

ERIN JOB CANDIDATE
000 My Street, Davis, CA 95616
000-000-0000 (ejobcandidate@ucdavis.edu)

POSITION APPLYING FOR:

Historian: GS-0170-11/11
Job Announcement Number: PA-2011-0035
Agency: Department of State

PERSONAL INFORMATION:

Country of Citizenship: U.S.A
SSN: 000-00-0000
Veteran's Preference: None
Highest Federal Grade Held: N/A

QUALIFICATIONS SUMMARY:

- BA and MA in International Affairs
- Over 5 years of experience selecting, organizing, and analyzing source materials for historical relevance at archives and libraries in the United States, England, and Africa
- Collected over 5,000 government documents, newspapers, letters, pamphlets, photographs, maps, and oral interviews to write and edit a 300-page historical narrative study of humanitarian aid and international policy in post-colonial Africa
- 1 year experience as Public Historian selecting and cataloging hundreds of historical materials for a university-community collaboration project on land-use policy in northern California; assisted in drafting the historical narrative for the project website
- Presented 5 papers at 4 national and international conferences as outreach to larger historical community, often speaking to both specialized audiences as well as the general public
- Instructor of Record for 4 university history courses, selected historical sources and assisted over 540 undergraduate students in historical research and interpretation

EDUCATION:

- **Ph.D.** (September 20xx), University of California, Davis CA 95616
Major: History
Minor: World History (historical modes of resistance in comparative political systems)
Dissertation title: *Insert title here*
GPA: 3.8 on a 4.0 scale
- **MA** (June 20xx), University of California, Davis, CA 95616
Honors: Graduated *magna cum laude*
GPA: 3.73 on a 4.00 scale
- **Fulbright-Hays** (20xx), Tanzania

- **MA** (August 20xx), Ohio University, Athens, OH 45701
Major: International Affairs of Africa
Honors: Graduated *summa cum laude*
GPA: 3.90 on a 4.00 scale
- **BA** (June 19xx), George Washington University, Washington, D.C. 20052
Major: International Relations of Africa
Coursework included: History, International Affairs, and Political Economy
GPA: 2.66 on a 4.00 scale
- **Study Abroad** (19xx), Zimbabwe, School for International Training

EMPLOYMENT HISTORY:

09/20xx-present, **Public Historian**

Davis Humanities Institute, Davis, CA 95616

\$20/hour, 10 hours/week

Jessica Smith

530-000-0000

smith@ucdavis.edu (May be contacted)

Duties and Accomplishments:

- Independently conducted over 100 hours of formal historical research at state and local archives for the *insert name here* Project, a university-community collaborative digital public history of northern California's *insert name here* Nature Preserve (30%)
- Determined the historical relevancy of over 300 documents, newspapers, letters, maps, and photographs and wrote descriptions of source materials
- Organized historical materials both chronologically and thematically; created 3 catalogs for indexing historical sources by land-use practice (30%)
- Wrote 7 historical narratives (2,000 words each) for the project website on land-use policies and practices in the region
- Collaborated with local historians as well as non-specialists on project goals, planning, organization, and timeline (10%)
- Wrote and edited 3 bi-monthly newsletters and distributed to 160 subscribers via Facebook
- Co-taught a seminar (TCS 198) at University of California, Davis for 10 undergraduate and 2 graduate students on the processes of identifying, analyzing, and synthesizing historical materials (30%):
 - Drafted course syllabus
 - Identified and assigned 18 articles for students to read regarding the theory, ethics, and methodology of historical research
 - Provided feedback on student projects and recommended historical sources
 - Presented documents, maps, photographs, and letters to the class every week to appraise historical materials and discuss historical significance of the sources

07/20xx-09-20xx, **Associate Instructor**

University of California Davis, CA 95616

Susan Jones

530-000-0000

sjones@ucdavis.edu (May be contacted)

\$1,900/month, 40 hours/week

Duties and Accomplishments:

- Instructor of Record for 4 courses in the History Department:
 - 19th and 20th Century World History (twice)
 - History of Eastern and Central Africa
 - Introduction to African History
- Designed all courses independently; drafted syllabi, selected course readings (10%)
- Wrote and delivered 90 lectures, each 2 hours long, on a wide range of historical subjects such as ancient civilizations, slavery, colonialism, wars for liberation, socialist theory, and decolonization (70%)
- Developed 8 midterm and final examinations; crafted 12 essay questions for paper assignments (10%)
- Supervised over 105 undergraduate students in historical research, argumentation, and writing historical research papers (10%)
- Facilitated conversation and analysis of historical documents; trained students in various methods of historical analysis using multiple sources of data. Over 40 of these students were non-history majors, and thus unfamiliar with historical methods. 7 of them changed their majors to history after taking these courses
- Assessed the effectiveness of the syllabus and the course via feedback from students through written evaluations
- Created and presented over 40 interactive PowerPoint presentations. Honed public speaking skills and demonstrated competency in speaking to diverse audiences—both the historian as well as the non-specialist—on the complex issues of African and World History

06/20xx-12/20xx, **Doctoral Researcher**

University of California, Davis

Unpaid

Dr. Gladys Brown

530-000-0000

gbrwon@ucdavis.edu (May be contacted)

Duties and Accomplishments:

- Conducted over 800 hours of independent, formal historical research at archives and libraries throughout North America, Europe, and Africa, including: the British National Archives, the London School of Economics, the School for Oriental and Africana Studies, the Tanzanian National Archives, University of Dar es Salaam, the Amistad Research Center at Tulane University; the Hoover Institute at Stanford University (35%)
- Collected over 5,000 historical materials in a variety of formats, such as government documents, newspapers, pamphlets, letters, photographs, maps, and oral testimonies

- Appraised, described, and synthesized archival material in a 300-page dissertation on the economic, political, and social impact of Mozambican refugees in southern Tanzania in the 1960s (50%)
- Conducted 37 interviews, each between 1-2 hours long, of Tanzanian residents, former Mozambican refugees, and humanitarian relief officers in Tanzania to assess the strategies of settlement and the impact of refugee presence in rural communities (10%)
- Created an archive for the preservation of material; systematized the collection of sources by type, region, and historical significance (5%)

09/20xx-07/20xx, **Teaching Assistant (History)**

Dr. Ruby Simpson 530-000-0000 rsimpson@ucdavis.edu (May be contacted)
 \$1,700/month, 20 hours/week

Duties and Accomplishments:

- Lectured and facilitated weekly discussion section meetings (30%)
- Instructed 45 undergraduate students each quarter (for a total of 540 students) on selecting historical sources, analyzing materials, and writing research papers (30%)
- Evaluated student performance on examinations, papers, and in discussion sections (30%)
- Held three office hours per week to answer questions, help students prepare for examinations, and provide individual feedback on various assignments (10%)
- Courses taught include:
 - Chinese Civilization (3 quarters)
 - Indian Civilization (3 quarters)
 - History of the Middle East (1 quarter)
 - 19th and 20th Century World History (1 quarter)
 - Ancient World History (1 quarter)
 - History of African Civilizations (1 quarter)
 - 20th Century Latin America (1 quarter)
 - Modern European History (1 quarter)

09/20xx-07/20xx, **Research Assistant**

Ohio University, Athens, OH 45701

\$10/hour, 20 hours/week

Dr. Kevin Jade 517-00-0000 kjade@msu.edu (May be contacted)

Duties and Accomplishments:

- Conducted historical research and fact checking for the publication of Professor Kevin Jade's book *insert title here*
- Independently calculated (over a period of 80 hours) the total number of Balanta slaves exported from West Africa in the seventeenth century; used Excel spreadsheets and designed tables to reflect statistics

01/19xx-08/20xx, **Community Development Resource Volunteer for U.S. Peace Corps**
South Africa
\$3,000/year, 40 hours/week
Ripley Kwa (may be contacted) * Contact information unknown

Duties and Accomplishments:

- Organized 3 local libraries, catalogued over 3,000 books according to the Dewey Decimal system
- Taught 5 teacher-training courses (a total of 32 rural teachers attended) at the local elementary school on library resource management and research methods
- Planned and facilitated 20 teacher-training workshops at the regional level (a total of 180 regional teachers attended)
- Created and facilitated a Continuing Adult Education reading group in the local library for local community residents to attain fluency in the English language as an alternative approach to nonformal adult education. Began with 12 local male residents; after 2 years, 9 men and 27 women were enrolled
- Conducted 15 grant-writing workshops for 4 female cooperatives and assisted 8 local cooperatives in organizational and business management; 3 of these groups received funding from local businesses to assist in start-up costs or to procure additional business materials
- Attended monthly Department of Education symposiums hosted by the Government of South Africa, and monitored the implementation of national educational goals at the village level
- Assisted 12 teachers in designing education curricula for youth with low levels of literacy

09/19xx-07/19xx, **Photo Archivist**
United States Peace Corps Headquarters Washington, DC 20526
Bob Jones (may be contacted) *Contact information unknown
\$10/hour, 20 hours/week

Duties and Accomplishments:

- Scanned over 5,000 slides with Adobe Photoshop to preserve Peace Corps history in a visual library that any staff member could access
- Catalogued photographs according to region and volunteer field of specialty
- Created an archival database for photographs from over forty years of Peace Corps volunteers in the field
- Selected over 50 photos that the marketing department then selected for use in brochures and the production of other recruitment materials
- Participated in weekly departmental meetings; commonly asked to locate particular photos for use in brochures and pamphlets; created a categorization system in order to locate the tens of thousands of photos in Peace Corps archives more efficiently

VOLUNTEER AND COMMUNITY SERVICE:

University of California, Davis, CA
Chairperson, *Graduate Student Committee for African History Faculty Search*, 20xx
Representative, *Graduate Student Committee for Islamic Empires Faculty Search*, 20xx

Duties and Accomplishments:

- Attended all job talks and teaching demonstrations of the 8 invited candidates
- Interviewed each candidate individually to assess their potential as a faculty member and future contributions to the field of history
- Created a diverse group of graduate student committee members to assist with the job search
- Collaborated with 10 graduate student committee members to determine ranking of candidates
- Drafted final report to faculty hiring committee that assessed candidate potential and made recommendations for each job position

PRESENTATIONS:

- **American Historical Association (AHA) Conference**, Chicago, IL—January 5, 20xx
Panel Chairperson
Paper title: *insert title here*
- **African Studies Association (ASA) Conference**, Washington, DC—November 17, 20xx
Paper title: *insert title here*
- **Western Association of Women Historians Conference**, Santa Clara, CA—May 2, 20xx
Paper title: *insert title here*
- **African/African-American Studies Department**, University of California, Davis—April 18, 20xx
Paper title: *insert title here*

JOB-RELATED SKILLS:

Language Skills: Fluent in Swahili
1 year formal classroom training in Arabic (novice)
Conversational in Spanish (intermediate)
3 years emersion in Northern Sotho/Sepedi (South Africa) (intermediate)
1 year formal classroom training in Shona (Zimbabwe) (novice)

Computer Skills: Windows and Mac OS, Word, Excel, PowerPoint

HONORS AND AWARDS:

- **University of California, Davis**, Davis CA
Research appointment at the Davis Humanities Institute, 9/20xx-7/20xx
- **University of California, Davis**, Davis CA
African Studies Research Award; one of three students funded for travel and archival research in Africa, 20xx
- **University of California, Davis**, Davis CA
Reed-Smith Research Travel Grant, 20xx and 20xx
- **Ford Foundation Pre-Doctoral Diversity Fellowship**
Honorable Mention in the 20xx round of competitions
- **U.S. Department of Education**
Foreign Language and Area Studies (FLAS) Fellowship to study Sudanese Arabic, 20xx

- **Fulbright-Hays**
Groups Projects Abroad (GPA) for intensive Swahili language training in Tanzania, 20xx
- **U.S. Department of Education**
Foreign Language and Area Studies (FLAS) Fellowship to study Swahili, 20xx
- **U.S. Department of Education**
Foreign Language and Area Studies (FLAS) Fellowship to study Swahili, 20xx
- **Summer Cooperative African Language Institute (SCALI)**
Intensive language program in Swahili at Ohio University, 20xx

PROFESSIONAL AFFILIATIONS:

- American Historical Association (AHA), member since 20xx
- African Studies Association (ASA), member since 20x
- Western Association of Women Historians (WAWH), member 20xx-200xx
- H-Net Luso-Africa (Portuguese-Speaking African Countries), member since 20xx
- Contemporary History Institute (CHI), Ohio University, member 20xx-20xx

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete, and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

Signature

Date