

Ed U Kayded

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SUMMARY OF QUALIFICATIONS

- Optional section that should answer “What do I want to do?” or “What have I done that is of particular interest to employer or organization?”

EDUCATION

Masters of Science/Arts in _____ 20xx

University of Idaho, Moscow, ID

- Emphasis in____
- Thesis/Dissertation title, mentor/director, year

Bachelors of Science/Arts in _____ 20xx

University of Idaho, Moscow, ID

CERTIFICATES/LICENSES/CREDENTIALS

List as applicable.

Title of Certificate, Associated Organization, year earned

EXPERIENCES

Position Title, Department, Organization/Company, City, State, Month 20xx- present

- List details about you did, with a focus on skills you learned/developed and your accomplishments. For example:
 - Areas of Specialization
 - Courses taught (title, course number, date[s])
 - Courses/materials developed
 - Skills utilized, including experience using equipment, programs, materials, etc.
 - Honors, awards, recognitions

OTHER POSSIBLE RELATED EXPERIENCES

- Students advised/mentored
 - Undergraduate: advised to completion of degree, number per year
 - Graduate: Advised to completion of degree-major professor (student name, degree, date)
 - Served on graduate committee (student name, degree, date)
- Exhibitions, performances, showings, readings, recitals, presentations
 - Provide title, location, significant information about your role, and date
- Publications (i.e. books, book chapters, journals, abstracts, etc.)
 - Provide citations (author, date, title, publisher, etc.)
 - Cite in style appropriate to your field
 - Confirm with an advisor or faculty member how you are cited in the publication and whether the publication was refereed, adjudicated, or peer reviewed/evaluated

- Projects
 - Provide a title, date, and for whom or location. Mention any collaborators.
 - What did you accomplish? How did you do it?
 - What was the outcome?
- Patents
 - Provide title/description, patent number, and date
- Grants and contracts awarded
 - Provide principal and co-investigators, title, sponsor, funding dates, amount
- Non-credit classes, workshops, seminars, invited lectures
- Honors and awards

SERVICE

- Major committee assignments (national, state, district, county, university, college, departmental and dates)
- Professional and scholarly organizations (include memberships, committee assignments, editorial services, offices held and dates)
- Outreach service (including popular press, interview articles, blogs, newspaper articles, and workshops, seminars, and tours organized)
- Community service (non-academic, unrelated to employment)
- Honors and awards

PROFESSIONAL DEVELOPMENT (workshops and seminars attended)

- List any pertinent training you have attended. Include the year and location

OTHER COMMON CATEGORIES

- Languages (fluency level?)
- International experience (Where? When?)
- Internships (list like a job experience)

