

(Sample 1) YALIA LASTNAME

Yale Graduate Department Address • (xxx) xxx-xxxx • yalia.lastname@xxxx.edu •

EDUCATION

Yale University, New Haven, CT

Master of Arts, International & Development Economics

Expected May 20XX

Anywhere College, Anywhere, US

Bachelor of Arts, Anthropology

May 20XX

GPA: 3.8, Dean's List, Jane Korman Academic Award for Excellence

RESEARCH & ADVOCACY EXPERIENCE

United Nations Finance for Development

New York, NY

Research Consultant

December 20XX – August 20XX

- Conducted economic, political, and financial analysis to inform high-level UN policy
- Developed policy/advocacy agenda for meetings with heads of state and ministers of finance on topics including financial systems and regulations, macroeconomic policy, and use of financial services
- Contributed to development of financial access indices and indicators for central banks statisticians; represented UNFD at multi-national and inter-agency dialogue on financial data collection

Innovations for Poverty Action (IPA)

Kumasi, Ghana

Country Research Director, Ghana

April 20XX – July 20XX

- Initiated, designed and coordinated eighteen randomized field experiments with over 30,000 participants in 14 districts and a budget over \$2 million to assess the impact of development projects in the areas of behavioral micro savings, public service delivery and technology adaptation
- Co-developed the research questions, hypotheses, research design, and the survey; oversaw data collection; guided the data analysis; and established a network of local and international partner organizations

International Center on Nonviolent Conflict

Washington, D.C.

Editorial Assistant

Summer 20XX

- Scanned 250+ news sources to compose biweekly “New Digests,” in order to track the civil resistance campaigns and movements developing worldwide
- Wrote book reviews related to civil resistance, contentious politics, and nonviolent movements; all reviews were published on ICNC’s website
- Provided feedback on written work produced by ICNC staff and on English-Spanish translation

LEADERSHIP & MENTORING EXPERIENCE

Yale Graduate Student Consulting Club

Member

August 20XX - Present

- Assist in the facilitation of technical mock interviews for 75 undergraduate students, providing detailed written and verbal feedback and identifying potential paths for additional development
- Publicize and manage monthly speaker series, aimed at deepening members’ understanding of the professional field and current trends, resulting in 15 events with over 300 attendees
- Supervise group of 12 Advising Fellows, managing the appointment schedule and leading refresher trainings to ensure Fellows give consistent feedback to students

Anywhere College Center for Teaching and Learning

Coordinator & Writing Fellow

August 20XX – May 20XX

- Implemented monthly programs aimed at improving undergraduate students’ writing skills, including the Writing Center’s Anniversary event with over 200 attendees
- Oversee group of 12 Writing Fellows, managing the appointment schedule and leading refresher trainings to ensure Fellows give consistent feedback to students

SKILLS

- Languages: French and Spanish (Professional Proficiency), Russian (Intermediate), Serbian (Basic)
- Computer Skills: Stata, R, CPro, ArcGIS, Scientific Workplace, LATEX, Advanced Excel

(Sample 2) Elliot Peabody Yale

Elliot.Yale@email.edu

P.O. Box 123456, New Haven, CT 06520

(XXX) XXX-XXXX

Education

Yale University, New Haven, CT

- M.S. Biochemistry and Molecular Biology, *expected* May 20XX
- Thesis: Indole-3-butyric acid (IBA) biosynthesis in *Arabidopsis thaliana*
- Cumulative GPA: 3.9/4.0

University of Massachusetts, Amherst, MA, May 20XX

- B.S. Biochemistry and Molecular Biology, Minors: Chemistry and Psychology
- Cumulative GPA: 3.8/4.0

Technical Skills

Liquid Chromatography – Mass Spectrometry (LC-MS), Gas Chromatography-Mass Spectrometry (GC-MS), High Performance Liquid Chromatography (HPLC), Automated Liquid Sampler (ALS), Microsoft Office, ChemBio Office, NMR, UV

Research Experience

Rowland Institute of Science at Harvard University, *Research technician* (June. 20XX – May 20XX)

Supervisor: Name

Assisted in setting up the lab to run LC-MS analysis on populous plant tissue. Purchased supplies and instrument parts/accessories while working on updating firmware and software. Created and optimized extraction and analysis protocols.

UMass Amherst Department of Biochemistry and Molecular Biology, *Researcher* (Aug. 20XX – May 20XX)

Advisor: Name

M.S. Research, Used GC-MS based metabolite profiling and robotic sample prep to study the biosynthesis of small molecular regulatory compounds.

UMass Amherst Undergraduate Independent Study Research, *Researcher* (Aug. 20XX – June 20XX)

Advisor: Name

Quantification of indolic regulatory compounds in *Arabidopsis thaliana* mutants and applying the biosynthetic pathway knowledge to gain a better understanding in transgenic tobacco plants.

SPUR-Northeast Alliance for the Graduate Education and the Professoriate, *Participant* (Summer 20XX)

Advisor: Name

National Science Foundation funded summer program for undergraduate research located at UMass, Amherst. Performed quantitative analysis of auxins in tobacco using GC-MS; specifically IAN. Utilized this understanding to evaluate precursors and over-expression in *Arabidopsis thaliana*.

Management & Leadership Experience

Annual Fund, UMass Amherst, MA, *Student caller* (Aug. 20XX – Aug. 20XX)

Solicited donations for the University in amounts up to \$10,000.

Baystate Children's Medical Hospital, Springfield, MA (June 20XX – June 20XX)

Assisting in the family clinic and ICU

Committee for Collegiate Education of Blacks & other Minority Students (CCEMBS), Black Student Union (BSU) & Brothers & Sisters in Christ (BASIC). *Ambassador*, Amherst, MA (Aug. 20XX – May 20XX)

Increased participation in annual fundraising events by 90%, negotiated long-standing contracts to reduce costs for fundraising events by 50%, and initiated a scholarship fund for high-performing minority high school students applying for in-state colleges and universities.

African Student Associations. *President*, Amherst, MA (Aug. 2005 – May 2006)

Coordinated meetings and special events, lead online discussions, invited innovative speakers and performers for

term events, coordinated community service drives and donations to area relief centers.

African Student Associations. *Secretary*, Amherst, MA (Aug. 2004 – May 2005)

Maintained organization's records for meetings, coordinated agendas for association, and introduced timely discussion points.

African Student Associations. *Social Chair*, Amherst, MA (Aug. 2003 – May 2004)

Influenced members of the ASA to participate in community social engagements, including the Senior Center's biannual mingles and the Department of Children and Family's Foster Care quarterly Picnic Extravaganzas.

Presentations

"Quantifications of Auxins – IAA and IAN in Tobacco Plants." Annual Joint Retreat between UMass Medical and UMass Amherst (BMB / CBI / BMP) dept. Worcester, MA. June 8, 20XX.

"Quantifications of Auxins – IAA and IAN in Tobacco Plants." 13th Annual Massachusetts Statewide Undergraduate Conference, Amherst, MA. May 2, 20XX.

Additional Skills

Spanish (proficient), French (conversational), Microsoft Word, SPSS software, Microsoft Excel, Photoshop, InDesign, basic HTML