

SAMPLE ACADEMIC CV

Jane Doe

Full Name Jane Smith Doe
Nationality American, European Union (Hungarian)
Address Sample University Department of Chemistry
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Sample City, CT 06511
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Education

2011 Ph. D. (Chemistry)
Sample University, Sample City, CA
Thesis title: *Chemical Composition of Zeolites*
Advisor: Prof. John Doe
2003-2006 B. S. (Chemistry), *summa cum laude*
Sample University, College of Creative Studies, Sample City, CA
2002-2003 Sample College, Sample City, MA

Awards and grants

2008-2010 California Grant Consortium Fellowship
2006-2007 White Mountain Research Station Grant
2006 Sample University, Department of Chemistry: Research Honors
2001 Fermi Lab Undergraduate Student Research Program
2002-2005 Sample College *Full* International Student Scholarship
2002 Material Research Lab (UCSB) Undergraduate Student Research Program
2002 Service to the College Award-Vice President of the Associated Students
2002 President's Honor Roll-Academic Achievement Award

Research interests

- time-domain biochemistry
- ZYX biochemistry
- chemistry of XYZ

Research Positions

2012-present Postdoctoral Associate
Sample University University Department of Chemistry, Sample City, CT

- Take part in the planning, managing, follow-up and operations of the Sample University Bio-Chemical Survey; PI for 'Blue Elements' as part of the *Public ESO Spectroscopic Survey of Transient Objects* (PESSTO)

- 2005-2011 Graduate Student Researcher
Sample University-Chemistry Department, Sample City, CA
- Developed and Commissioned the Chemical Composition Survey
 - Performed science and software planning, design, construction, test and calibration of the microscope mount, housing and tracking system
 - Used the system for over 200 days of data collection
 - Led a cross-institutional team of collaborators and UCSB undergraduate students
- 2004-2006 Research Assistant
Sample University-Chemistry Department, Sample City, CA
- Executed EM field calculations of low-pass mesh filters and bolometers as well as modeled wave guide performance with HFSS (High Frequency Structure Simulator) as well as Chemical simulations with CODE V.
 - Designed and built a .5T four coil magnet creating a uniform magnetic field in 1in³
- 2003 Laboratory Assistant (summer internship)
Fermi National Accelerator Laboratory, Batavia, IL
- Took part in the KTeV (Kaons at the Tevatron) experiment for extracting the value of the CP violation parameter Re
- 2002-2003 Research Assistant
Sample College-Chemistry Department, Northampton, MA
- Designed electrostatic focusing device for positron beams for the development of a positron microscope through modeling with SIMION (Ion and Electron Optics Software) in collaboration with Idaho National Laboratory
- 2002 Research Assistant (summer internship)
Sample University-Material Research Laboratory, Sample City, CA
- Characterized novel zeolite microporous materials through powder x-ray diffraction spectroscopy and the Laue method

Teaching and Outreach

- 2005-2010 Teaching Assistant/Substitute Lecturer
Sample University-Chemistry Department, Sample City, CA
- CHEM 132 (Chemical Composition and Evolution) – 1 academic quarter
 - CHEM 141 (Optics) – 2 academic quarters
 - CHEM 134 (Observational Biochemistry) – 1 academic quarter
 - CHEM 119 (Thermal and Statistical Physical Chemistry) – 2 academic quarters
 - CHEM 1-6 (Introductory Chemistry) – 3 academic quarters/one year
 - BIO 1 (Basic Biology) – 6 academic quarters/two years
- 2007-2010 Tutored as well as mentored four undergraduate students in chemistry, physics and biology as well as three children in 8th grade physical science
- 2009-2010 Helped design and organize public biology experiments and shows at the Gladwin Laboratory, part of the Sample City Museum of Natural History

- 2010 Organized tours to groups of girl and boy scouts of the LOSS system of microscopes at the Chemistry Department at UCSB
- 2006-2007 Worked as a tutor in the Math Tutorial Lab at SBCC

Advisees

- Undergraduate students:
 - Aaron Abbott (Sample University, 2012 – present)
 - Benjamin Hardly (Sample University, 2011 – 2012)
 - Joshua Zigrim (UCSB, 2006 – 2009)
 - Rory Hamrust (UCSB/Northwestern, 2008 – 2009)
 - Ellie Cutter (UCSB/Harvard, 2006 – 2007)
 - Hutch Android (SBCC/Brooks Institute of Photography, 2005)
 - Olivia Fernandez (SBCC, 2005 – 2007)
 - Christina Mann (SBCC, 2005)
 - Lidia Torres (SBCC/UCSB, 2005, 2007)

- 8th grade middle school students:
 - Amy Perez (SBJHS, 2005)
 - Lory Boehr (SBJHS, 2005)
 - Ben Schmit (SBJHS, 2005)

Employment in Industry

- 2007-2012 Senior Systems Engineer II
Sample Company, Sample City, CA
- Provided systems engineering support for XY-3 Program (the program produces single and dual band Integrated Dewar Assembly units containing Far IR XxYzZz detectors)
 - Reviewed, evaluated and reported on design plans
 - Investigated technical problems and offered mitigation solutions
 - Led a team of mechanical, electrical and manufacturing engineers
 - Chaired the Change Control Board for review of manufacturing process changes
 - Tracked program budget, product requirements and program milestones
 - Was involved in the analysis, optimization, integration and test of near infrared detectors and optics for biology applications
 - Organized field demos and data campaigns for customers
- 2003-2006 Electrical Engineer II
Sample Company, Sample City, CA
- Performed simulations of microwave antennas and wave guides with HFSS and MATLAB

SELECTED PUBLICATIONS

Doc, J., LastName, FirstName'sInitial., *Paper Tittle*, in prep

Doc, J., LastName, FirstName'sInitial., LastName, FirstName'sInitial., LastName, FirstName'sInitial., *Paper Tittle*, submitted to ApJ

LastName, FirstName'sInitial., LastName, FirstName'sInitial., **Doc, J.**, LastName, FirstName'sInitial., *Paper Tittle*, AJ, 123, 456, 2012, arXiv:1234.5678v9

CONFERENCES & WORKSHOPS

Sample University Science Writing Workshop, Sample University, Sample City, CT – January 28-February 4, 2013

American Biological Society Winter Meeting #221, Long Beach, CA – January 2013
Poster: *'Blue Transients' with the XYZ Variability Survey*

Carnegie Project II Collaboration Meeting, Carnegie Laboratories, Pasadena, CA – 27-28 October 2012

Practical Python for Biostatistics Workshop, Sample University University, 25-29 June 2012

Tri-State Biology Meeting, CUNY Graduate Center, New York, NY – October 28, 2011
Talk: *Tittle*

IAU Symposium: New Horizons in Time Domain Biology, University of Oxford, UK – 19-23 September 2011
Poster: *Tittle*

UC Berkeley Collaboration Meeting, LBNL, Berkeley, CA – 4-5 August 2011
Talk: *Scheduling the XYZ Survey*

Workshop in Python, Sample University, New York, NY – 20-24 June 2011

STScI Conference – Very Wide Field Surveys in the Light of Bio2010, Baltimore, MD – 13-16 June 2011
Poster: *Tittle*

SPIE Biological Instrumentation, Marseille, France – 23-28 June 2008
Poster: *Transient Chemical survey automated system*

References

Prof. John Doe
Chemistry Department
University of Sample
Sample City, CA XXXXX
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name@university.edu

Prof. James Doer
Department of Chemistry, P.O. Box XXXX
Sample University
Sample City, CT XXXXX
Tel: xxx xxx xxxx
name@university.edu

Dr. Jonathan Doe
YCAA, P.O. Box XXXXXX
Sample University
Sample City, CT XXXXX
Tel: xxx xxx xxxx
name@university.edu

Prof. Jim Doe
Department of Biology
Sample University
P.O. Box XXXXXX
Sample City, CT XXXXX
Tel: xxx xxx xxxx
name@university.edu

Prof. Jason Doe
Statistics Department
Sample University
Sample City, CA
Tel: xxx xxx xxxx
name@university.edu

SAMPLE INDUSTRY COVER LETTER

September 30, 2015

Sample Firm
Sample Address
Sample City, Sample State 00000

Dear Sir/Madam:

I write this letter to apply for the position of Senior Associate in your NY office. I attended an information session led by John Doe at the Graduate School of Biomedical Sciences last week and I discovered I was deeply intrigued by your firm, especially due to its focus on strategy. My academic background in chemistry, biology, project management experience at Sample Company and recent achievements in management consulting are the basis for my belief that I would be extremely well suited to excel at Sample Firm.

In the past year I became heavily involved in a variety of strategy management consulting experiences. Recently, as part of a pro-bono project, I assisted Sample Startup, Inc. in launching a new medical device. In addition, my Graduate Consulting Club team recently won second place in the business case competition at Sample University. These and other similar experiences, combined with my analytical/technical background and a strong desire to work in a highly collaborative team environment have driven me to apply for this position at Sample Firm.

Please find enclosed my resume for your review. I can be reached via email at firstname.lastname@mssm.edu or by phone at (xxx) xxx-xxxx. I look forward to hearing from you.

Thank you for your time and consideration.

Sincerely,

FirstName LastName

SAMPLE INDUSTRY RESUME

JANE DOE

name@gmail.com
(xxx) xxx-xxxx

xxxx Sample Ave, PMB XXX
Home Town, CT XXXXX

EDUCATION

- Sample University** Sample City, CT
Postdoctoral Associate in Chemistry – Research and Experimentation 2012-2015
Sample School of Management 2014
Relevant coursework covered *Financial Institutions/Markets, Probability Modeling, Competitive Strategy, Behavioral Economics*
- University of Sample (#6 chemistry program in US)** Sample City, CA
Ph.D., Chemistry – Designed, built and commissioned a chemical laboratory 2011
Relevant coursework: Multivariable Calculus, Logic, Differential Equations & Fourier Series, Linear Algebra & Differential Equations, Methods of Theoretical Chemistry, Quantum Mechanics
B.S., Chemistry, Summa Cum Laude – Academic Honor Award (top 5-10%) 2006

ANALYTICS AND LEADERSHIP EXPERIENCE

- Sample University, Department of Chemistry** Sample City, CT
Associate Research Scientist/Postdoctoral Associate 2012-present
 - Lead an international team of 10 scientists studying chemical composition of XYZ through reduction and analysis of large datasets
 - Principal Investigator/Leading Author on 4 winning research proposals (100% success rate)
- Sample Company, Sample Vision Systems** Sample City, CA
Senior Systems Engineer II 2007-2012
 - Led a team of 13 engineers developing the First Generation Night Vision detectors: \$30M in total program earnings realized and a reachable market size of \$2B
 - Tracked product requirements/deliverables and program milestones
- University of California Sample City, Chemistry Department** Sample City, CA
Graduate Student Researcher 2005-2011
 - Led a cross-institutional team of 9 people, including 2 senior engineers from Sample Companies, and 7 undergraduates) for the inception, technical development and launch of a system of microscopes to study the chemical composition of XYZ
 - Reduced and analyzed spectra, manipulated large volumes of data

BUSINESS EXPERIENCE

- Sample University** Sample City, CT
Manager, Sample Graduate Student Consulting Club (SGCC) 2014
 - Design/write educational tools for case interview preparation
- Medical Devices, Inc.** Sample City, CT
Pro Bono Consultant 2014
 - Evaluated the technical and financial viability in the launch of a new product
 - Developed launch strategy, fund-raising presentation and pitched the new product to life science VCs
- Sample University Case Competition for Tesla Motors** Sample City, NY
Finalist Team 2014
 - Proposed a business plan for the implementation of Hyperloop in the eastern seaboard

OTHER

- **Computer/Coding:** through workshops – Python, Matlab, Fortran
- **Memberships:** MENSA, SGCC, Sample Entrepreneurs & Investors, Sample Enterprise Forum
- **Interests:** ski, tennis, wine making, portrait photography