Name

Email • Phone Number • Linked In

**EDUCATION**

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**University of Kansas,** Lawrence, KS *Anticipated Year of Graduation*

Master of Arts in [Program Name]

**University of Kansas**   *Year of Graduation*

Bachelor of Science in [Major], Minor in [Minor]

**SKILLS/QUALIFICATIONS/ PROFESSIONAL SUMMARY**

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Provide a summary of your career experience related to the job you are applying for or use a bulleted list (like below) to highlight the key soft skills and technical skills you possess that match the position. Tip: Review the job description carefully to identify keywords and skills to include here. This strategy helps your resume pass through Applicant Tracking Systems (ATS) and clearly demonstrates to employers that you have the experience and abilities they’re seeking.

|  |  |  |
| --- | --- | --- |
| * Skill | * Skill | * Skill |
| * Skill | * Skill | * Skill |

**RELATED EXPERIENCE**

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**Graduate Research Assistant** *Start Date-End Date*

*University of Kansas*

* Investigated [describe problem or research question], identifying key challenges related to [specific topic or issue].
* Designed and implemented [method, model, or solution] to address [the problem], resulting in [impact, findings, or measurable outcome].
* Collaborated with a multidisciplinary team of [faculty, graduate students, etc.] to [conduct experiments, analyze data, co-author papers, etc.].
* Contributed to department initiatives by [improving lab processes, mentoring new students, organizing data, etc.], enhancing overall research efficiency and collaboration.

**Graduate Teaching Assistant** *Start Date-End Date*

*University of Kansas*

* Designed and delivered lectures on [subject/topic] to [number] undergraduate students, promoting engagement and deep understanding of [key concepts or skills].
* Assessed student performance through [weekly assignments, exams, papers, etc.], offering timely, constructive feedback to support academic growth.
* Held regular office hours and communicated clearly with students to clarify course material, address individual concerns, and guide academic success.
* Collaborated with faculty to refine course content and improve instructional strategies, contributing to a positive and inclusive learning environment.

**ADDITIONAL EXPERIENCE**

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**Job Title**  *Start Date-End Date* *Organization/ Company*

* Supported daily operations by managing tasks such as [e.g., scheduling, communication, organizing resources].
* Contributed to [team/project/department] goals through collaboration and independent initiative.
* Improved efficiency or service by [brief description of improvement or outcome].
* Provided customer service, answered inquiries, or resolved issues in a fast-paced environment.

**LEADERSHIP AND INVOLVEMENT**

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**Member or Position Title**  *Start Date-End Date*

*Organization Name*

* Led a team of [#] executive members and oversaw programming for a group of [#] members, increasing engagement by [% or description].
* Organized [#] campus-wide events, including event names, fostering community outreach and student involvement.
* Collaborated with university staff to secure funding and coordinate initiatives aligned with organizational goals.
* Mentored new teammates and coordinated practice schedules, promoting teamwork and accountability.
* Served on the [Committee Name], contributing to planning efforts for recruitment and development.
* Participated in over [#] hours of community service, supporting local causes and national philanthropic efforts.

**AWARDS AND HONORS**

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***\*****List by importance or date; remove $ amounts unless relevant (e.g., large scholarships)*

* Recipient of [Award title, Year, $ amount]
* Recipient of [Award title, Year, $ amount]
* Membership in University Honors Program at the University of Kansas

**PRESENTATIONS AND PUBLICATIONS**

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*\*Include a list of citations for anything you are an author on and is related to the position you are applying for.*

* Doe, J. (20XX). *Title of Article*. *Journal Name*.
* “Title of Presentation.” Presented at the KU Graduate Research Symposium, 20XX.