

# John Smith

Name of University  
Department/Institution  
Address  
City Name, State 12345-6789

john.smith@email.com  
www.johnsmith.com  
Skype: john.smith  
Phone: +1 (123) 456-7899

## Education

### **Most Recent University**

Ph.D., Economics, 2015.

Fields: International Trade, Monetary Economics, Development

M.A., Political Science, 2013.

### **University of Illinois Champaign-Urbana**

B.A., Economics, 2005.

## Dissertation

“Title of Dissertation”

Short description/summary of research and estimation techniques. This can be several lines long because of the paragraph box.

## Research

### **Department, University**

Postdoctoral Research Associate

Project: Title of Research

## Teaching

### **Department, University**

Instructor, Fundamentals of the Global Economy, 2016

### **Department, University**

Job Title, Course Name, 2014-2015

Job Title, Course Name, 2012-2014

### **Department, University**

Job Title, Course Name, 2013

Job Title, Course Name, 2013

## Awards and Fellowships

### **Graduate Student Teacher of the Year, Department**

Course Name, 2014-2015

### **Fulbright Scholarship**

City, Country, 2006-2009

## Languages and Skills

English (native), German (advanced)

Stata, L<sup>A</sup>T<sub>E</sub>X, Eviews, Mathematica

References	Professor One	Professor Two
	Department Name	Department Name
	University Name	University Name
	prof1@email.com,+1 (123) 456-7899	prof2@email.com,+1 (987) 654-3210
	Professor Three	Professor Four
	Department Name	Department Name
	University Name	University Name
	prof3@email.com,+1 (123) 789-1011	prof4@email.com,+1 (789) 456-9879

October 6, 2018

Home University  
Home Department  
Street Address  
City, State. 12345-67899  
Phone: +1 (123) 456-7899  
john.smith@email.com

**Faculty Search Committee**

Name of University  
Name of Department  
Address of Department  
City, State. Zip Code

Dear Sir or Madam,

My name is John Smith and I'm applying to the academic position in this subject at the Name of University. I have experience teaching something and something else and my research focuses on this and that. I completed my Ph.D. in this subject in September 2015 at my alma mater.

My educational background is in this and that at the former university along with an earned Master's and Ph.D. degree in this recent subject at this alma mater. I have taught this, that, and everything else. My research is in this area, that area, and another area still.

My dissertation advisor, Professor Head Adviser, and committee members Professor Two and Professor Three have been instrumental throughout my time at Home University. Please feel free to contact me with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Smith' with a stylized flourish at the end.

John Smith