**HARRY HLOOM**

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The Pennsylvania State University harryhloom@example.com

# EDUCATION

Hloom Pro Tip –– Update this section to include all your educational degrees. Include training programs, certifications or academic coursework related to the open job opportunity.

Degree and Subject, Name of University

* Location, MM/YYYY

**Pennsylvania State University,** University Park, PA, 2012-2016

PhD, English Literature

**Graduated August 2016**

**Dissertation:** “Ex Vel Enimincorrupte Consectetuer Cumfabulas Legimus”

**Committee:** John Williams (Director), Mary Johnson, David Lopez, Craig Johnson, Jason White (Comparative Literature)

**Specialties:** Quod dissentiet te mea, iudico partem ex sea. Cu sed vitae aeterno, vidit choro aperiam eum ea. Vel fugit viris nominati ei, et debitis constituam eum, per ad eros simul eruditi

**Pennsylvania State University,** University Park, PA, 2010-2012

MA, English Literature

**George town University,** Washington, DC, 2006-2010

BA, English and Government

*Magna cum laude*; Honors in English; Phi Beta Kappa

**St. Edmund Hall, Oxford University**, Oxford, England, 2008-2009

Courses in English Literature and Political Theory

# PUBLICATIONS

**Peer Reviewed Article**

Hloom Pro Tip — List all your scholarly articles in reverse chronological order, starting with your most recent publication and working backward. Follow the proper citation rules of your industr. If you're not in academia, this section could include personal projects, industry conferences or work initiatives you've organized.

* Hloom, H. and Hloom, M. Title of the article. Title of the journal or magazine where it's published. Issue number. Page numbers where to find your article.

**Interviews**

“Mauris eget neque at sem,” *ABC Literature* 57.1 (Spring 2016): 1-29.

“Suspendisse dapibus lorem pellentesque magna,” co-interviewers David Johnson, Emma Brown, Mary Johnson, *ABC Journal* 1.2 (Spring 2016).

# CONFERENCE PRESENTATIONS

Include this additional section if you've hosted more than three presentations at conferences, universities or association lectures. For each conference presentation you list, mention your role and name of the conference, the date and location, and add up to three bullet points summarizing your topics.

Your Role, Name of Conference

MM/YYYY

* Brief explanation of topics discussed.
* Brief explanation of topics discussed.
* Brief explanation of topics discussed.

**Conferences Attendance**

If you've been an attendee in two or three conferences, these can live under the Education section as they are a learning experience. If you regularly attend conferences, you can add a separate section for these since employers love to see you're interested in staying informed about your profession.

# TEACHING EXPERIENCE

Include this additional section if your teaching experience is extensive enough to require a section separate from your work history. Candidates applying to academic institutions or professorships will do well to include this section, but remember to tailor it specifically to the job.

Job Title, Employer

Location, MM/YYYY

* *Responsibility or accomplishments. Use statistics, percentages, or additional supporting evidence to demonstrate your hiring potential*
* *Responsibility or accomplishments #2.*
* *Responsibility or accomplishments #3.*

# AWARDS AND DISTINCTIONS

MM/YYYY, Name of the Award CommInclude this optional section if you can boast multiple accolades for your professional achievements.

Name of the Honor or Award

Dissertation Fellowship, ABC Research Center, Pennsylvania State University, 2015

Graduate Student Summer Residency, Institute for the ABC, Pennsylvania State University, 2015

Research Grant, ABC Research Center, Pennsylvania State University, 2014

Center for ABC Studies Travel Grant, Pennsylvania State University, 2014

ABC Summer Institute, Contemporary American Literature, 2012

Master of Arts Excellence in Teaching Award, Pennsylvania State University, 2012

# ACADEMIC EMPLOYMENT

**Pennsylvania State University**

Teaching Mentor, Program in Writing and Rhetoric, 2014 — 2015; 2016—present

*Mentor 3-6 new teachers of proin semper, ante vitae sollicitudin posuere, metus quam iaculis nibh, vitae scelerisque nunc massa eget pede. Sed velit urna, interdum vel, ultricies vel, faucibus at, quam. Donec elit est, consectetuer eget, consequat quis, tempus quis, wisi. In in nunc. Class aptent taciti sociosqu ad litora torquent per conubia.*

Administrative Assistant, Program in Writing and Rhetoric, 2013 — 2014

*Designed curriculum for nostra, per inceptos hymenaeos. Donec ullamcorper fringilla eros. Fusce in sapien eu purus dapibus commodo. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Cras faucibus condimentum odio. Sed ac ligula. Aliquam at eros. Etiam at ligula et tellus ullamcorper ultrices. In fermentum, lorem non cursus porttitor.*

Instructor, Department of English, 2010 — present

**Georgetown University**

Research Assistant to Dr. Jacob Miller, Department of English, 2007-2008

*Researched representations of tincidunt volutpat urna. Mauris eleifend nulla eget mauris. Sed cursus quam id felis. Curabitur posuere quam vel nibh. Cras dapibus dapibus nisl.*

# PROFESSIONAL ACTIVITIES AND SERVICE

Hloom Pro Tip –– Start with your most recent job title and work your way back through every job opportunity, whether they're formal experiences, research projects or teaching engagements. Tailor each description to focus on related tasks, responsibilities, and quantifiable accomplishments related to the open job advertisement. Slip one or two additional skills into each job title as organically as possible.

Job Title, Employer

Location, MM/YYYY

* Responsibility or accomplishments. Use statistics, percentages, or additional supporting evidence to demonstrate your hiring potential
* Responsibility or accomplishments #2.
* Responsibility or accomplishments #3.

**Pennsylvania State University**

Member, Job Search Committee for Assistant Professor of ABC Literature, 2014-2015

*Evaluated all application quis dolor a felis congue vehicula. Maecenas pede purus, tristique ac, tempus eget, egestas quis, mauris. Curabitur non eros. Nullam hendrerit bibendum.*

Representative, Graduate Studies Committee, 2014-2015

*Evaluated applications to the fusce iaculis, est quis lacinia pretium, pede metus molestie lacus, at gravida wisi ante at libero. Quisque ornare placerat risus. Ut molestie magna at mi. Integer aliquet mauris et nibh. Ut mattis ligula posuere velit. Nunc sagittis. Curabitur varius fringilla nisl. Duis pretium mi euismod erat. Maecenas id augue.*

President, ABC Organization, 2013-2014

Undergraduate Thesis Adviser, School of ABC, 2013-2014

*Advised a quam non neque lobortis malesuada. Praesent euismod. Donec nulla augue, venenatis.*

Co-Founder, ABC Workshop, 2012-2014

*Founded hac habitasse platea dictumst. Suspendisse potenti. Vivamus vitae massa adipiscing est lacinia sodales. Donec metus massa, mollis vel, tempus placerat, vestibulum condimentum, ligula. Nunc lacus metus, posuere eget, lacinia eu, varius quis, libero. Aliquam nonummy adipiscing augue. Lorem ipsum dolor sit amet.*

**Georgetown University**

Coordinator and Tutor, ABC Tutoring, Washington, DC, 2009-2010

*Tutored consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere.*

Reading Tutor, ABC Tutoring, Washington, DC, 2007-2008

*Tutored ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.*

Tutor, XZY Tutoring, Washington, DC, 2007-2008

*Tutored viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique.*

# PROFESSIONAL AFFILIATIONS

This optional section is a great place to show you're connected to various organizations related to your profession or industry, for example, the American Bar Association or the American Dental Association. If you've held office in any of these organizations, you can place that in your work history instead.

**COMMUNITY OUTREACH**

If you do an extraordinary amount of volunteer work, you can add a separate section for your community outreach. This is an especially valuable section if you're applying to a nonprofit or to a company that highly regards giving back to the community. Format this section as you would a work history.

Name of Volunteer Role, Name of Organization

MM/YYYY

* A bulleted list detailing the work and responsibilities you handled

**REFERENCES**

List up to three individuals that can vouch for your professional abilities and work ethic, although HR and recruiters may request more. For academic professions, it's customary to always include two references; they can be thesis directors or previous professors.

Name of Individual

Role or Job Title of Individual

Institution or Company where the individual works

Email or telephone number of the individual

**Additional Skills Section**

Depending on your profession, you can add multiple skills sections that accurately describe your diverse skills set. For example, international job seekers and Humanities academics can add a Language Skills section to let employers know in what languages they're fluent. Whereas, video producers or cinematographers can include a Technical Skills section to showcase the tools, devices and computer programs they're experienced in. Format this section as you would your general skills section.

* Specialized skill 1
* Specialized skill 2
* Specialized skill 3
* Specialized skill 4

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