

Sample resume of Michigan PhD

Antonio Applicant

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EDUCATION

University of Michigan, Ann Arbor, MI. Ph.D. in History August, 2001. Awarded Distinction in passing preliminary examinations. Specialization: Early Modern Europe, Spain, and Spanish colonialism.

Yale University, New Haven, CT. B.A. *cum laude*, 1990. Major: Humanities.

EXPERIENCE

History Expert, *Versity.com*, Menlo Park, CA (September 1999-May 2000).

- Wrote guides to introductory history classes and to the art of studying for student-oriented website.
- Reviewed the web and other literature for useful information and links and incorporated them into Varsity's site.
- Answered student questions.

Graduate Student Instructor and Instructor, *University of Michigan*, Ann Arbor, MI (Fall, 1999; Fall, 1998; Fall, 1996; Fall, 1995).

- Designed and taught course (1999): "Transatlantic Encounters: The European discovery, conquest, and colonization of the Americas."
- Helped students to develop skills of historical analysis through guided discussion and class activities (1995-99).
- Created materials that guided students step-by-step through the process of writing a paper and provided resources (electronic and otherwise) to help complete this task.
- Constructed class web pages with course instructions and helpful web links (1996 and 1999).
- Counseled students on their academic progress.
- Delivered lecture entitled "Family Life and Popular Culture in Early Modern Europe" (1996).

Robert G. Chollar Fellow, *Kettering Foundation*, Dayton, OH (September 1991-September 1993).

- Edited and supervised the work of three research assistants.
- Wrote articles for the Foundation's publication *The Kettering Exchange* on community leadership.
- Provided research support to program officers on issues ranging from international politics to community development to the history of democracy.
- Conducted assessment of the Foundation's yearly summer public policy institute and recommended ways to incorporate improvements.

HONORS AND AWARDS

J. William Fulbright Foreign Scholarship for research in Spain, 1998.

Mellon Candidacy Fellowship, 1997.

FLAS Scholarship for the study of Arabic at Middlebury College, Summer, 1995.

Regents' Fellowship for graduate study from the University of Michigan, 1994.

SKILLS

- Familiar with web page construction, word processing, and database applications for both Apple and IBM computers.
- Fluent in Spanish; reading ability in French.