

Contact Information Tips

City & State Only – Omit your street address for privacy.
One Professional Email – Avoid multiple addresses; choose one with your first and last name.
Phone Number – Provide your primary number.
LinkedIn or Website Link – Hyperlink it so employers can view your professional profile easily.

Headline (Optional)

- A brief statement highlighting your skills, experience, and career goals.
- Tailor it to each job using keywords from the posting to help with ATS scans.
- Use it only if it adds value—otherwise, let your experience speak for itself.

Jane Doe

AspiringProfessional | Research, Writing & Community Engagement Skills
email@example.com | 901.000.0000 | Memphis, TN 38111 | [LinkedIn](#)

Education

- No Highschool
- No acronyms

EDUCATION

Master of Arts, Sociology — Focus: Community Research & Social Change May 2025
University of Memphis, Memphis, TN

Bachelor of Arts, Anthropology —Minor: History May 2022
University of Memphis, Memphis, TN

EXPERIENCE

University of Memphis – Department of Sociology Memphis, TN
GraduateAssistant – ResearchAssistant August 2023 – Present

- Synthesized findings from 50+ peer-reviewed studies into annotated bibliographies, briefs, and abstracts to support faculty publications and conference presentations on health equity and cultural dynamics.
- Transcribed and thematically coded 30+ hours of qualitative interviews in NVivo, streamlining data analysis for ongoing grant-funded research.
- Designed visual data summaries and infographics for public outreach, improving community partner engagement by 25%.

Memphis Public Library – History & Genealogy Department Memphis, TN
Intern – Archival & Public History January 2023 – May 2023

- Processed and cataloged 200+ historical photographs and oral histories, enhancing public access to local heritage collections.
- Created exhibit text and digital displays for a civil rights history showcase, attracting over 1,000 visitors during Black History Month.
- Assisted patrons with genealogical research, providing tailored resource guides that improved user satisfaction survey scores by 15%.

Firehouse Subs Memphis, TN
Crew Member November 2023 – April 2024

- Collaborated with team members to maintain a clean, organized workspace and streamline service flow during peak hours.
- Trained two new hires in POS system operation and food preparation standards, reducing onboarding time by 20%.

SKILLS

Qualitative & Quantitative Research | NVivo | Data Visualization | Archival Processing | Project Management | Event Planning | Microsoft Office Suite | Canva

AWARDS/RECOGNITIONS/VOLUNTEER WORK

Graduate Student Research Award, University of Memphis May 2024

Learn More About Applicant Tracking Systems

Experience

- List jobs in reverse chronological order (most recent first).
- Include Job Title, Company, Location, and Dates.
- Use Action Verb + Task + Result for bullets.
- Highlight accomplishments with numbers or outcomes.
- 3–4 bullets per job, ordered by importance.
- ALWAYS tailor this section to the job description, do not lie, but keywords matter.

Skills

- List relevant skills that match the job posting.
- Include keywords for ATS scans to improve visibility.
- Keep it short and organized—use bullets or a simple comma-separated list.