

Your Name

Address (At Minimum, Include City and State)

Phone Number(s) • Email • LinkedIn/Twitter/Instagram/ Etc.

(list social media handles only for accounts that you use for professional purposes)

EDUCATION

M.Ed., Education Policy & Leadership

Expected 2023

American University, Washington, DC

M.A., International Training & Education

2021

American University, Washington, DC

Degree, Subject

2019

Institution, City, State (GPA optional to list if 3.5+, or other honors such as “with Honors,” “Phi Beta Kappa,” “Cum Laude” etc.)

Also include entries for study abroad experiences and non-degree certificates

KEY PROFESSIONAL EXPERIENCE

Job Title

Years

Organization, City, State

- Only use 1-2 short bullets *at most* to emphasize your most impressive duties or accomplishments, quantified if appropriate. If you are mid-career, you can often skip the bullets. Note that volunteer experience can go in this section if relevant to your field.
- Undertook data procurement, cleaning, and analysis for provost’s office to facilitate student recruitment and retention.
- Successfully responded to 2-6 federal and foundation audit requests per month.

Job Title

Years

Organization, City, State

- Bullet(s)

OTHER EXPERIENCE (Following the formatting of the previous section, use this section only if you have noteworthy experience outside your targeted field. This section could instead be called Volunteer Experience, Experience in [Name of Field], etc.)

RESEARCH AND PUBLICATIONS

If appropriate, use this section to list theses, capstone projects, publicly available reports or articles, and other relevant work. Use APA style or similar. Include URLs if available.

SKILLS

Languages: If appropriate, list languages other than English, with level of fluency in parentheses

Software: List key software in which you have skills. Especially list Excel, Stata, and any other data analytic, web design, or graphic design software (etc.) in which many people are not proficient. You can group software by subcategories if you have particular skill sets you want to emphasize, such as data analysis or graphic design.

REFERENCES

For education jobs, a two-page resume can be okay if your experience justifies it. If you do have a second page, I typically recommend including 2-3 professional references on page 2. Make sure the folks you list are okay with your listing them on job applications.

Reference 1 Name, Current Job Title

How you know the person (e.g., Supervisor [at organization if not obvious], Professor, etc.)

Current Organization, City, State (find on their or the organization's web site)

Professional Phone & Email (find on their or the organization's web site)

Reference 2 Name, Current Job Title

How you know the person

Current Organization, City, State

Professional Phone & Email

Reference 3 Name, Current Job Title

How you know the person

Current Organization, City, State

Professional Phone & Email