**FIRSTNAME LASTNAME**

+Country Code (555) 555-5555 **|** email address | LinkedIn/Website URL *(optional)*

**SUMMARY** *[OPTIONAL: If using, consider no more than 3 bullet points]*

*
*
*

**EDUCATION**

**Name of University,** Location (City, State, Province, Country)Month, 20XX

*Ph.D.,* Department Name

*Selected Courses:* (optional)

*Awards:* (optional)

**College Name,** City, State

Bachelor’s or Master’s Degree Type, Major(s): Month, 20XX

*Awards:* (optional)

**TECHNICAL SKILLS** *[OPTIONAL: For research or technical positions]*

* Research Skills:
* Areas of Expertise:
* Programming Languages:
* Statistical Methods:
* Etc.

**XXXXX EXPERIENCE** *[Use descriptive terms like “Research”, “Data Analytics”, “Policy”, “Software Development”, and “Arts Administration” instead of generic terms like “Work”, “Relevant”, “Professional”]*

**Name of University,** *Title*, Location (City, State, Province, Country) Dates

*
*

**Employer,** City, State Dates

*Job Title* (dates)

*

*Job Title* (dates)

*

**Employer,** *Your Title*, City, State Dates

*

**XXXXX EXPERIENCE** *[Use descriptive terms like “Leadership”, “Project Management”, “Communications”, “Advocacy”, “Editorial and Writing” to market your relevant transferable skills]*

**Name of Organization,** *Your Title*, Location (City, State, Province, Country) Dates

*
*

**University Department,** *Your title,*  Location (City, State, Province, Country) Dates

*

**Outside Organization** *Your Title*, Location (City, State, Province, Country) Dates

*

**SELECTED PUBLICATIONS AND PRESENTATIONS** *[OPTIONAL: For research or technical positions requiring Ph.D.-level subject matter expertise]*

*
*
*

**SKILLS AND INTERESTS** *(OPTIONAL)*

* *Computer Skills:* (Do not include if using Technical Skills section above)
* *Languages:* (include levels of proficiency)
* *Interests:*

*[For tips on how to construct a successful resume, visit the* [*OCS website*](https://ocs.yale.edu/blog/2020/06/08/professional-resumes-for-phds/) *at* [*https://ocs.yale.edu/blog/2020/06/08/professional-resumes-for-phds/*](https://ocs.yale.edu/blog/2020/06/08/professional-resumes-for-phds/) *]*