Thomas A Landry

City, State ∙ [netid@nd.edu](mailto:netid@nd.edu) ∙ (XXX) XXX-XXXX ∙ [linkedin.com/in/firstlast](http://www.linkedin.com/in/firstlast)

**EDUCATION**

**The University of Notre Dame** Notre Dame, IN

PhD Electrical Engineering Expected Month & Year

Dissertation: *Title (if relevant to position you are applying for)*

**Previous Institution(s)** City, ST (or Country if non-US)

BS Electrical Engineering Graduation Month & Year

Academic Honor(s) (if appropriate, ex: *magna cum laude*)

**PROFESSIONAL EXPERIENCE**

**University of Notre Dame** Notre Dame, IN

*Graduate Research Assistant, Department* Month Year – Present

* Briefly describe the research and your role/accountability in conducting the research.
* Describe any results that have been achieved or what the objective of the research is intended to accomplish: *action verb + accomplishment/accountability + results (example below).*
* Cleaned 10 months of survey data for 300+ households to determine the impact of new roads on healthcare access in rural Nigeria.
* Highlight specific skills, qualities and attributes demonstrated.
* *(maximum of five bullet points).*

**Undergraduate University** City, ST (or Country if non-US)

*Undergraduate Research Assistant, Department* Month Year – Month Year

* Accomplishments and accountabilities in following formula:
* *Action verb + accomplishment/accountability + results (example below).*
* Designed and managed implementation of 2,000 PC WAN across 5 regional offices, streamlining division’s communications and knowledge sharing.
* Highlight specific skills, qualities and attributes demonstrated.
* When applying for a non-teaching position, use business terminology to describe a teaching experience (e.g. presented or trained rather than taught).

**Previous Employer Company Name** City, ST (or Country if non-US)

*Title, Department* Month Year – Month Year

* *Action verb + accomplishment/accountability + results (example below).*
* Developed new brand strategy and re-launched product gaining additional 15% market share in frozen foods category.
* This is just filler to show the appearance of a resume.
* Same again, just more filler to show what the first page of a resume might look like and so I hope you like this result of 10% improvement over previous models.

**LEADERSHIP & SERVICE**

**Notre Dame International, International Ambassador** Aug 2016 – Present

* Served on Notre Dame International student leadership team and guided students through social and culture adjustments at orientation (1400) as well as in 1-1 mentoring.

**Association of Women in Science (AWIS), Student Leadership Team** Nov 2017 – Present

* Mentored 3 female undergraduate students in the Biology department through 1-1 consultations, career exploration events, graduate school applications, and outreach activities. 100% achieved research opportunities, 2 won science competitions, and 1 landed a consulting job.
* Fostered professional development for graduate and undergraduate women scholars by planning and coordinating 5 workshops or panel discussions involving 12 presenters and 178 participants over the course of 7 months.

**Role/Title, Full Organization Name (ACRONYM)** Month Year – Month Year

* Describe your transferrable skills and specific achievements.

*Note: Include both professional association memberships and campus organization involvement*

**TECHNICAL SKILLS & AWARDS**

**Computer Skills:** List the software programs, hardware, databases, and programming languages you are proficient in, along with hours of experience (if extensive, divide among multiple subheadings, consider adding hours or years of experience e.g. (300+ hours))

**Languages:** List foreign languages & proficiency level (e.g. fluent, advanced reading knowledge, etc.)

**Honors & Awards:** When relevant to the position, competitive, and prestigious