

Rocky Raven Grad School Applicant

Saint Ben's Court, Monkvale, KS

(Cell) ###-###-####

rockyravenGS@gmail.com

EDUCATION

Benedictine College, Atchison, KS

Graduation: May 2015

Bachelor of Arts in Philosophy

GPA: 3.5

Minor: *Theology*

University X City, Country

Semester, Year

Study Abroad Program

SCHOLARSHIPS & HONORS

Benedictine College Honors Program – *Selected Member*

Rural Excellence Scholarship – *Recipient*

Benedictine College Discovery Program – *Scholar*

Dean's Honors List: Spring and Fall Semesters, 2014

SELECTED RELEVANT COURSEWORK

Seminar in Philosophy of Language

Constitutional Law

Philosophy Translation Project (for publication)

Freedom of Religion and Conscience in the USA (seminar course)

PROFESSIONAL EXPERIENCE

American Health Associates – *Lab Assistant*

July 2015 - 2016

Benedictine College Department of Philosophy – *Student Assistant*

2014 - 2015

Tutorial assistant to Dr. Random Raven. Led review sessions for intro classes

Some tutorial work; assisted in administrative tasks

River Road Vineyards – *Manager*

2009 - 2015

Description of duties. Use the action verbs. Delineate what you accomplished

CONFERENCES & ORGANIZATIONS

Economics Institute, Washington DC – Politics & Economics Seminar

2014

Center for Ethics and Culture, Notre Dame, IN – Interdisciplinary Fall Conference

2015

American Chemical Research Society – *Member*

2013-2016

Fellowship of Catholic University Students – *Member*

2014-16

Benedictine College Sustainability Club – *Member*

2014-16

Claudia Crifasi: Or a Bachelor of Science (with major listed); make sure you get it right.

Claudia Crifasi: This section can be adapted; use it for your senior thesis title, academic honors (deans list, etc.), presidential scholar, and so forth. List any Honor societies or awards.

Claudia Crifasi: Called "selected" because only a few courses are listed here. A good choice because it highlights unusual courses but doesn't take up whole page. What counts as relevant coursework? Don't list whole major worth of classes. Choose only the ones that are exceptional (they stand out, they show different interests, they relate specifically to the job or Graduate program you're applying for).

Claudia Crifasi: Planning on future publication? Give a few details: "in progress", "under review", "submitted", "presented as", etc. If arranged give specifics.

Claudia Crifasi: Formatting is key. Doesn't matter exactly where you locate the information, as long as you are consistent. Font size, locations to the left, dates to the right, etc. Remember: readable = easy on the eyes

Claudia Crifasi: What duties did your job or volunteer experience entail? Briefly explain if relevant to goal of your CV/resume.

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AREAS OF RESEARCH INTEREST

Ancient Philosophy, Medieval Philosophy, Philosophy of Law
American Government, Public Policy, Refugee Studies

Claudia Crifasi: What are your academic areas of interest? Make sure they correspond to the grad school in question. If you say subject red is your primary interest and this grad school specializes in subject green, why would they want to accept your application? How do your interests mesh with the program?

COLLEGE & COMMUNITY INVOLVEMENT

Benedictine College Polyphony Choir – *Member*
Ecology Club – *Member*
College Theater Troup – *Actor*
Three years participation in annual Atchison Theater children's production

Claudia Crifasi: Do you have any involvement? I hope so. Choirs, clubs, ministry, sports, theater? Trapeze artist? [College only, unless you continue to be involved with an organization that you started with in high school. Otherwise, NO high school.]

LEADERSHIP & SERVICE

Discovery Day 2014 – *Project Team Leader*
Undergraduate Research Project (give description)
Campus Ministry – *Volunteer Sacristan*
Hunger Coalition Kansas – *Volunteer*
Hunger Coalition is a Benedictine College organization that distributes food to the poor
Academic Tutoring, Atchison Elementary School – *Volunteer*

Claudia Crifasi: Tutoring, community assistance, ministry, Volunteer fire fighter? What were you a part of? Community trash pickup, voter registration drive, boys & girls club?

LANGUAGES

Latin
Advanced Reading & writing competency
Spanish
Basic conversational proficiency

Claudia Crifasi: Bilingual skills are always relevant; be sure to list any spoken or written language fluency you have.

SKILLS

Computing
MS Word, MAC, Excel, Publisher, web design competency
Photography
Artistic proficiency and technical expertise in Photography

Claudia Crifasi: Skills is a good section to accommodate your various useful, interesting, and distinctive talents. Are you a rock climber? EMT? Hang gliding instructor? Fencer? Chef? Poet? Bluegrass fiddle champion? Add a bit of snap to your CV/Resume with a distinctive skills & hobbies.

Claudia Crifasi: Your references DO NOT NEED TO BE LISTED ON YOUR RESUME. That information should be submitted in your application and your letters of recommendation. However, references are totally normal on an academic CV (Curriculum Vitae = academic story of your life). So take your pick. If your document exceeds 1 page, listing the references can help fill in space on the second page.

REFERENCES

Dr. Random Raven, Dept. Chair and Professor of Benedictine-ness
Benedictine College
913.360.????
drraven@benedictine.edu

Claudia Crifasi: Number of references to list? For grad school, 2-5 letters of recommendation are expected. Choose carefully: has Prof X taught you? Did you make a good grade in her class? Is she willing to act as your reference (NEVER assume). Choose among your letter writers for references to list on your CV.