

2-Page Résumé Example Converted from the CV

First and Last Name

Email | Phone

QUALIFICATIONS

- 5 years of experience in and
- Strong background inthrough
- Proficient in
- Ability to
- Knowledge of

EDUCATION

Ph.D. Candidate, History, Department of History
University of Connecticut (UConn), Storrs, CT

Dissertation: “Lost at Sea: The United States and the Struggle to Govern the World’s Oceans”

M.A., History, Department of History
California State University, Los Angeles, Los Angeles, CA

May 20XX

B.A., History, Department of History
University of San Francisco (USF), San Francisco, CA

20XX

PRO TIP: Order the sections of your résumé with the most relevant content appearing first. In this case, the individual is applying to a position that would mostly utilize their research experience and then the communication and content delivery skills featured in their Teaching Experience section. For a different job, they might lead with their Professional Experience. Less relevant content can appear later in your document.

RESEARCH EXPERIENCE

Research Assistant, Archives & Special Collections, UConn, Storrs, CT

May 20XX–May 20XX

- Conducted archival and desk-based research to support public outreach and facilitated patron research
- Designed and published blog posts and research guides to encourage use of archival collections
- Collaborated with 5 archivists and 4 research assistants to create online and in-person exhibits
- Used social media to promote patron access, in-person events, and online content

TEACHING EXPERIENCE

Instructor of Record, Department of History, UConn, Storrs, CT

Aug. 20XX–Jun. 20XX

- Planned and led lower-and upper-division undergraduate courses organized around key themes in recent US history, environmental history, and the history of the oceans
- Delivered courses through a combination of lecture, small- and large-group discussion, writing workshops, and other student-centered learning activities
- Adapted courses according to different learning modalities, such as online and writing-intensive instruction
- Provided undergraduate student advisement and mentorship to ensure success in history courses, degree advancement, and career planning
- **Courses Taught:** US History Since 1877, American Environmental History, History of the Oceans

PRO TIP: In this résumé, the individual chose to use Research and Teaching section headings to emphasize their experience in those two areas. The Professional Experience section provided a way to include other experiences, but less directly related to the position to which they were applying.

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Last Name, 2/2

PROFESSIONAL EXPERIENCE

History Tutor, Student-Athlete Success Program, UConn, Storrs, CT Sept. 20XX – May 20XX

- Organized tutor appointments with student-athletes and SASP staff
- Instructed student-athletes in history course content, study skills, and exam preparation

US History Reader, AP Reader Program, the College Board, New York, NY. Oct. 20XX

- Evaluated AP US history essays according to supplied rubric for scoring exam

Graduate Student Search Committee, Department of History, UConn, Storrs, CT Jan. 20XX

- Evaluated job candidates in collaboration with other graduate students to improve search committee selection process by providing student input

Professional Development Committee, History Graduate Student Association, UConn, Storrs, CT Sept. 20XX–May 20XX

- Led workshops designed to improve graduate student skills in conducting research, time management, and networking to advance their professional development

WHUS Broadcast Mentor, UConn, Storrs, CT Aug. 20XX – May 20XX

- Trained student DJs in use of studio technology, proper broadcast technique, and studio regulations

Book Review Editor, *Perspectives: A Journal of Historical Inquiry*, CSU, Los Angeles, CA Jan. 20XX

- Assigned book-review assignments, provided edits, and formatted reviews for publication in annual journal issue

SKILLS

Research Skills: Extensive experience working with textual, visual, and audio materials in over fifteen archives and libraries on three continents

Writing Skills: Experience writing for academic and popular audiences, in print and online, including scholarly articles and book reviews, conference and workshop papers, magazine articles, and blog posts

Technical Skills: Proficient with Microsoft Office (Word, Excel, PowerPoint), WordPress, Adobe Acrobat, Zotero; Basic knowledge of R, RStudio, GitHub, ArcGIS

Teaching Skills: Four years' substitute teaching at middle school and high school level, three years' teaching assistant, three years' instructor of record in lower-division and upper-division courses

RECENT AWARDS AND FELLOWSHIPS

Dissertation Fellowship, Humanities Institute, University of Connecticut 20XX–20XX

Graduate Student Teaching Excellence Award

Department of History, University of Connecticut 20XX

PUBLICATIONS AND PRESENTATIONS

- Presented research at regional, national, and international conferences that included: Society for the Historians of American Foreign Relations (SHAFR), the American Society for Environmental History (ASEH), Workshop for the History of Environment, Agriculture, Technology, and Science (WHEATS), New England Historical Association (NEHA)
- Authored book review: Marc Becker, *The FBI in Latin America: The Ecuador Files*. H-Diplo, H-Net Reviews (31 March 20XX).