

# S. Jane Doctor

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Permanent Address: International or Home Address ◆ State/Province, Country ◆ Country Code and Phone #

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## SUMMARY OF QUALIFICATIONS

Communications consultant and writer earning a Ph.D. in Rhetorics, Communication and Information Design. Former journalist, who is responsive to urgent demands, meets tight deadlines, tells a story from numbers, and communicates findings in clear and concise language. An excellent researcher with experience in primary and secondary research and statistical analysis. Expert in survey research and public opinion polling.

## PROFESSIONAL EXPERIENCE

### *Consultant*

May 2015 – Present

#### Freelance Communications Consultant

Greenville, SC

- Conduct both quantitative and qualitative analysis for companies and non-profits attempting to target messaging to certain audiences
- Provide grant-writing assistance to non-profit clients that has resulted in a total increase of \$145,000
- Assist the South Carolina Economy League to revamp the public-service website

### *Project Manager*

August 2013 – May 2015

#### Social Science Research Solutions

Easley, SC

- Designed and implemented social-science survey projects for public-policy and media organizations
- Collaborated with various organizations including the Kaiser Foundation, the Harvard School of Public Health, the Pew Center for the People & the Press, NPR, and the Washington Post

## RESEARCH EXPERIENCE

### *Focus Group Research*

August 2014 – Present

#### Summer Institute for Methods and Statistics

Greenville, SC

- Train in the development, preparation, implementation and analysis of focus groups
- Ensure proper protocol is followed by 10 team members to be compliant with ABC

### *Survey Design/Content Analysis*

January 2012 – May 2014

#### National Annenberg Election Survey

Clemson, SC

- Served as a data/content analyst to measure the influence of media coverage on public opinion over the course of the 2012 campaign
- Led a team of 6 content coders in the development of a codebook and coding of newspaper articles
- Monitored the implementation of the survey in field, which spanned over 6 months

## AFFILIATIONS & AWARDS

International Communication Association (ICA), *Member*

August 2015 – Present

Omicron Delta Kappa, *Member*

January 2013 – Present

South Carolina Rhetoric Association Honors Thesis Award, *Recipient*

May 2014

## SKILLS

Computer: SPSS, Adobe In-Design (Advanced)

Languages: English (Native), French (Intermediate)

## EDUCATION

*Doctorate of Philosophy in Rhetorics, Communication and Information Design*

May 2019

Clemson University

Clemson, SC

*Master of Arts in Communication, Technology and Society*

May 2014

Clemson University

Clemson, SC

*Bachelor of Arts in Communication Studies*

May 2012

Clemson University

Clemson, SC



# TIPS FOR DEVELOPING A 1-PAGE DOCTORAL LEVEL RESUME

Remember to always tailor your resume for each job. This document is just an example. If you are looking to enter the nonacademic work sector, consider creating a functional resume. Examples can be found in the career center.

## Contact Information

- Ensure your contact information is complete and recent. If your contact information is international, ensure you have domestic contact information listed on your resume.
- If you hold any industry-specific licensures, certifications, education, etc., do not include that acronym with your name in the header. This should be highlighted in a section that further discusses your professional development. IE: In a section called “Certifications.”
- Section headers and content may vary to create a stronger document.
- If you prefer to go by a name, other than your legal first name, please utilize ‘ ‘ to signify that you would like to be addressed by that name. IE: Xi ‘James’ Wong.

## Summary/Qualifications/Personal Statement Sections

- These are supplemental sections that can help you to condense a 2-plus-page resume into just 1 page.
- Use this section to make a connection between the job you apply to and your industry. These sections are beneficial for individuals wanting to break into a career field that differs from your current education. Additionally, this section can help those who have a wide-range of experiences or many years of experience on one particular field.
- For those with no industry experience, ask yourself – does your research still suggest having a Summary of Qualifications section?

## Professional Experience

- Keep the content related to the position you apply to and to your industry.
- Be intentional – just because you have had a work/professional experience, does not mean it all needs to be in your resume. Strategically selecting the experiences you highlight on your 1-page resume is crucial when you are trying to condense a CV or multiple-page resume to a 1-page document.

## Research Experience

- Areas of research can be highly technical and wordy. Be sure you explain your research and other projects in terms that someone from any industry can understand.
- Do not name-drop within your resume. If you are working under a certain faculty member’s lab, please name that lab or be generic with ‘Lab Experience’, Exception is if someone serves as your committee chair for your degree program.

## Professional Development/Affiliations/Honors/Awards

- Define your role for each involvement. IE: Member, Recipient, Region III Representative, etc.
- For awards that do not hold a national recognition, use a few words in ( ) next to the award to explain the significance.

## Skills

- If you are listing a variety of skills, please ensure that you define those skills by overall subject or topic. IE: Technical, Computer, Software, and Languages.
- When listing your skills, it is best to rate your level of proficiency. It will provide more clarification for future employers and better assess your experience level of that skill.

## Education

- Your education section is different from traditional resume formats – it will change position on your document.
- List your education section towards the end of your document to allow focus to be on other sections.

## SECTION IDEAS NOT REPRESENTED ON 1-PAGE RESUME EXAMPLE

These areas might be represented on a document longer than 1 page. Keep in mind that a resume and CV are very different documents. Certain sections will be listed towards the top of a CV versus a resume. For help on crafting your CV, refer to the CV Packet located in the career center. For additional section header ideas, refer to the 2014-2015 Annual Career Guide.

- *Teaching Experience*
- *Publications (Peer-Reviewed Journals, Books, Articles, Newsletters, Other Publications)*
- *Professional Associations*
- *Conferences/Presentations/Poster Presentations*
- *Institutional Service*



# COMPETENCIES & YOUR RESUME OR CV

How can your resume or CV reflect the competencies employers are seeking?

Competency & Definition		Give specific examples & quantify where possible
<i>Consider printing a position description &amp; circling the below words and synonyms that appear in it.</i> <i>Bullet points should reflect these words/synonyms.</i>		<i>Club / organization, internship, co-op, part or full-time job, assistantship, Creative Inquiry, research, study abroad, volunteering, special project, etc...</i>
<b>Engagement</b>	<b>Communication</b> Engaging in dialogue that leads to productive outcomes and points of connection by effectively articulating one's self to individuals within and outside of one's industry or area of expertise.	
	<b>Collaboration</b> Developing authentic and mutually beneficial relationships by valuing everyone and taking responsibility for one's role within a team.	
	<b>Leadership</b> Being able to recognize, respect, develop, and capitalize on the unique strengths of individuals from all backgrounds and being an active member in a group that achieves a shared vision.	
<b>Innovation</b>	<b>Adaptability</b> Taking the initiative to further enhance one's skill set and being creative with ways of thinking or approaches that allow for action, reflection, failure, and resilience in an ever-changing world.	
	<b>Analytical Skills</b> Seizing the opportunity for organizational improvement that prompts critical thinking and problem solving by obtaining, processing, and synthesizing information.	
	<b>Technology</b> Employing current and emerging software and tools to solve general and industry-specific challenges.	
<b>Professionalism</b>	<b>Self-Awareness</b> Understanding one's strengths, limitations, emotions, and biases in a variety of situations and articulating how one's interests, skills, and values align with educational and professional goals.	
	<b>Integrity &amp; Ethics</b> Making choices and consistently acting in a manner that displays integrity (following internal principles, morals, and values) and ethics (following external laws, rules, and norms) in personal and professional settings.	
	<b>Brand</b> Demonstrating the continual development of a positive impression or image in every facet of life while seeking feedback from others to ensure congruence between one's intended and perceived reputation.	