**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: *Italicize Title*

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

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

**Teaching experience**

UNIVERSITY OF NOTRE DAMENotre Dame, IN

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

List in reverse chronological order in the following format:

Instructor, Department: Course title, University of Notre Dame, Fall 20XX

Lectures and on-site programs, emphasis on XXX, XXX, and XXX

Co-Instructor, Department: Course title, University of Notre Dame, Fall/Spring 20XX

Lectures and laboratory, emphasis on XXX, XXX, and XXX

Teaching Assistant, Department: Course title, University of Notre Dame, Spring 20XX

Discussion sections and tutoring, emphasis on XXX, XXX, and XXX

Instructor, Department: Course title, University of Notre Dame, Fall 20XX

Lectures and on-site programs, emphasis on XXX, XXX, and XXX

**TEACHING INTERESTS**

List as XXX, XXX, XXX, XXX, XXX, XXX

**LEADERSHIP AND SERVICE**

Leadership and Service activity list in the following formula: *Title, Organization, Department, Service, and Year*

Tour Guide, University of Notre Dame, Stinson-Remick Lab, Teaching Assistant Orientation, 2013

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

Vice President and Member, University of Notre Dame, Computer Science and Engineering Society, 2012

**PROFESSIONAL EXPERIENCE**

**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

**Organization/Company City, State**

**Consultant, 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; do not use bullet points)*

**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

**REFERENCEs**