



Academic Résumé

An academic résumé differs from a professional résumé in its focus. Instead of highlighting job history and work-related skills, the academic résumé focuses on education and academic endeavors.

1. **Contact Information:** Include the following information:
 - A. Name.
 - B. Physical address.
 - C. Phone number.
 - D. Email address.

2. **Professional Career Objectives: (Refer to Writing Effective Goals Handout.)**
 - A. Short-Term Goal: Include the entry level position in your field, graduate degrees, terminal degrees, etc.
 - B. Long-Term Goal: Include where you hope to be in five years, your dream job, etc. Be realistic.

3. **Educational Background and Degrees Conferred:** List the following in reverse chronological order (beginning with the most recent):
 - A. GPA.
 - B. Total hours attempted and succeeded at each educational institution.

4. **Honors, Achievements, and Awards:** List the following in reverse chronological order:
 - A. Scholarships and fellowships.
 - B. Academic awards.
 - C. Dean's List, Chancellor's List, Seniors of Significance, etc.
 - D. Any other awards during college. Only include high school awards if they are especially significant.

5. **Organizations/Affiliations:** List the following in reverse chronological order, including the names of the organizations and any leadership positions held:
 - A. Academic clubs.
 - B. Honors societies.
 - C. Disciplinary student groups.
 - D. Student government.
 - E. Greek organizations.
 - F. Professional associations.

6. **Service Learning/Volunteer Activities:** List the following in reverse chronological order:
 - A. Any community service or volunteer activities.
 - B. Name of the organization or sponsor.
 - C. Leadership positions held.
 - D. Duties performed.
 - E. Number of hours per week.



7. **Research Experience:** List the following in reverse chronological order.
 - A. Research projects you completed.
 - B. Professors with whom you have worked.
 - C. Projects on which you assisted.
 - D. Any positions that you may have held, such as research assistant.

8. **Publications:** List the following, beginning with the most prestigious publications:
 - A. Peer-reviewed articles, books, chapters, etc.
 - B. Newsletter contributions.
 - C. Website contributions, including editing, creating, and managing content.
 - D. Social networking for organization, including editing, posting, and managing content.

9. **Pertinent Internships and Employment History:** List the following in reverse chronological order:
 - A. Company or organization name.
 - B. Hours worked per week (full-time/part-time).
 - C. Positions held.
 - D. Duties performed.

10. **Skills:** Only include skills that are relevant to the position, program, or scholarship for which you are applying.

11. **Language Proficiency:** If you have experience in more than one language, include the following:
 - A. Any languages that you are able to speak, including your native language.
 - B. Whether you are fluent (able to read, write, and speak in that language) or conversational (able to speak and understand that language).
 - C. Any relevant certifications or other tests that you have completed demonstrating your level of proficiency in that language.

12. **Interests:** In this section, you may include any non-academic or professional interests or hobbies. For example, if you have won an award for woodworking or if you are certified in scuba diving, this would be the section to include that information.

13. **References:**
 - A. Provide names, titles, addresses, email addresses, and phone numbers for at least four references.
 - B. Always ask for permission to use a person as a reference before including him/her on your academic résumé.
 - C. If necessary, provide the person serving as a reference with information on the position, program, or scholarship for which you are applying.