

Starts with education  
before moving on to  
relevant work/research  
experience.

Richard Smith

Uses bold and a larger  
font size to emphasize  
name.

17 PrepScholar Court  
Salem, MA 01915

richardsmith@prepscholar.com  
(555) 555-9900

## EDUCATION

### HARVARD UNIVERSITY

Master of Arts, Magic and Chemical Biology

Bachelor of Arts, Chemistry

- Minor in Wizardry
- Graduated summa cum laude
- GPA: 3.95/4.00

Cambridge, MA

May 2016

May 2014

Separating dates and locations from  
the rest of the text makes skimming  
easier.

## RESEARCH/WORK EXPERIENCE

**Spring 2016** Investigated functional maturation of green blood cells during development. Under the guidance of Minerva McGonagall at the Hogwarts Cell Institute.

**2014-16** Discovered magic enzymes using enzymatic assay and fairy dust. Thesis: "Discovering Magic Enzymes." Under the guidance of Phoebe Halliwell at Charmed Ones Institute and Cole Turner at Demonic University.

**Summer 2015** Screened for anti-curse compounds specific for demonic cell lines in co-culture. Under the guidance of Garrick Ollivander at the Wand Institute.

**Summer 2013** Managed implementation of nationwide curse treatment program in Los Angeles, CA. Designed data collection and analysis system, and began equipment procurement and magical training logistics. Under the guidance of Sabrina Spellman of International Magic Health and the Teenage Witch Foundation.

Uses reverse  
chronological order.

**2010-2012** Investigated anti-witch gene in mice DNA. Under the guidance of Hilda and Zelda Spellman at Massachusetts School of Magic.

**2008-2010** Conducted research on unicorn horns under the guidance of Merlin at Gandalf Research Institute.

Bolds name for emphasis  
in citations.

## PUBLICATIONS

**2016** Potter H, **Smith R**. "Synthetic biology: new topics in biomagical engineering." Ministry of Magic Press. In press.

**2016** Granger H, **Smith R**, Hagrid R, Weasley R. "Dark Curse Mutations Impair Heroic Tendencies in Mutator Mice and Are Prevalent in Neurons in Early-Stage Hexes." In preparation.

Uses citations for all publications (including pending).

**2010** W. Sanderson, S. Sanderson, M. Sanderson, **R. Smith**. "How to Light a Black-Flame Candle." Proceedings of Historical International Conference Witches and Spells,

Includes page  
numbers.

Salem, Massachusetts, USA, pp.19-93, October 2006.

## HONORS & AWARDS

---

**2014**      Abracadabra International Internship Fellowship  
**2012**      Society of Magic Millennium Scholar

## LEADERSHIP ACTIVITIES

---

**2016**      Co-founder of Save the Unicorns Foundation

**2013-16**      Editor-in-Chief of Spell4You

- Produced in association with editors of the New England Journal of Magic
- Increased readership to 15,000 per monthly issue

**2013-16**      Editor-in-Chief of Double Hex Publication

- Publication addresses implications of scientific research and magic on humanity and magical beings
- Managed a team of 302 elves and pixies

**Includes extracurricular  
activities relevant to field.**

**2013-14**      Founder and Executive Director of Fairy Tale Games

- Founded and organized gaming tournaments for more than 100 witches
- Secured sponsorships from Hogwarts and local businesses

**2012-14**      President of Harvard Spells Club

- Responsible for organizing the largest intercollegiate magic spell tournament in North America, hosting more than 30 schools and 400 participants
- Managed international exchange program with Mahou University in Japan

## TEACHING EXPERIENCE

---

**Spring 2016**      Teaching Fellow – Harvard Magic 46: Everyday Spells  
**Spring 2015**      Teaching Fellow – Harvard Magic 46: Everyday Spells  
**Spring 2014**      Course Assistant – Harvard Introductory Chants and Spells