

[full name]

[business address]  
[business phone, with extension]  
[business email address]

[home address]  
[home phone]  
[home email address]

**Professional Experience**

1986-present[current position title], Greatness Community College, Greatness, Michigan.

Greatness Community College: a comprehensive community college serving 150,000 residents of Greatness County; 2,500 full time students with 6,500 credit headcount and 5,000 non-credit; total budget of \$43,000,000; 130 full time faculty and 350 adjunct faculty, 200 additional employees; four collective bargaining unions; and a geographical service area of 10,000 square miles.

[current position title]: Responsible for 80% of college budget, \$34,400,000; supervise 4 deans, 10 department chairs, 15 support staff, etc., etc.,etc.

Responsibilities:

- .....
- .....
- .....
- .....
- .....

Accomplishments:

- .....
- .....
- .....
- .....
- .....

1979-1986 [former position title], Nowhere Community College, Nowhere, Nevada

Nowhere Community College: [comparable information, see above]

[Current position title] — comparable information, see above]

Responsibilities:

- .....
- .....
- .....
- .....

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Accomplishments:

- .....
- .....
- .....

1972-1979 [former position title], Anywhere Community College, Anywhere, Vermont

Anywhere Community College: [comparable information, see above]

[Current position title] — comparable information, see above]

Responsibilities:

- .....
- .....
- .....

Accomplishments:

- .....
- .....
- .....

1962-1972 [former position title], Anywhere Community College, Anywhere, Vermont

Responsibilities, accomplishments

**Education**

[date], PhD, institution, field (NO DISSERTATION TITLE)

[date], degree, institution, field

[date], degree, institution, field

[date], A.A.S., Someplace Community College, field

**Faculty/Teaching Experience**

[years], institution, subject

[years], institution, subject

[years], institution, subject

### **Community Activities**

Board of Directors, Greatness Chamber of Commerce, [years]  
[other community activities]

### **Awards**

League of Innovation, National Community College Hispanic Council, National Institute for Leadership Development, Kellogg Foundation, ACE, etc., etc.

### **Fund-raising Accomplishments**

[Grants or Proposals funded]

### **Selected Professional Activities**

American Association of Community Colleges (AACCC), American Association of Women in Community Colleges (AAWCC), National Community College Hispanic Council (NCCHC), National Council on Black American Affairs (NCBAA), Member, Accreditation Review Team, etc., etc.

### **Selected College Activities**

Chairperson, Presidential Search Committee, 1995  
etc., etc., etc.

### **Selected Workshop/Convention Presentations**

[list in chronological order, with most recent first]

### **Publications**

[list in chronological order, with most recent first]

## References

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