PI: Name; Co-PI: Name

Funding for Month Year – Month – Year: $13.0 K

**RESEARCH INTERESTS**

XXX

XXX

XXX

XXX

**professional experience**

Company/organization City, State

Title, Department Starting-Ending Dates (Month year – Month year)

Accomplishments and accountabilities in following formula:

*action verb + accomplishment/accountability + results = impact (example below).*

Established and implemented lab safety program and undergraduate student lab safety certification system. 100% compliance rating on 2014 university audit

Designed and modeled …. in the area of XXX. Highlight specific skills, qualities and attributes demonstrated

Company/organization City, State

Title, Department Starting-Ending Dates (Month year – Month year)

Accomplishments and accountabilities in following formula:

*action verb + accomplishment/accountability + results = impact (example below).*

Established and implemented lab safety program and undergraduate student lab safety certification system. 100% compliance rating on 2014 university audit

Designed and modeled …. in the area of XXX. Highlight specific skills, qualities and attributes demonstrated

**tECHNICAL sKILLS**

List

**Publications**

Include both authored and co-authored. Use discipline specific bibliographic citation format. You may list those “as submitted” or “in preparation”, but only do so if you have other works published.

XXX

XXX

XXX

**presentations**

Conference Presentations

Convention Presentations

Workshop Presentations

**posters**

Conference Posters

Convention Posters

Workshop Posters

**Teaching experience**

UNIVERSITY OF NOTRE DAME Notre Dame, IN

Graduate Teaching Assistant, Department Starting-Ending Dates (Month year – Month year)

In reverse chronological order, list the course title, level, number of students and responsibilities (lectured, prepared syllabus, graded exams, etc.)

XXXX

XXXX

XXXX

**LEADERSHIP AND SERVICE**

In reverse chronological order, list service/outreach activities in the following formula: *Title, Organization, Department, Service, and Year*

Examples below:

Tour Guide, University of Notre Dame, [Stinson-Remick Lab](http://tour.nd.edu/locations/stinson-remick-hall-of-engineering/), Teaching Assistant Orientation, 2014

Student Representative, University of Notre Dame, Graduate School, Professional Development Committee, 2013-2014

**REFERENCEs**