First Name Last Name

City, ST ∙ [netid@nd.edu](mailto:netid@nd.edu) ∙ (XXX) XXX-XXXX ∙ [www.linkedin.com/in/FirstLast](https://www.linkedin.com/help/linkedin/answer/87)

**PROFESSIONAL SUMMARY**

* Briefly describe the skills and experience that make you the right candidate for the position.
* Emphasize your most relevant skills, tailored to the job description.
* Include any soft skills that define you and make you stand out, and include context for how you developed or applied them to avoid being too generic.
* Can use bullets or a short paragraph *(maximum of three to five bullets or sentences).*

**EDUCATION**

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

Degree, Field of Study Graduation Month & Year

Dissertation or Thesis topic *(if relevant to position you are applying for)*

**Previous Institution(s)** City, ST (or Country if non-US)

Degree, Major or Concentration Graduation Month & Year

Academic Honor(s)

**PROFESSIONAL EXPERIENCE**

**Most Recent Research Institution Name** City, ST (or Country if non-US)

Title, Department Month Year – Month Year

* Briefly describe the research and your role/accountability in conducting the research.
* Describe any results that have been achieved or what the objective of the research is intended to accomplish: *action verb + accomplishment/accountability + results (example below).*
* Cleaned 10 monthly survey data of 300+ households to determine the impact of new roads on healthcare access in rural Nigeria.
* Highlight specific skills, qualities, and attributes demonstrated.

**Most Recent Employer Company Name** City, ST (or Country if non-US)

Title, Department Month Year – Month Year

* Accomplishments and accountabilities in following formula:
* *action verb + accomplishment/accountability + results (example below).*
* Designed and managed implementation of 2,000 PC WAN across five regional offices, streamlining division’s communications and knowledge sharing.
* Highlight specific skills, qualities and attributes demonstrated.
* When applying for a non-teaching position, use business terminology to describe a teaching experience (e.g. presented or trained rather than taught).

**Previous Employer Company Name** City, ST (or Country if non-US)

Title, Department Month Year – Month Year

* *action verb + accomplishment/accountability + results (example below).*
* Developed new brand strategy and re-launched product gaining additional 15% market share in frozen foods category.

**LEADERSHIP & SERVICE** *(NO NEED TO BULLET THE LIST OF ORGS. CAN ADD BULLETED ACCOMPLISHMENTS BENEATH THEM.)*

**Full Organization Name (ACRONYM),** Role/Title Month Year – Month Year

**Full Organization Name (ACRONYM),** Role/Title Month Year – Month Year

*Include both professional association memberships and campus organization involvement*

**TECHNICAL SKILLS & AWARDS** *(DO NOT USE BULLET POINTS)*

**Computer Skills:** List the software programs, hardware, databases, and programming languages you are proficient in, along with hours of experience (if extensive, divide among multiple subheadings)

**Languages:** List foreign languages & proficiency level (e.g. fluent, advanced reading knowledge, etc.)

**Honors & Awards:** When relevant to the position, competitive, and prestigious