



Master's degree Bachelor Fashion, beauty, sports, home, garden Medicine, biology, biotechnology Culture, history, archeology, food,

Engineering

Environment

Logistics Economy Economics, statistics, insurance IT, innovation

Engineering, communications Philology, languages

Design, art, architecture History

Design, architecture

Medicine, biology, biotechnology, pharma, genetics

Physics, chemistry, mathematics **Tourism**

Psychology, dentistry Agro, nature Physics, chemistry, mathematics

Psychology, social sciences

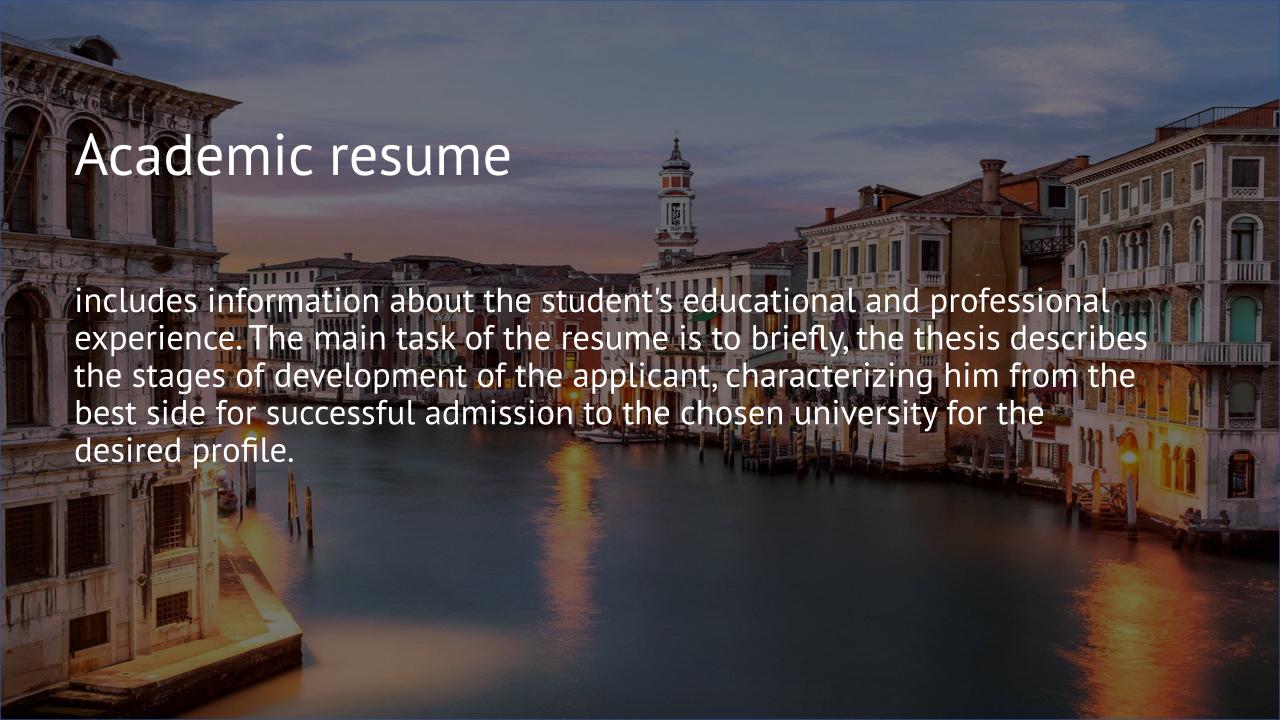
International relationships IT

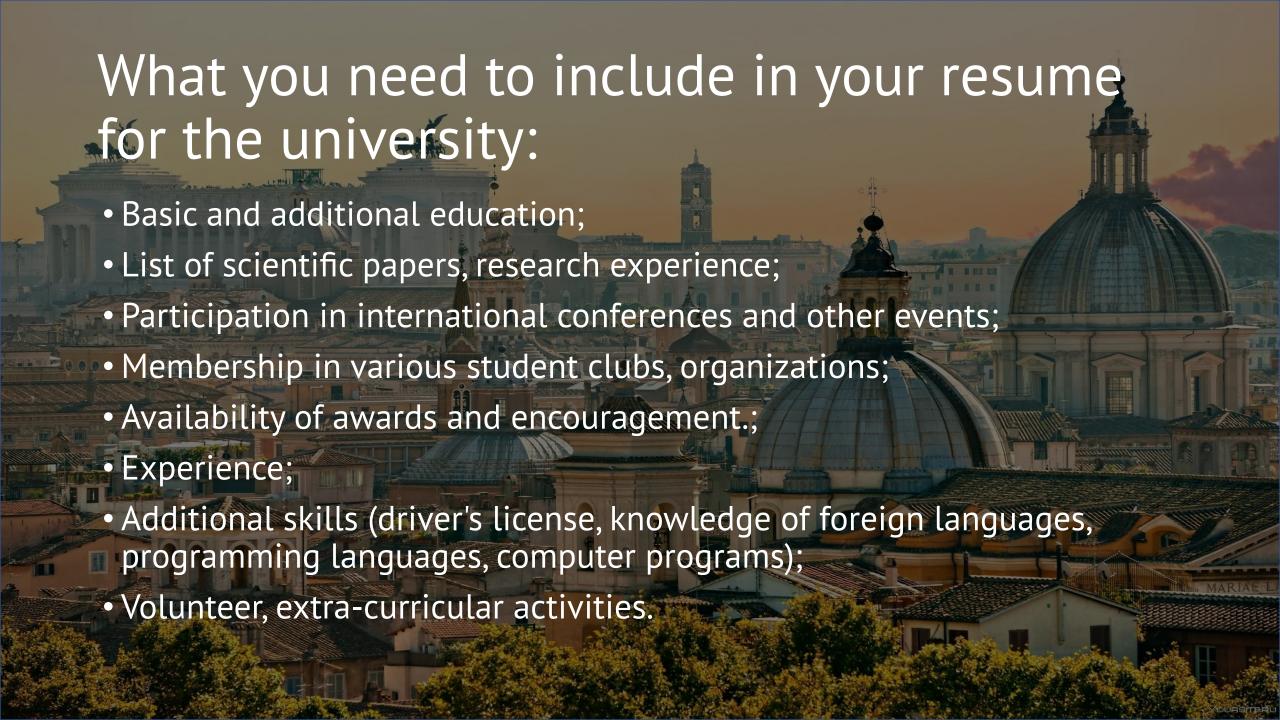
Law

Tourism, manufacturing

food production



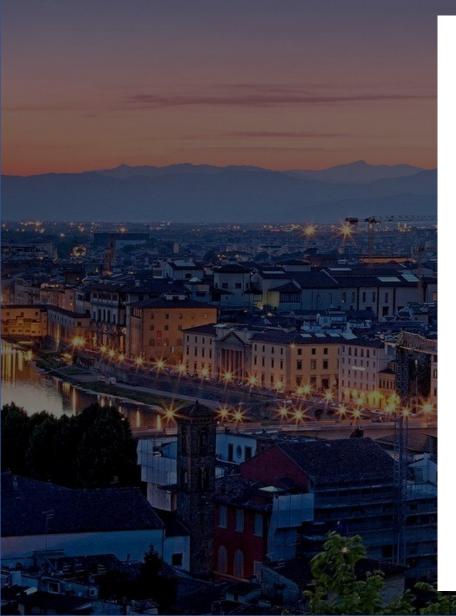




Common mistakes in writing an academic resume

- The word "CV" or "Resume" in the title of the document instead of the applicant's name;
- Inclusion of personal information (age, gender, etc.);
- Grammar mistakes, typos, stylistic inconsistency of the text;
- A vague description of learning and work experience instead of specific, clear information;
- An unaesthetically designed resume with an abundance of colors, fonts, and highlights;
- Enumeration of personal qualities (communication skills, resistance to stress) instead of professional skills (knowledge of foreign languages, specialized programs);
- Mention of the school certificate and certificates received during the period of secondary education when applying for a master's and doctoral studies.

Academic Resume Examples



Sarah Lane

sarah.lane@laverne.edu

321 Leo Way, La Verne, CA (714) 555-1234

EDUCATION

Bachelor of Arts in Broadcasting, Radio Concentration University of La Verne, La Verne, CA

G.P.A. 3.6

RADIO EXPERIENCE LeoFM (FM 107.9)

On-air Personality

September 2012 - Present

Lead a 3-hour shift on LeoFM. Provide an entertaining voice and perspective for listeners and operate the board efficiently throughout broadcast. Take, edit, and playback on-air phone calls using shortcuts. Integrate promotions and public service announcements into show.

KROQ (FM 106.7)

September 2014 - December 2014

Assisted with in-studio and off-site performances. Set up and took down remote gear. Promoted station events by blogging and posting on social media. Assisted with stage production during KROQ Weenie Roast. Provided research for various stories used by on-air personalities.

LeoFM (FM 107.9)

Program Director

August 2013 - August 2014

Managed LeoFM station to ensure proper broadcast coverage, consistent on-air messages, and execution of all promotions. Supervised entire crew including music director, promotions director. sports director, and all on-air talent.

LeoFM (FM 107.9)

Music Director

January 2013 - August 2014

Programmed music list for LeoFM, a top-40 station. Led weekly meetings regarding the inclusion of new music. Conducted music surveys and studies with listeners to determine satisfaction. Used selector and protocols to add new music.

HONORS & AWARDS

Academic Recognition Award Certificate of Achievement

Spring 2013 Fall 2012, Spring 2011, Fall 2013

PERSONAL TRAITS

- · Passionate about music
- · Strong communication skills
- · Thrive in fast-paced situations
- · Detail-oriented

SKILLS

- · Proficient with Pro Tools and Selector
- · Experience in multiple aspects of pre and postproduction
- Skilled using social media
- · Leadership experience

REFERENCES Dr. Bob Bobby

Professor of Department Chair Communications University of La Verne 1950 Third Street La Verne, CA, 91750 bbobby@laverne.edu

Dr. Matt Mathewson

Professor of Communications University of La Verne 1950 Third Street La Verne, CA, 91750 mmathwewson@laverne.edu

Carla Karlson

Station Manager KROQ, CBS Radio Inc. 555 L.A. Way Los Angeles, CA, 90210 carlak@kroq.com



Ann-Marie Sample

Address: 24 Mill of Forest Road

01569 874309 Telephone: Stonehaven Mobile: 07625 468361

Aberdeenshire a.m.sample.16@aberdeen.ac.uk Email: Driving licence: Full, clean, held for 2 years AB39 5JP

Education

MA (Hons) Accountancy and Finance, University of Aberdeen, 2016 - 2020

Courses include: Financial and Management Accounting, Auditing, Business and Corporate Finance. Also took options in Management and Economics during my first two years of study, including Microand Macroeconomics and Managing Customers and Markets.

Mackie Academy, Stonehaven, 2010 – 2016

Advanced Highers: Accounting (B), English (C)

Highers: Accounting (A), Business Management (B), English (B), Geography (C), French (C) 8 Standard Grades, including Chemistry and Music

Work Experience

Administrative Assistant, Kerr Logistics Ltd, Stonehaven, July - August 2018

- Acted as first point of call for all enquiries and directed them to the relevant departments.
- Dealt effectively with all day-to-day administration, including sourcing and booking travel, completing and filing orders and liaising with suppliers.
- Assisted the Finance Manager with the preparation of paperwork for a company audit.

Waitress, Poldino's Restaurant, Aberdeen, October 2017 - May 2018

- Provided excellent customer service to a wide variety of customers at one of Aberdeen's best Italian
- Learned how to deal with queries and complaints in a diplomatic and sympathetic manner while
- Frequently assisted in cashing up and reconciling the till at the end of the night.

Shop Assistant, Purdies Gift Shop, Stonehaven, June 2015 – August 2017

- Responsible for serving and advising customers, both from the local area and visitors from the UK
- Involved in and, in my last year, responsible for planning and carrying out stock takes and ordering
- Suggested and was able to implement a summer promotion which increased sales by 20% over a two-week period.

Key Skills

Communication

- Developed excellent written communication skills through my degree for which I regularly write reports and essays.
- Learned how to communicate effectively and diplomatically with a wide range of people, particularly through my work at Poldino's and Purdies Gift Shop.
- Experienced in delivering presentations, both individually and in groups, to groups of up to 50 as part of my degree.

Business Awareness

- Was always keen to contribute ideas to develop the business at Purdies Gift Shop, one of which resulted in a sales increase of 20%.
- Managed the finances for our successful Young Enterprise company which was nominated for the
- Studied the principles of running and developing businesses as part of my degree.

- Provided fast and efficient customer service while working at Poldino's and Purdies, dealing with many customers and requests at one time while staying calm.
- Organised paperwork and diaries with great attention to detail while working at Kerr Logistics, so that the full-time Administrator I covered for could take over from me without difficulty.
- Learned to manage my time efficiently through juggling studies, part-time work and extra-curricular activities and have never missed a deadline for coursework.

- Used Sage as part of my course and had the chance to see this program in operation at Kerr last
- Familiar with all Microsoft Office applications, have used PowerPoint for giving presentations and use the internet and email regularly.

Interests & Achievements

Accountancy Society - Have been a member since first year and regularly attend meetings, listen to speakers and enjoy the social events such as the annual ball.

Gymnastics – Joined the University club last year and train at least once a week, Was a member of my school team and took part in competitions throughout Scotland.

Duke of Edinburgh – Gained a Silver Award in my last year at school. Particularly enjoyed our expedition to the Cuillins on Skve.

Young Enterprise – Acted as the Finance Director for our company which developed a new container to make recycling easier. We were selected to go to the Scottish Final.

References

Available on request

