

# PhD STUDENT RESUME GUIDE



RICE UNIVERSITY

Center for Career Development

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# WHAT'S A RESUME?

**A resume is your personal marketing material.** Devoting time to drafting your resume will help shave countless minutes and hours off when you begin customizing your resume for specific positions. As you'll learn, there is great importance in customizing your resume for the position that you are applying for.

## What sections should I include in my resume?

**It depends.** Everyone's experience is unique, so your resume will likely look different than some of your peers. Below are some common sections that we typically recommend for Rice students and alumni. However, many of these may overlap and it is not wise to include all of these sections. Be sure to come to the CCD to discuss how you can best market yourself through your resume.

- Education
- Relevant Coursework
- Relevant Projects
- Relevant Research
- Research Experience
- Professional Experience
- Work Experience
- Internship Experience
- Leadership Experience
- Activities
- Community Involvement
- Skills
- Awards & Honors
- Certifications

## What can the CCD help with?

We are here to assist you as you learn the skills necessary for crafting a great resume. Please note that the team is here to help support you in the creation of your professional resume. This support includes providing comments, suggestions, and minor edits. Our support does not include writing resumes or resume sections. We want to equip you with the tools and knowledge necessary so you will always be empowered to craft your resume for now and in the future.



# Resume or CV

## WHAT'S THE DIFFERENCE?

The difference between a resume and a curriculum vitae (CV) can be a bit confusing at first. Before you begin writing, first consider the following: **Who is my audience? What skills or experiences do I need to emphasize for the opportunity? What types of career opportunities am I considering?** These factors will dictate the kind of document that you will use in your application.

### RESUME

A resume should focus on “**application of knowledge/skills**” in a concise manner and less on content like conference presentations, publications, and scholarly works. Therefore, a resume is best suited for non-academic and most non-research-oriented jobs. Note that international jobs use the terms “resume” and “CV” interchangeably so be sure to be mindful of the document standards by country.

A standard resume will be 1-2 pages in length and summarizes items like work experience, research, internships, student involvement, etc. **Avoid using online templates to build your resume.** The easiest method is to start with a blank document in Microsoft Word or Pages to build your resume.

Follow the outline and steps throughout this guide to check your progress and make sure you're on the right track. If in doubt about which document you should choose, feel free to get a second opinion through an advising appointment with the CCD!

### CV

A CV (which is Latin for course of life) will focus on what you “**know**” meaning the details of the document will highlight scholarly work, research, teaching, and academic experiences. The goal of this document is to list a wide range of scholarly works or achievements over time. This means that a CV does not have a page limit.



# Developing BULLET POINTS

Bullet points are the most important information on your resume, as they serve as the vehicle in which you can display the skills and experiences employers are seeking. Crafting strong bullet points takes time and effort as you highlight your experiences/skills as they relate to the position. Your bullet points should be tailored to the job/internship description to put you in the best position to be selected for an interview. By following the formula below, you will create the complete, fully realized bullet points that employers expect. You will also want to quantify your bullet points in order for employers to understand the context of your work.

## ***ACTION VERB* + CORE CONTENT + RESULT, PURPOSE, OR IMPACT**

***Developed*** programs that increased circulation of weekly newspaper by 6% and tracked progress

***Raised*** \$1250 from the freshman class for the Public Service Center

***Photographed*** 350+ participants and their families for the closing ceremony slideshow

***Developed*** an iteratively revised design for a purpose build accelerometer to explore acceleration changes in microgravity

***Researched*** commercial components to determine their suitability for use in the creation of a video conference kiosk

***Organized*** a fall event with \$16,000 budget and over 1500 attendees

It is important to diversify your bullet points and align them with the job description. Do not repeat yourself, even if your experiences are similar. Focus on different experiences, activities, and skills that can display how you meet the requirements listed. On the next two pages is a list of action verbs, aligned with transferable skills, which you can draw from when creating your bullet points.

# Action Verbs

## MANAGEMENT SKILLS

administered	consolidated	directed	organized	recommended
analyzed	contracted	evaluated	oversaw	reviewed
assigned	coordinated	executed	planned	scheduled
attained	delegated	improved	prioritized	strengthened
chaired	developed	increased	produced	supervised

## COMMUNICATION SKILLS

addressed	collaborated	directed	formulated	lectured	persuaded	recruited
arbitrated	convinced	drafted	influenced	mediated	promoted	spoke
arranged	corresponded	edited	interpreted	moderated	publicized	translated
authored	developed	enlisted	lectured	negotiated	reconciled	wrote

## RESEARCH SKILLS

clarified	diagnosed	extracted	interpreted	organized	surveyed
collected	evaluated	identified	interviewed	reviewed	systematized
critiqued	examined	inspected	investigated	summarized	

## TECHNICAL SKILLS

assembled	designed	maintained	remodeled
built	devised	operate	repaired
calculated	engineered	overhauled	solved
computed	fabricated	programmed	upgraded

## TEACHING SKILLS

advised	coordinated	encouraged	guided	set goals
clarified	demystified	evaluated	informed	stimulated
coached	developed	explained	instructed	trained
communicated	enabled	facilitated	persuaded	



# Action Verbs

## FINANCIAL SKILLS

administered	audited	computed	marketed
allocated	balanced	developed	planned
analyzed	budgeted	forecasted	projected
appraised	calculated	managed	researched

## CREATIVE SKILLS

acted	developed	founded	integrated	performed
conceptualized	directed	illustrated	introduced	planned
created	established	initiated	invented	revitalized
customized	fashioned	instituted	originated	shaped

## HELPING SKILLS

assessed	counseled	expedited	motivated
assisted	demonstrated	facilitated	referred
clarified	diagnosed	familiarized	rehabilitated
coached	educated	guided	represented

## ADMINISTRATIVE SKILLS

approved	collected	implemented	organized	recorded	systematized
arranged	compiled	inspected	prepared	retrieved	tabulated
catalogued	executed	monitored	processed	screened	validated
classified	generated	operated	purchased	specified	

## MORE VERBS FOR ACCOMPLISHMENTS

achieved	improved	reduced	restored
expanded	pioneered	resolved	spearheaded



# Resume Dos AND DON'TS

Adapted from *The Damn Good Resume Guide*. Yana Parker, Berkley, Ten Speed Press, 2012.

Dos	Dont's
Keep your resume to 1-2 pages!	Use an unprofessional email address
Use consistent formatting throughout	Use different formats (8/16   Aug 16   8.2016)
Use bullet points	Describe your experience in paragraph form
Tailor your resume to each position	Use one resume for all applications
Update your resume at least once per semester	Reveal personal details (gender, religion, sexual orientation, citizenship)
Use bold, underline, and italics sparingly	Use bold, underline, and italics sparingly
Use an easy to read common font	Use decorative fonts, colors, or infographics (Unless you are going into graphic design or a creative file)
Use at least a 10-12 pt font size for your bullet points. Use at least a 16pt font size for your name.	Use a font size below 10pt...no one can read it
Use narrow margins (.5") in order to fit more content in and allow it to be easily printed	Create custom margins below .5", it will not print well
Send your resume in a PDF format	Send your resume in a .doc or .docx format, unless specifically requested
Include both month and year when writing your dates	Include the day
Use simple, every day language	Use overly technical language that may confuse the reader
Be 100% honest on your resume	Lie or embellish your accomplishments
Print your resume on quality paper when distributing in person	Repeat yourself
Have a PCA or a CCD team member review your resume!	Send out your resume without a critique.





# PhD Resume Template

Single Space, Opt Before & After Line Spacing, Narrow Margins (5")- 12 pt font for contact information  
10 or 11 point for body of your resume

## Your (Nickname) Name in 18- 24 Point, Bold

City, State & Zip Code | Email address | Telephone | LinkedIn Address (optional)

### EDUCATION

**Rice University**, Houston, TX

Expected Month & Year of Graduation

Ph.D. in \_\_\_\_\_, GPA: (optional)

Dissertation (optional) : [insert title of work here]

Honors (optional): [examples – fellowships, dean's list, scholarships, etc.]

**ABCD University**, City, State

Month & Year of Graduation

Master of \_\_\_\_\_ in \_\_\_\_\_

GPA: (Optional – only if 3.0 or higher)

**Undergraduate University**, City, State

Month & Year of Graduation

Bachelor of Arts or Science in \_\_\_\_\_

GPA: (Optional – only if 3.0 or higher)

### RELEVANT COURSEWORK (Optional)

List classes related to your career goals. Do not abbreviate or list catalog numbers. You can use columns to format.

### RESEARCH EXPERIENCE/PROJECTS

#### Graduate Researcher or PhD Researcher

Rice University, Houston, TX

Month & Year- Month & Year

- Use **action verbs (action verb + core content+ result/purpose/impact)** to integrate transferable skills in bullet
- Quantify any results whenever possible and use industry keywords (found in job description)

### EXPERIENCE (List in reverse chronological order)

#### Position Title/Role

Month & Year - Month & Year

Company/Organization, City, ST

- Put your strongest selling point first! Look at the job description to garner what is most important to employer
  - Examples of experiences could be internships, organization leadership roles or committee leadership, teaching assistant roles, part-time jobs, full-time roles, etc.
- Focus on actual accomplishment and results, not just job duties

### SKILLS

Computer skills:

Language skills:

Industry-specific skills: (Optional - Some industries have many, some have none)

### PUBLICATIONS or SELECTED PUBLICATIONS or SELECTED PRESENTATIONS

- # of first-author/ co-authored publications: Journal Name (Year), Journal Name (Year, Review Article)  
**OR**
- **Author's Last Name, First Name Initial.** Co-Author's Last Name, First Name Initial. Publication Title, Journal Name Issue Number (Date of Publication): Page Number – Page Number.  
**OR**
- **Author's Last Name, First Name Initial.** Presentation Title, *Conference Name*, Location, City, State.

### ACTIVITIES/HONORS/INVOLVEMENT

Professional Association, *Title*

Month & Year - Month & Year



# Sample Resume #1

NOTE: Midway through his PhD program in International Studies, John realized he is no longer interested in pursuing a career in academia and decided to pursue a career in data analytics. Rather than grouping all of his PhD research under one heading, he breaks it up into individual projects in order to emphasize his quantitative abilities. Notice John's emphasis on his transferable skills.

## John Doe

Houston, TX 77005 ♦(301) 123-4567♦johndoe@gmail.com♦linkedin.com/in/johndoe

### EDUCATION

Rice University, Houston, TX

PhD in International Studies, GPA: 4.03/4.00

May 2016

MA in International Studies

May 2013

University of Maryland, College Park, MD

May 2005

Bachelor of Art in History, GPA: 3.96/4.00 (*Summa Cum Laude*)

### SKILLS

Quantitative Skills: Linear Regression, Multivariate Modeling, Hierarchical Linear Models, Times Series Analysis, Survival Analysis, Bayesian Statistics, Survey & Laboratory Experiments

Computer Skills: R, Stata, SPSS, JAGS, openBUGS, LaTeX, Salesforce, MS Word, Excel, PowerPoint

Language Skills: Fluent in English, Spanish and French

### RELEVANT DATA ANALYSIS PROJECTS

**Experimental Evidence for International Cooperation**, Rice University, Houston, TX

May 2013 – May 2016

- Designed and executed a computer-based laboratory experiment with 130 human subjects to examine the effect of information from international institutions on state contributions to a public good
- Drafted paper including data visualizations and explanation of statistical results
- Obtained \$2000 grant from Rice University to fund the study

**Statistical Analysis of Multilateral Treaties**, Rice University, Houston, TX

Oct. 2013 – May 2015

- Collected data on ratification of 85 multilateral treaties by 190 countries from international organization websites
- Conducted large-N statistical analyses with over 180,000 observations and found a positive relationship between the percentage of women in parliament and multilateral treaty ratification
- Summarized results in a paper presented at the 2015 International Studies Association Annual Convention
- Awarded Best Graduate Student Paper from the International Studies Association

**Multilevel Modeling of Treaty Reservations**, Rice University, Houston, TX

Apr. 2013 – Apr. 2014

- Extracted information on 487 reservations to human rights treaties from UN records
- Analyzed data using multilevel modeling and selection models to identify the factors associated with withdrawing reservations to the Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW)
- Wrote paper and presented the project at the 2013 American Political Science Association Annual Meeting

### RELEVANT WORK EXPERIENCE

**Teaching Assistant for Quantitative Methods**, Rice University, Houston, TX

Aug. 2015 – Dec 2015

- Led exam review sessions for a class of over 70 undergraduate students
- Explained statistical techniques, such as t-tests, ANOVA, Chi-squared tests, and linear regression to students

**Graduate Research Assistant**, Rice University, Houston, TX

Aug. 2013 – Aug. 2015

- Coded the content of interstate alliances for the Alliance Treaty Obligations and Provisions data set
- Streamlined code for translating data from one Excel spreadsheet to Stata files in six different formats

**Recruitment Coordinator**, ABC International, Paris, France

Nov. 2009 – Apr. 2011

- Recruited over 50 students for study abroad programs at ABC International
- Maintained a Salesforce database of hundreds of leads for the marketing department

**Personal Computing Instructor**, Kaplan, Paris, France

July 2006 – July 2009

- Instructed intensive 3-5 day courses in personal computing software including MS Word, Excel, Powerpoint, Outlook, Sharepoint, and Photoshop



# Sample Resume #2

NOTE: Erica decided that she did not want to pursue a career in academia after completing her PhD. After a series of informational interviews with other PhDs in her field, she decided that she was interested in becoming a Patent Agent and decided to sit for the exam. With this resume, Erica received multiple job offers at law firms for after graduation.

## ERICA OWL

Houston, TX 77046 | 301-123-456 | eowlh@rice.edu

### EDUCATION

- Rice University, Houston, TX** July 2021  
Doctor of Philosophy in Biochemistry  
GPA: 3.97/4.00
- Rice University, Houston, TX** December 2017  
Master of Arts in Biochemistry  
GPA: 3.96/4.00
- Boston University, Boston, MA** May 2014  
Bachelor of Science in Chemistry  
GPA: 3.86/4.00 (*Summa Cum Laude*), Honors

### CERTIFICATION

- Registered US Patent Agent: 123456** January 2021

### EXPERIENCE

- Graduate Research Assistant** August 2014 – Present  
Rice University, Houston, TX
- Collaborate with diverse team to engineer nanomaterials for drug delivery, imaging, and cancer therapy
  - Write invention disclosures and multiple NSF and NIH grant applications leading to one patent pending
  - Published six research papers in journals including Science, Nature Energy, ACS Nano and Proceedings of the National Academy of Sciences
  - Presented published work at multiple conferences to communicate findings to scientific community
- Office of Technology Transfer Intern** September 2018 – April 2019  
Rice University, Houston, TX
- Analyzed disclosures for submitted inventions from 10+ research groups spanning biomaterials electronics, 3D printing, and imaging
  - Surveyed online databases to compile relevant prior articles and prepare patentability reports
  - Communicated with scientists to clarify and expand scope of inventions to ensure accurate applications
  - Summarized technical inventions for internal portfolio management and strategic analysis
  - Identified licensing opportunities for patented technologies and developed marketing materials to maximize profitability
- Biochemistry Graduate Student Association Treasurer** August 2018 – May 2019  
Rice University, Houston, TX
- Revitalized fundraising programs for the association leading to successful funding for operations
  - Managed budgets for 15+ events totaling an operation cost of \$30,000
- Biochemistry Department Teaching Assistant** August 2014 – December 2015  
Rice University, Houston, TX
- Developed a new materials chemistry laboratory course for hands-on experience in nanomaterials synthesis and characterization
  - Facilitated discussion of advanced chemistry concepts for 25+ students in a laboratory setting



# RICE CCD Resume Checklist

LAYOUT & APPEARANCE	Yes	No
Is your name at the top of the page in an easy-to-read font?	<input type="checkbox"/>	<input type="checkbox"/>
Is your address, phone number, email, and LinkedIn easy to read and on one line?	<input type="checkbox"/>	<input type="checkbox"/>
Is your resume an appropriate length (1 page preferred)?	<input type="checkbox"/>	<input type="checkbox"/>
Is formatting (e.g., font, bullet sizes, heading styles, bold, and caps) consistent throughout the resume?	<input type="checkbox"/>	<input type="checkbox"/>
Are the headings and bullets evenly spaced?	<input type="checkbox"/>	<input type="checkbox"/>
Are verb tenses in the present tense for current positions and past tense for previous positions?	<input type="checkbox"/>	<input type="checkbox"/>
Are there approximately 2-4 statements per position?	<input type="checkbox"/>	<input type="checkbox"/>
If using bullet points, are the bullets an appropriate size, and is there space between the bullet and text?	<input type="checkbox"/>	<input type="checkbox"/>
Is punctuation consistent?	<input type="checkbox"/>	<input type="checkbox"/>
Is the resume polished and appealing to read, with sections clearly labeled?	<input type="checkbox"/>	<input type="checkbox"/>
Is the resume free of typographical errors and misspellings?	<input type="checkbox"/>	<input type="checkbox"/>

CONTENT	Yes	No
Are the following headings included: Education, Experience, Activities, Skills (variations may exist like Research Skills or Technical Skills)?	<input type="checkbox"/>	<input type="checkbox"/>
Do entries in Activities and/or Honors demonstrate additional skills or experiences as opposed to listing numerous extracurricular activities?	<input type="checkbox"/>	<input type="checkbox"/>
Does the Education section state official degree and expected graduation date? Is GPA (if over 3.0 or required) included and accurate?	<input type="checkbox"/>	<input type="checkbox"/>
In Relevant Courses, do the courses (named, not listed as numbers) demonstrate a higher level or relevant supplementary knowledge?	<input type="checkbox"/>	<input type="checkbox"/>
Do the bullets in the Experience section begin with action verbs? Are a variety of action verbs utilized in the section?	<input type="checkbox"/>	<input type="checkbox"/>
Do the statements demonstrate accomplishments rather than routine tasks/duties?	<input type="checkbox"/>	<input type="checkbox"/>
Are statements written in short and concise phrases that give enough detail to pique interest without being repetitive/excessive in description?	<input type="checkbox"/>	<input type="checkbox"/>
Does the resume list honors and/or special skills such as languages, programming skills, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
Do bullets follow the formula: action verb + core content + results/purpose/impact?	<input type="checkbox"/>	<input type="checkbox"/>
Are results stated in bullet form quantified (Ex. Increased efficiency by 20%)?	<input type="checkbox"/>	<input type="checkbox"/>





# Sections to Include IN YOUR CV

The following list of categories is by no means exhaustive; if you have relevant qualifications that are not covered by any of these categories, feel free to add more. You should check with someone in your department to find out what a CV in your field should include or emphasize.

**Personal information (Heading).** This section includes your name, address, area code, telephone number, and e-mail address. Your name should be at the top of the page in bold print. Consider using a larger font size than the rest of the document. Use formal names; never abbreviate them on a CV or resume. List your mailing address, along with the best phone number to reach you.

**Educational history.** In this section, list every post-secondary school you have attended. For each school, include your major, degree, date of completion (or expected date), the titles of your theses and dissertations, and your advisor. Also list minors, subfields, and any honors you have received; however, if you have several prestigious honors and awards, you may want to list them in a separate section. If your field is in the humanities, you may want to have a separate Dissertation section in which you give a short summary of your dissertation and the names of your dissertation readers.

**Professional experience.** All teaching or research positions you have held should go here. Include the course name, dates, and a brief description for each course you have taught. If you want to give a greater emphasis to teaching, research, or any other aspect of your professional experience, you can split this category into multiple categories, such as Teaching Experience, Research Experience, or Fieldwork. Do not forget to use action verbs when describing your responsibilities; they will grab the reader's attention more forcefully and make your resume more memorable.

**Academic service.** Include the names of all committees you have served on and a description of each academic service position you have held.

**Memberships.** List all national, regional, state, or local professional organizations to which you belong, with dates of membership. Past memberships and student memberships should be listed if they are relevant.

**Publications.** Give bibliographic citations (using the format appropriate to your particular academic discipline) for articles, pamphlets, chapters in books, research reports, etc. that you have authored or co-authored. For people in fine arts areas, this can include descriptions of recitals, art exhibits, etc. Materials pending publication, marked as such, go in this section as well.

# Sections to Include IN YOUR CV (CONT.)

**Papers presented.** Give titles of professional presentations (using the format appropriate to your particular academic discipline), name of conference or event, dates, and location. If appropriate in your discipline, you can also include a brief description. Also list any professional workshops you have conducted here.

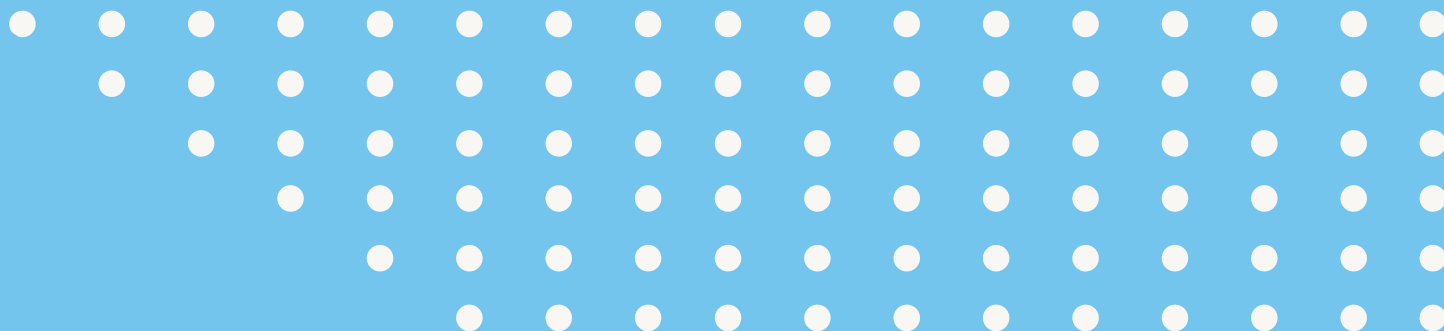
**Papers currently under submission.** Do not forget to update your CV when the status of one of your papers changes.

**Grants.** For each grant, include the name of the grant, the name of the granting agency, the date received, and the title or purpose of the research project.

**Teaching and research interests.** Generally, these will be two separate categories. Again, if you have a degree in the sciences, you will probably want to emphasize research.

**Other sections.** If you have relevant skills or qualifications that do not fit into any of these categories, you can include sections such as Languages, Community Involvement, or Educational Travel. Before you add anything to your CV, make sure that it is relevant to the position you are applying for and remember that a CV's focus is narrower than that of a resume.

**References.** Your references should go on a separate sheet.



# Suggested CV CATEGORIES

*The Curriculum Vitae Handbook. Anthony, Rebecca and Gerald Roe, Rudi Publishing, Iowa City, 1994.*

Academic Preparation	Research Experience	Certificates
Academic Training	Research Overview	Licensure
Academic Background	Administrative Experience	Special Training
Education	Exhibits/Exhibitions	Endorsements
Educational Background	Arrangements/Scores	Teaching Interests
Educational Overview	Academic Service	Academic Interests
Professional Studies	Professional Service	Research Interests
Degrees	University Involvement	Educational Interests
Principal Teachers	Service	Professional Interests
Thesis	Faculty Leadership	Scholarships
Master's Project	Committee Leadership	Fellowships
Comprehensive Areas	Departmental Leadership	Academic Awards
Dissertation	Professional Association	Special Honors
Dissertation Title	Leadership and Activities	Distinctions
Professional Competencies	Scholarly Presentations	College Distinctions
Educational Highlights	Conference Presentations	Activities and Distinctions
Course Highlights	Convention Addresses	Honors and Distinctions
Proficiencies	Workshop Presentations	Honors and Awards
Areas of Knowledge	Workshops and Conventions	Prizes
Areas of Expertise	Programs and Workshops	College Activities
Areas of Experience	Conferences Attended	Foreign Study
Areas of Concentration in	Conference Participation	Study Abroad
Graduate Study	Conference Leadership	Travel Abroad
Professional Experience	Memberships	Languages
Professional Overview	Affiliations	Language Competencies
Professional Background	Professional Memberships	Dossier
Teaching Experience	Memberships in Scholarly	Credentials
Teaching Overview	Societies	Placement File
Experience Summary	Professional Organizations	References
Experience Highlights	Professional Certification	Recommendations



# PhD CV Template

Schedule an appointment to have your CV reviewed at the Center for Career Development - [ccd.rice.edu](http://ccd.rice.edu)

12 point font for your contact information for the body of your resume; 0.5-1" margins

## Sally Owl

Houston, TX 77005 - [sowl3@rice.edu](mailto:sowl3@rice.edu) - 713-555-5555 - LinkedIn address

### EDUCATION

**Ph.D. in English** - Rice University, Houston, TX Expected May 2021

- Dissertation: *Race, reenslavement, and representation: The troubled birth of American realism* | Dr. Jane Rowe, Chair

**Master of Arts, English Literature** - Scholar University, Houston, TX August 2016

**Bachelor of Arts, Communications** - State University, Austin, TX May 2014  
*Cum Laude*, Minor in Spanish

### FELLOWSHIPS

Fulbright Junior Lectureship, 2019

Dorothy Danforth-Compton Dissertation Fellowship, 2018-19

Dorothy Danforth-Compton Graduate Fellowship, 2015-16

### HONORS/AWARDS

XYZ Study Abroad Summer Grant, 2017

Scholar Teaching Award, 2016

### RESEARCH EXPERIENCE

**Doctoral Researcher**, Department of English

Rice University, Houston, TX

2018 - Present

*Research Advisor:* Dr. Christine Smart

- Focus on accomplishments and results, not just job duties
- Provide details about the context of your responsibilities and their impact on the organization
- Quantify any results whenever possible and use industry keywords/buzzwords

### TEACHING EXPERIENCE (Optional)

**Course Reader**, Scholar University, Houston, TX

2016

Henry James and Mark Twain

**Teaching Assistant**, Scholar University, Houston, TX

2016

English Composition and Rhetoric





# PhD CV Template (cont.)

Initial, Last Name 2

**Teaching Assistant**, Scholar University, Houston, TX  
Shakespeare

2015

## PROFESSIONAL EXPERIENCE

### Graduate Assistant

Division of Student Affairs, Scholar University, Houston, TX

2016 - 2018

- Begin each bullet point with an **action verb**
- If it happened in the past, make sure you use past tense
- Avoid repetition: try not to use the same words and/or phrases over and over again

### Writing Tutor

School of Engineering, Academic State University, Austin, TX

2012 - 2014

## RESEARCH INTERESTS (Optional)

Victorian England, Literary Theory, Detective Fiction, Historical Fiction

## TEACHING INTERESTS (Optional)

Nineteenth- and twentieth-century American prose fiction

Nineteenth- and twentieth-century African-American literature

American poetry, 1840-1930

Freshman composition

## PUBLICATIONS

Owl, S. & Academic, A. (2020). "The Dark Mirror of American Consciousness: American and African-American Literature," *The English Scholarly Journal*, 24(4): 38-67.

## PRESENTATIONS

Owl, S. "Americans and African-American Literature: Vital Connections", *Association of African American Studies Conference*, Houston, TX, 2019

## AWARDED GRANTS (Optional)

Recipient, Dissertation Grant, Department of English, Rice University, 2020 - 2021,  
Grant total: \$1,000

## PROFESSIONAL SERVICE (Optional)

### Conference Proposal Reviewer

The English Scholar Association (THEA)

2019 - Present

# PhD CV Template (cont.)

Initial, Last Name 3

## **Editorial Assistant**

2018 - 2019

*The English Scholarly Journal*

## **UNIVERSITY SERVICE** (Optional)

Graduate Student Association, Treasurer, 2020

Graduate Admissions Committee, Department of English, Rice University, 2018-2019.

Graduate Housing Advisory Commissions, Rice University, 2017-2018

## **COMMUNITY SERVICE & ENGAGEMENT** (Optional)

Volunteer

2020 - present

Houston Food Bank

Mentor

2020 - present

Boys and Girls Clubs of America

## **PROFESSIONAL ASSOCIATIONS & AFFILIATIONS** (Optional)

The English Scholar Association

Association of African American Studies

## **SKILLS** (Optional)

**Computer:** Microsoft Word, Adobe Photoshop, SPSS, Atlas.ti

**Language:** proficient in Spanish, conversational in Arabic

*Schedule an appointment to have your CV reviewed at the Center for Career Development - [ccd.rice.edu](http://ccd.rice.edu) .*



# About the RICE CENTER FOR CAREER DEVELOPMENT

## Vision:

To empower all Rice students to find and make their place in the world.

## Mission:

We believe all Rice students are capable of achieving their professional goals.

## Our mission is to support this by:

- **EDUCATING** them on knowledge of self, career options, and resources
- **CONNECTING** them with opportunities through the global Rice network
- **EMPOWERING** them with the confidence, skills, and tools to achieve lifelong career fulfillment

## CONNECT WITH US:



[linkedin.com/riceccd](https://www.linkedin.com/riceccd)



[facebook.com/riceccd](https://www.facebook.com/riceccd)



[instagram.com/riceccd/](https://www.instagram.com/riceccd/)



[twitter.com/RiceCCD](https://twitter.com/RiceCCD)

## CONTACT US:

### Center for Career Development

Huff House, Rice University  
6100 Main Street, MS 521  
Houston, TX 77005

713.348.4055

[ccd.rice.edu](http://ccd.rice.edu)

[ccd@rice.edu](mailto:ccd@rice.edu)



RICE UNIVERSITY

Center for Career Development