

Use clear section headings and bullet points

DR YOUR NAME

Phone: (MOB) +(Country Code) Phone Number

Email: name@email.com

LinkedIn: <https://www.linkedin.com/in/YourProfile/>

List your website or LinkedIn

EDUCATION

- **Doctor of Philosophy** (Sociology), University Name, Year. Dissertation title: *'Your thesis title'*
- **Bachelor of Arts** (First Class Honours), University Name, Year. Dissertation title: *'Your thesis title'*
- **Bachelor of Arts** (Media Studies), University Name, Year

Include your degree major if relevant to the role

EMPLOYMENT

Lecturer and Tutor, Your University, Jan 2001 – Nov 2005

- Course Convenor for 'Sociology of Media,' teaching classes with 100 students
- Research: Social marketing for vulnerable consumers; database management
- Career highlight: Published eight peer-reviewed articles

First line: job title, employer, years of employment

Tutor, Another University, Jan – Jun 2005

- Teaching 'Sociology of Gender,' two classes of 60 students
- Career highlight: My research on migrant women was featured in The Age

Second line: key skills related to the job application

Research Assistant to Dr Jane Smith, Your University, Jan 2002 – Dec 2004

- Conducted literature reviews and data management
- Research: Analysis of media businesses; biotechnology
- Career highlight: Created contact database to support launch of Research Centre

Third line: career highlight with specific outcomes

Research Assistant, Institute for Research, Jan – Dec 2001

- Interviewer for national study on social services
- Research: Computer-assisted telephone interviewing (CATI) and data entry
- Career Highlight: Completed 200 customer surveys

Include relevant jobs on the front page. Move other jobs to the end E.g. 'Leadership and customer service'

KEY SKILLS

- **Qualitative methods:** NVivo; conducted 50 interviews for my PhD
- **Quantitative methods:** SPSS; Qualtrics
- **Editing and review:** Guest Editor for the *Journal of Research*, July 2005
- **Media production:** Co-host of weekly radio program, Local Radio Station, 1994
- **Advanced MS Office:** including Word, Excel, PowerPoint, and Outlook
- **Beginner website and social media:** Wordpress, Drupal, Hootsuite, MailChimp
- **Intermediate graphic design:** Adobe Creative, Canva

List experience that meets the key selection criteria

List relevant software and technology skills and level (beginner, intermediate or advanced)

Leadership and customer service

- Delicatessen and Seafood Customer Service Attendant, The Supermarket, 1998–2001
- Customer Service Assistant, The Department Store, 1998
- Waitress, Melbourne Café, Melbourne, 1997–1998
- Shop Assistant, The Store, Melbourne, 1994
- Skills: management and supervision of staff; planning rosters and stock purchases to a budget; facilitating healthy working relationships

Non-research jobs listed here

Awards

- School of Social and Behavioural Sciences Postgraduate Scholarship, 2004
- The Sociological Association Postgraduate Conference Scholarship, 2003
- Your University Accreditation for Excellent Academic Performance in Methodology of Social Research, 1999

List travel scholarships or other awards

Education and training

- Statistical Analyses Using SPSS course, 2005
- Foresight and Scenario Planning course, Your University, 2003
- Diversity Management in Organisations course, Online University 2003
- Vocational training includes OHS Course, The Supermarket, 1998–2001

Other teamwork and achievements

- Victorian Mathematics Talent Quest, 1994
- Lighting Technician for Theatre Restaurant, 1994
- Member of Local Cross Country Team, 1993

Recent graduates, include sports or extra-curricular roles to show teamwork

SELECTED PUBLICATIONS

- 2005 “‘It’s Like We’re Their Culture”: Second-Generation Migrant Women Discuss Australian Culture,’ [People and Place](#) 13(2): 41–49
- 2003 Z. Zevallos and M. Gilding “‘I’m Not Your Typical Blond-Haired, Blue-Eyed Skippy”: Second Generation Australians and Multiculturalism,’ pp. 186–207 in D. Weiss (Ed.) [Social Exclusion: An Approach to the Australian Case](#). Frankfurt am Main: Peter Lang
- 2003 “‘That’s My Australian Side”: The Ethnicity, Gender and Sexuality of Young Women of South and Central American Origin,’ [Journal of Sociology](#) 39(1): 81–98
- 2003 “‘A Woman is Precious”: Constructions of Islamic Sexuality and Femininity of Turkish-Australian Women,’ in P. Corrigan, et al. (Eds) [New Times, New Worlds, New Ideas: Sociology Today and Tomorrow](#), Proceedings of The Annual Conference of The Australian Sociological Association 4–6 December 2003. Armidale: The University of New England

Include up to five relevant publications

SELECTED PRESENTATIONS

- ‘Finishing Your PhD’ workshop, Sociology Association Postgraduate Workshop, 2004
- ‘Sociology Booth’ presenter, Your University Annual Expo, 2001–2002

Presentations can show communication skills

SELECTED MEDIA INTERVIEWS

- Radio Adelaide, 5 August 2005
- The Australian, 23 July 2005
- ABC Hobart, 14 July 2005
- Sydney Morning Herald, 7 July 2005
- SBS News, 3 July 2003
- Australia-Japan Foundation, *Aus E-study*, Issue 6, 2003

If you've done media interviews, list at the end

PROFESSIONAL AFFILIATIONS

- Your University, Adjunct Research Fellow, 2005-current
- Member of The Sociological Association, 2001-present
- Member of Media Research in Australia, 2003-present

Membership of student clubs can go here

VOLUNTEERING

- Tutor to disadvantaged youth, Community Organisation, 2003-2005

List your volunteering separately

REFEREES

Name of two referees here

Their Title, Organisation.

Phone number and email

List up to date contacts if requested.
Let your referees know a little about the job, so they can tailor their reference