

Sample resume of Michigan PhD

Antonio Applicant

123 Main St., Apt. # 456 • Ann Arbor, MI • (734) 123-4567 • aappli@univ.edu

► SUMMARY OF QUALIFICATIONS

- Experienced researcher** Able to identify research problem and to master new subjects quickly. Resourceful, analytical, and detail-oriented.
- Effective writer** Skilled at organizing and communicating complex ideas clearly and persuasively to a variety of audiences.
- Productive worker** Can work well as a member of a team or alone. Capable of managing time effectively to meet deadlines.

► PROJECT MANAGEMENT EXPERIENCE

- Developed course objectives, researched and designed semester-long course, identified and assembled materials, planned lessons, and taught biweekly sessions.
- Oversaw activities of 18 students as they produced 6 papers and learned the basics of colonial Latin American history.
- Identified student needs and created and maintained more than 500 web pages designed to help undergraduates develop better study habits and learn U.S., European, and World history.
- Designed and maintained content and structure of over 175 web pages aimed at helping graduate students find both academic and nonacademic employment for Career Planning & Placement.

► RESEARCH EXPERIENCE

- Identified research problem for multi-year project, secured funding from national organization, conducted research, organized database and analyzed data, and wrote 250 page work.
- Conducted research using interviews as well as print and electronic resources for Harvest Information, Kettering Foundation, and Versity.com.
- Familiar with a wide range of resources for political, business, educational, and historical topics

► WRITING AND EDITING EXPERIENCE

- Wrote full-length research study analyzing and explaining a specified historical problem.
- Wrote guides to introductory history classes and to the art of studying for Versity's website.
- Edited and supervised the work of three research assistants at the Kettering Foundation, and wrote articles on community leadership.

► EMPLOYMENT HISTORY

Web Developer	Career Planning & Placement, Ann Arbor, MI.	2000-2001
Content Developer	Versity.com, Menlo Park, CA.	1999-2000
Evaluation Team Member	English Composition Board, Ann Arbor, MI.	Summer 1997
Instructor	University of Michigan, Ann Arbor, MI.	1995-96, 98-99
Chollar Research Fellow	Kettering Foundation, Dayton, OH.	1991-1993
Market Research Intern	Harvest Information Services, Ltd., London	1990-1991
Research Intern	Americans for Democratic Action, Wash., DC.	Summer 1989

► EDUCATION

University of Michigan	Ann Arbor, MI. Ph.D. in History.	August 2001
Yale University	New Haven, CT. B.A. cum laude.	May 1990