

John Smith

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

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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^AT_EX, 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

August 4, 2016

Home University
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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