**First Last Name**

City, State Zip | xxx@email.com | (xxx) xxx-xxxx | LinkedIn URL

**Summary (Optional)**

Open with a brief statement that includes your current role. Mention key skills or expertise, such as research, methodologies, analytical and technical skills, or areas of specialization. Briefly highlight relevant experiences, such as research projects, internships, assistantships, or any professional work. Conclude with a statement about your career goals and how they align with the position or program you are applying for. [Click here to view sample summaries and tips.](https://www.careereducation.columbia.edu/resources/how-write-resume-profile-or-summary-statement)

**Education**

**Kansas State University** **Manhattan, KS**

Ph.D. (or Ed.D.), Name of Graduate Program Anticipated Month Year

Focus Area (if applicable): XX

**Name of College/University** **City, State or Country**

M.S. (or M.A.), Name of Graduate Program (Anticipated) Month Year

**Name of College/University** **City, State or Country**

B.S. (or B.A.), Major Month Year

Minor(s): XX, XX

**Certifications/Licensure**

**Name of Organization,** Certificate/License Title Month Year

**Name of Organization,** Certificate/License Title Month Year

**Professional Experience**

**University Name,** Name of Division/Department, Laboratory Name (if applicable) **City, State**

*Research Position Title* Month Year – Month Year

* Past tense action verb, then describe relevant skills and abilities that lead to an outcome/result.
* Past tense action verb, then describe relevant skills and abilities that lead to an outcome/result.
* Past tense action verb, then describe relevant skills and abilities that lead to an outcome/result.
* Past tense action verb, then describe relevant skills and abilities that lead to an outcome/result.

**University Name,** Name of Division/Department **City, State**

*Teaching/Advising Position Title* Month Year – Month Year

* Past tense action verb, then describe relevant skills and abilities that lead to an outcome/result.
* Past tense action verb, then describe relevant skills and abilities that lead to an outcome/result.
* Past tense action verb, then describe relevant skills and abilities that lead to an outcome/result.
* Past tense action verb, then describe relevant skills and abilities that lead to an outcome/result.

**Company Name** **City, State**

*Job Title* Month Year – Month Year

* Past tense action verb, then describe relevant skills and abilities that lead to an outcome/result.
* Past tense action verb, then describe relevant skills and abilities that lead to an outcome/result.
* Past tense action verb, then describe relevant skills and abilities that lead to an outcome/result.
* Past tense action verb, then describe relevant skills and abilities that lead to an outcome/result.

**Company Name** **City, State**

*Volunteer* Month Year – Month Year

* Past tense action verb, then describe relevant skills and abilities that lead to an outcome/result.
* Past tense action verb, then describe relevant skills and abilities that lead to an outcome/result.
* Past tense action verb, then describe relevant skills and abilities that lead to an outcome/result.

**Project Experience**

**Name of Project,** Course Title (if applicable) Month Year – Month Year

* Past tense action verb to describe project, highlighting skills and abilities that lead to an outcome.
* Past tense action verb to describe project, highlighting skills and abilities that lead to an outcome.
* Past tense action verb to describe project, highlighting skills and abilities that lead to an outcome.
* Past tense action verb to describe project, highlighting skills and abilities that lead to an outcome.

**Company Name City, State**

*Name of Project* Month Year – Month Year

* Past tense action verb to describe project, highlighting skills and abilities that lead to an outcome.
* Past tense action verb to describe project, highlighting skills and abilities that lead to an outcome.
* Past tense action verb to describe project, highlighting skills and abilities that lead to an outcome.
* Past tense action verb to describe project, highlighting skills and abilities that lead to an outcome.

**Research Proposals and Grants**

**Name of Funding Agency City, State**

*Role Title (e.g., Co-Author, Principal Investigator)* Month Year – Month Year

Title of Grant/Proposal: “XXX”

* Past tense action verb to describe your role in the project (mention the funding amount, if applicable).
* Past tense action verb to describe the purpose and goals of the grant/proposal project.
* Past tense action verb to describe successful outcomes or ongoing results.
* Past tense action verb to describe how the research contributed to the field or used by the organization.

**Name of Funding Agency City, State**

*Role Title (e.g., Co-Author, Principal Investigator)* Month Year – Month Year

Title of Grant/Proposal: “XXX”

* Past tense action verb to describe your role in the project (mention the funding amount, if applicable).
* Past tense action verb to describe the purpose and goals of the grant/proposal project.
* Past tense action verb to describe successful outcomes or ongoing results.
* Past tense action verb to describe how the research contributed to the field or used by the organization.

**Professional Involvement**

* **Name of Organization,** *Member Title*   Month Year – Month Year
* **Name of Club,** *Member Title*  Month Year – Month Year
* **Name of Honor Society,** *Member Title*  Month Year – Month Year

**Publications**

* Lastname, A. A. (Year). Title of publication. *Title of Journal, volume*(number), page-page. DOI (if available)
* Lastname, A. A., Lastname, A. A., & Lastname, A. A. (Year). Title of publication. *Title of Journal, volume*(number), page-page. DOI (if available)
* Lastname, A. A. (Year). Title of work: Capital letter also for subtitle (E. Editor, Ed.). Publisher.

**Presentations/Posters**

* Lastname, A. A. (year, month). *Title of presentation*. Presentation at the XXX conference, City, State.
* Lastname, A. A. (year, month). *Title of poster*. Poster at the XXX conference/symposium, City, State.

**Honors and Awards**

**Honor/Award,** Organization Name Month Year

**Honor/Award,** Organization Name Month Year

**Honor/Award,** Organization Name Month Year