

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 profile

## 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
- **Tutor**, Another University, Jan – Jun 2005
- **Research Assistant** to Dr Jane Smith, Your University, 2002 – 2004
- **Research Assistant**, Institute for Research, Jan – Dec 2001

List relevant job title, employer, years of employment

## 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
- **Leadership:** Weekend and holiday supervisor at The Supermarket (1998–2001) and The Department Store (1998)

List experience and technical skills that meet the key selection criteria

## 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 awards if relevant to the position

## 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 "'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

Include your most 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