**YOUR NAME**

101 Main Street, Raleigh, NC 27606

(919) 515-5555 | username@live.unc.edu

**EDUCATION**

**PhD**, Discipline Area Expected December 20XX

*School if appropriate, University of North Carolina at Chapel Hill*

* *Dissertation:* title or topic
* *Committee:* optional, you may wish to include names of your committee members

**MPH (or other Master’s degree)**, Discipline Area August 20XX

*School if appropriate, University Name*

* *Master's Thesis:* title or topic
* Certifications or other pertinent information, you may also wish to include awards here (or in a later section)

**BA (or other Bachelor’s degree)**, *cum laude (optional)*, Discipline Area May 20XX

*University Name*

**SUMMARY OF RESEARCH SKILLS (optional section, examples below)**

Project management \* grant and proposal writing \* research methodology & design \* Institutional Review Board clearance \* participant recruitment \* data collection \* data management \* statistical analysis (SPSS, Mplus, ATLAS.ti) \* online survey design and programming (Qualtrics) \* oral presentations \* cost effectiveness analysis

**RESEARCH INTERESTS (optional section, examples below))**

Obesity \* obesity related co-morbidities \* physical activity \* nutrition \* social support \* technology-based health interventions \* structural equation modeling \* health behavior theory \* health communications \* research dissemination & translation

**AWARDS AND HONORS**

* Fundng Agency (agency or departmental/university award), Type or Title of Award, 20XX-20XX, amount (optional)
* This section demonstrates how you are recognized by your department or professional organizations
* Award amounts may demonstrate your ability to win grants or manage funds

**RESEARCH EXPERIENCE**

**Dissertation Research**  January 20XX - Present

*UNC School/Department, Chapel Hill, NC*

* Begin each bullet with a skills-based action verb
* Be sure to quantify your accomplishments, not just describe tasks and responsibilities
* Use keywords that demonstrate your knowledge of the field and technologies as appropriate
* More details
* More details
* More details

**Title**  June 20XX - Present

*Company/Organization, City, State or Country*

* Begin each bullet with a skills-based action verb
* Be sure to quantify your accomplishments, not just describe tasks and responsibilities
* Use keywords that demonstrate your knowledge of the field and technologies as appropriate
* More details
* More details
* More details

**TEACHING & MENTORING EXPERIENCE**

**Title**  Spring 20XX & Spring 20XX

*Course Name*

* Begin each bullet with a skills-based action verb
* Be sure to quantify your accomplishments, not just describe tasks and responsibilities
* Use keywords that demonstrate your knowledge of the field and technologies as appropriate
* More details

**Undergraduate Mentor (optional, examples below)**  June 20XX - July 20XX

* Recruited and hired 3 undergraduate interns for dissertation research through the UNC Office for Undergraduate Research
* Scheduled and oversaw regular meetings and managed intern activities including the transcription and coding of over 11 hours of qualitative interviews
* Provided recommendations and career advice as needed

**PROFESSIONAL EXPERIENCE**

**Title**  Aug 20XX – May 20XX

*Company/Organization, City, State or Country*

* Begin each bullet with a skills-based action verb
* Be sure to quantify your accomplishments, not just describe tasks and responsibilities
* Use keywords that demonstrate your knowledge of the field and technologies as appropriate
* More details
* More details
* More details

**Title**  June 20XX - Aug 20XX

*Company/Organization, City, State or Country*

* Begin each bullet with a skills-based action verb
* Be sure to quantify your accomplishments, not just describe tasks and responsibilities
* Use keywords that demonstrate your knowledge of the field and technologies as appropriate
* More details
* More details
* More details

**Title**  April 20XX – Aug 20XX

*Company/Organization, City, State or Country*

* Begin each bullet with a skills-based action verb
* Be sure to quantify your accomplishments, not just describe tasks and responsibilities
* Use keywords that demonstrate your knowledge of the field and technologies as appropriate
* More details
* More details
* More details

**PUBLICATIONS AND PRESENTATIONS**

*Publications*

* Use the citation structure appropriate for your discipline.
* You may have separate sections (in process, in press, etc)
* Bold your name within the list of authors

*Oral Presentations*

* Use the citation structure appropriate for your discipline.
* You may have separate sections (accepted, guest lecturer, etc)
* Bold your name within the list of authors if appropriate

**PROFESSIONAL AFFILIATIONS**

Include memberships and leadership roles

**COMMUNITY SERVICE AND OTHER ACTIVITIES**

This section may be set up the same as the experience sections above or a simple list of organizations, roles/titles, and dates depending on space.

Your CV should be 2-4 pages in length.

**VANESSA BRODIE**

2409 Kingston Pike ● Raleigh, NC 27695 ● [myemail@gmail.com](mailto:myemail@gmail.com) ● (919) 555-5555

**EDUCATION**

**University of North Carolina at Chapel Hill** December 20XX

B.S. Biology, Minors in Chemistry and History

Overall GPA: 3.79 Major GPA: 3.93

**Universidad Complutense de Madrid** Spring 20XX

*Study Abroad*, UNC Honors Program

**HONORS AND AWARDS**

Dean’s List (3 semesters)

Phi Beta Kappa Society

**RESEARCH INTERESTS**

Genetic Sequencing ● Molecular Biology ● Microbiology ● Alzheimer’s Disease ● Aging and Dementia

**RELEVANT COURSEWORK**

Lab Experiments in Genetics ● Introduction to Statistics ● Molecular Biology ● Genetics ● Elementary Pathogenic Microbiology

**RESEARCH LABORATORY EXPERIENCE**

**Lab Technician, Hanson Research Lab, Department of Biology** May 20XX-August 20XX

University of North Carolina at Chapel Hill, Chapel Hill, NC

* Assisted in experimental design setup of sequencing the tau gene in individuals with Alzheimer’s disease or Front Temporal Dementia
* Evaluated sequencing program and clarified ambiguous base calls
* Managed data of individual’s genotypes to analyze the need for further testing
* Observed and assisted a graduate student in preparing specimens for microarray
* Practiced proper lab techniques and gained experience in pipetting

**RESEARCH PRESENTATIONS**

Brodie, V. (20XX). “Emerging Trends in the Genetic Treatment of Dementia.” Academic Research Conference, The University of North Carolina at Chapel Hill, Chapel Hill, NC. [Poster Session]

Brodie, V. (20XX). “Title of Paper.” Name of Conference, Name of Hosting Institution, City and State. [Oral Presentation.]

**BRODIE p. 2**

**RESEARCH PROJECTS**

**Brodie, V.** (20XX). “Treating Dementia at the Genetic Level: Current Practices and Emerging Trends.”

*Research review completed for BIO 5XX: Genetics*

**Brodie, V**., Person, A., and Person, B. (20XX). “Title of Paper.”

*Research project completed for BIO 4XX: Course Name*

**TECHNICAL SKILLS**

Column Chromatography ● Thin Layer Chromatography ● DNA Extraction ● Dilutions ● Light Microscopy ● Titration ● Solutions Preparation ● Spectrotometry

**TUTORING AND STUDENT ENGAGEMENT**

**Peer Tutor, Academic Skills Center** August 20XX-May 20XX

Goldsboro, NC

* Tutored students in General Chemistry, English, and Mathematics
* Coached students in course material through practice problems and sample tests
* Advised students on notetaking techniques and improving study habits

**ADDITIONAL EXPERIENCE**

**Library Assistant, Circulation Department, Davis Library** May 20XX-April 20XX

University of North Carolina at Chapel Hill, Chapel Hill, NC

* Enriched patron experience by enabling access to library resources through friendly customer service
* Discharged books to patrons; sorted and shelved returned books
* Developed skills for using library databases for locating research materials

**COMMUNITY OUTREACH**

**Student Volunteer, UNC Health Care Systems** August 20XX-December 20XX

Chapel Hill, NC

* Describe contributions/accomplishments
* Have 2 bullet points for balance

**Member, YMCA Helping Paws** September 20XX-August 20XX

University of North Carolina at Chapel Hill, Chapel Hill, NC

* Describe contributions/accomplishments
* Have 2 bullet points for balance

**DANI WHITTAKER**

555 Street St ● Durham, NC 27707 ● [myemail@gmail.com](mailto:myemail@gmail.com) ● (919) 555-5555

**EDUCATION**

**University of Kentucky** May 20XX

Bachelor of Arts, Communication and English

Overall GPA: 3.81 Major GPA: 3.75

**Lexington Community College** May 20XX

Associate of Arts

**HONORS AND AWARDS**

Dean’s List (4 semesters)

**RESEARCH INTERESTS**

Identity and Performance ● Critical Theory ● Qualitative Methods ● Gender Studies ● Queer Theory ● Intercultural Communication ● Media Studies ● Textual Analysis

**RELEVANT COURSEWORK**

Communication Theory ● Communication Research Methods ● Work, Writing, and Black Feminism ● Representation and Intimacy in U.S. Cinema ● Social Processes and Effects of Mass Communication ● Rhetorical Criticism and Popular Culture ● Sociology of Gender

**RESEARCH PROJECTS**

Whittaker, D. (20XX). “Trans Spectacles: The Use of Forced Perspective to Create Viewer Empathy in *Boys Don’t Cry*.” *Critical analysis paper completed for COM 454: Rhetorical Criticism and Popular Culture*.

Whittaker, D., and Partner, A. (20XX). “Writing the Self Online: Blog Writers’ Self-Disclosure and Community Building.” *Research study completed for COM 365: Communication Research Methods*.

Whittaker, D. (20XX). “Performing Margo: Gender Performance and Power Relationships in *All About Eve*.” *Critical analysis paper completed for ENG 485: Psychoanalysis, Literature, and Film.*

**TUTORING AND STUDENT ENGAGEMENT**

**Peer Instructor, UK 101: Academic Orientation** August 20XX – December 20XX

University of Kentucky, Lexington, KY

* Input and maintain attendance and assignment records for 20 first-year students.
* Develop and lead four class sessions.
* Lead tours of the library and career resources center.
* Role model and coach students on adjusting to college life.

**WHITTAKER p. 2**

**Peer Tutor, Academic Skills Center** August 20XX – May 20XX

Lexington, KY

* Tutored students in English, Interpersonal Communication, and Mass Communication
* Coached students in course material through practice problems and sample tests
* Advised students on notetaking techniques and improving study habits

**ADDITIONAL EXPERIENCE**

**Library Assistant, Circulation Department, Davis Library** May 20XX – April 20XX

University of North Carolina at Chapel Hill, Chapel Hill, NC

* Enriched patron experience by enabling access to library resources through friendly customer service
* Discharged books to patrons; sorted and shelved returned books
* Developed skills for using library databases for locating research materials

**COMMUNITY OUTREACH**

**Student Volunteer, UNC Health Care Systems** August 20XX – December 20XX

Chapel Hill, NC

* Describe contributions/accomplishments
* Have at least 2 bullet points for balance

**Member, YMCA Helping Paws** September 20XX – August 20XX

University of North Carolina at Chapel Hill, Chapel Hill, NC

* Describe contributions/accomplishments
* Have at least 2 bullet points for balance