

## NAME

Contact information.

(Include phone, mailing address, email, and URL, if you have one.)

## OBJECTIVE

(Give a simple, clear statement of the type of position you are seeking. An objective is somewhat optional, but if you're changing fields, a good one gives focus to your resume.)

## PROFILE or SUMMARY OF QUALIFICATIONS

(This is another optional section which you could use instead of or in addition to an Objective. It can be written in short paragraph format or presented as a bulleted list. Everything you list should be specific and important for the kind of job you want.)

## EDUCATION

**Institution, Degree, Field, City and State, Date** (Or use 2 lines for this information.)

(Start with your most recent education and work backward. Omit secondary school. You can include information about honors and activities under the relevant degrees or separately in another section, depending on how major and relevant a part of your qualifications you feel that they are.)

## HONORS AND AWARDS

**Award, Date**

(Include only if you have substantial ones. If you received awards from another country, give a brief explanation to make them meaningful. For example, "Awarded to the top 1% of students graduating nationally.")

## EXPERIENCE

(Use reverse chronological order. If you wish, you may subdivide your experience into categories relevant to a particular kind of work, for example:

Training/Teaching Experience  
Leadership Experience  
Research Experience)

**Employer, Position** (Put positions first if they sound more interesting than the employers.)

**Date**

(Use verb phrases to describe key responsibilities and accomplishments. Make it interesting!)

- If the discussion is long, you can then use bullets to highlight particular features of your experience.
- If you've done research which has resulted in publications, you can summarize that information with a phrase such as "Research resulted in 7 publications in professional journals."

## SKILLS

(You may include lists of important research techniques, computer languages, foreign languages if they are relevant to the type of job you seek, or other specific skills. Use subheadings if the list is long.)

(This example, which includes more categories than most people would use, extends onto a second page. If you can comfortably produce a one-page resume, that's a good goal. If, however, it proves impossible, you can extend onto a second page, making sure that the most important information is on the first page to grab the reader's attention. Include your name and a page number on any second page).

#### **ACTIVITIES/LEADERSHIP**

(This is an optional section most relevant when you've had many leadership roles which seem in some way relevant to the position you're seeking.)

#### **ADDITIONAL INFORMATION**

(This is an optional section in which you can include miscellaneous information that might be of interest, such as community activities, knowledge of foreign languages, or interests. If your undergraduate degree is from outside the United States, which may make employers wonder about U.S. work permission, include any favorable visa status here.)