

THE BASICS

FORMATTING

DESCRIBE YOUR EXPERIENCES



SECTIONS TO INCLUDE

The Basic Sections

Heading:

Education:

Relevant Experience:

Publications

Presentations (Oral and Poster)

Honors and Awards

RESEARCH EXPERIENCE

Doctoral Researcher 20xx-20xx
Department of English, University of Illinois at Urbana-Champaign
Conducted primary source research at numerous archives, examining publication history through multiple sources.
Examined the literature of William Faulkner, Thomas Wolfe, and Tennessee Williams, exploring their publication records, construction of literary identity, and relationship with modernism.

Research Assistant 20xx
Department of English, University of Illinois at Urbana-Champaign

Assistant to Professor Robert Warren, conducting primary and secondary source research.

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& R Q I H U H Q F H '

PUBLICATIONS

Associate Editor of North Carolina Slave Narratives. John Jacob Franz, general editor. Forthcoming from University of Illinois Press, 20xx.

Johnson, JM, Lolie, T., and Green, R. 3 / R V W R Q W K H) D U P 3 R S X O D U % H O L H I V ' 6 R P H E F Issue, Reflections on the Americas. Vol. 6. Accepted and forthcoming.

Green, R. 3) X J L W L Y H V \$ J U D U L D Q V ' L Q \$ & C e n t e r f o r A m e r i c a n W r i t e r s Z u l i e Q Press., 20xx.

Davis, D.A. and Green, R. 3 : L O O 1 + D U E H Q ' 3 (W K H U L G J H . Q L J K W ' D Q G 3 - D P H V : L Writers: A Biographical Dictionary. Louisiana State University Press, 20xx.

CONFERENCE PRESENTATIONS

3 \$ U W L V W L F & R O O R T X L D O L V P ' , O O L Q R L V * U D G X D W H & R O O H J H 6 H P L Q D U

3 7 U D Q V L W L R Q D O % L E O H % H O W ' 8 6 ' L Y H U J H Q F H 6 \ P S R V L X P ' X N H 8 Q L Y H

3 7 K H 0 L Q L V W U \ R I 5 H Y 7 K R P D V + - R Q H V ' 6 R X W K \$ W O D Q W L F 0 R G H U Q / May 20xx.

3 6 K D F N O H V D Q G 6 W U L S H V 7 K H & L Q H P D W L F 5 H S U H V H Q W D W L R Q R I W K H Association. Cambridge, Massachusetts, November 20xx.

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HONORS AND AWARDS

Jacob K. Javitz Fellowship, U.S. Department of Education 20xx-present

Graduate College Dissertation Completion Award, University of Illinois 20xx

Campus Teaching Award based on student evaluations, University of Illinois 20xx-20xx

Doctoral Fellowship, Illinois Program for Research in the Humanities, University of Illinois 20xx-20xx

Summer Research Grant, Center for Summer Studies, City, ST 20xx

Graduate College Conference Travel Grant, University of Illinois

PROFESSIONAL SERVICE

Managing Editor 20xx-present
Southern Literary Journal

Process manuscripts submitted for publication
Oversee production and publication procedures.
Maintain editorial correspondence with prospective contributors.
Conduct business transactions including publicity, subscriptions and advertising.

Poetry Staff 20xx-present
University Quarterly
Review and solicit poems for possible publication.

Editorial Assistant 20xx-20xx
Southern Literary Journal
'HVLJQHGDQG PDLQWDLQHG MRXUQDO¶V LQWHUQHWSUHVHQFH
Edited copy for publication on a monthly basis.

UNIVERSITY SERVICE

Graduate Mentor 20xx-20xx
The Career Center, University of Illinois
Counsel minority undergraduates on graduate programs, application procedures and funding.

Career Advisory Committee 20xx-20xx
Graduate College, University of Illinois
Served on university committee to evaluate and propose career services for graduate students.
Collaborated with faculty and students to prepare final report for submission to the Graduate College Dean.

University Library Advisory Committee 20xx-20xx
Undergraduate Library, University of Illinois
Adver S.3-5(e)f4.00/TT2 9.96 6Mj EMC 06(vw)-8.996(i)3TT1 9.6 Tf 9.96w(a)-4.006(te Li)-8.002(.002(i)-a3r.rg2(in)85

JUAN GARCIA

‡ MJDUFLD#LOOLQRLV HGX

EDUCATION

Doctor of Philosophy in Civil and Environmental Engineering

Dissertation title ´ 9LVXDOL]LQJ *HRWHFKQLFDO (QJLQHHULQJ 3ULQFLSOHVµ

Advisor

Bachelor of Science in Civil Engineering

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RESEARCH INTERESTS

RESEARCH EXPERIENCE

Graduate Research Assistant

Department of Civil Engineering, University of Illinois

TEACHING AND MENTORING EXPERIENCE CONTINUED

Graduate Mentor, Illinois Summer Research Opportunities Program
The Graduate College, University of Illinois

Summer 20XX, 20XX

HONORS AND AWARDS

20XX

20XX

GRANTS

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20XX - 20XX

PUBLICATIONS

Garcia, J.	Journal	Volume (Issue)
Garcia, J.	Journal,	Volume (Issue)
Garcia, J.		
Garcia, J.		

CONFERENCE PRESENTATIONS

ORAL PRESENTATIONS

Garcia, J.,	Title
Garcia, J.,	Title

POSTER PRESENTATIONS

Garcia, J.,
Garcia, J.,

PROFESSIONAL EXPERIENCE

Civil Engineer at consulting firm
TOSS Ingeniería, La Paz, Peru

20XX - 20XX

