**FIRST NAME LAST NAME**

123 Example St, South Bend, IN 46637 • (555) 555-5555 • [flast@nd.edu](mailto:flast@nd.edu)

**EDUCATION**

**University of Notre Dame** Notre Dame, IN

Ph.D., Department Name Expected Month Year

Dissertation: *Title*

Advisor: Name

**Previous Institution** City, ST

M.S., Department Name Month Year

Thesis: *Title*

Advisor: Name

**Previous Institution** City, ST

B.S., Department Month Year

Minor: Department,

List honors (if appropriate, ex: *magna cum laude*)

**RESEARCH EXPERIENCE**

**University of Notre Dame** Notre Dame, IN

*Graduate Research Assistant, Department Name* Month Year – Present

* Describe your current research projects in 1-3 sentences/phrases
* Consider structuring your description with the following format:
* *Action verb + accomplishment/accountability/technical skills + results*

**Previous Institution/Organization** City, ST

*Title, Department Name* Start-Ending Dates (Monty Year – Month Year)

* Describe your past research projects in 1-3 sentences/phrases
* Consider structuring your description with the following format:
* *Action verb + accomplishment/accountability/technical skills + results*

**TEACHIING EXPERIENCE**

**University of Notre Dame** City, ST

*Teaching Assistant/Title, Department Name* Month Year - Present

* In 1-3 sentences/phrases, describe the course and your role in teaching it (formulated, assisted, devised syllabus, lectured, administered grades)
* Developed new organic chemistry course structure and presented material to 120 students across 4 sections, achieving a 4.7/5.0 average rating on teacher-course evaluations

**Previous Institution** City, ST

*Title, Department Name* Start-Ending Dates (Monty Year – Month Year)

* Taught middle/high school students short courses (90 min; every 2 months) covering various topics in Physics (rockets, sound and waves, optics etc.)

**PUBLICATIONS**

List according to departmental/college recommended citation format

Do not list publications in preparation unless you are able to hand someone the manuscript

**PATENTS (If applicable)**

List according to discipline specific citation format

**PRESENTATIONS**

List according to departmental/college recommended citation format (could be oral or poster)

**INVITED LECTURES (If applicable)**

List according to discipline specific citation format

**HONORS & AWARDS**

List according to departmental/college recommended citation format.

Recipient, Year/s *(example below).*

Sigma Pi Sigma Outstanding Leadership Award 2018

Idaho State University College of Science and Engineering Award 2017

**GRANTS & FELLOWSHIPS**

List according to departmental/college recommended citation format. Include $ if notable.

Recipient, Year/s *(example below).*

National Science Foundation Graduate Research Fellowship ($130,000) 2014-2017

**ACADEMIC SERVICE**

List in reverse chronological order Date

**LEADERSHIP & OUTREACH**

List in reverse chronological order Date

**PROFESSIONAL AFFILIATIONS**

Title of Organization, Year/s *(example below)*

Association of Women in Science - Notre Dame 2013 - Present

National Society of Physics Students (SPS) 2008 – 2013

**PROFESSIONAL EXPERIENCE (if applicable)**

**Organization/Company**  City, State

*Job Title, Department* Start-Ending Dates (Monty Year – Month Year)

* Accomplishments and accountabilities in following formula: *Action verb + accomplishment/accountability + results = impact (example below).*
* 3-5 bullet points per section

**REFERENCES**

3 references with the following information:

First name Last name

University or Company

Job Title, Department if applicable

Relationship (e.g. advisor, supervisor)

Mailing Address

City, ST xxxxx

(xxx) xxx-xxxx

email address