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EFFECTIVE RÉSUMÉ WRITING

A résumé may include some or all of the sections detailed below¡

Contact Information	Name, city, state, phone number, email address, and customized LinkedIn URL. If you need more than one page (rare for students and new graduates), include contact information on the following pages.
Objective *(optional)*	Use only if you can state clearly the type of work you are looking for. You may need more than one resume, each with a different objective.
Profile or Skills Summary *(optional)*	Short, bullet list stating your key skills that match the employer's requirements, e.g., superb research skills, excellent writing skills. Include languages, computer skills, and lab skills as appropriate.
Education	• Degrees and colleges attended in reverse chronological order. Include city, state (country) of colleges, month and year of graduation (or expected graduation), major/concentration, and minors, if applicable. • GPA if 3.0 or higher, honors and awards, studies abroad. • Key courses and academic projects relevant to the position you are seeking. • Include high school only if you are a first-year student or if you are a sophomore applying for your first co-op, internship, practicum, or other experiential learning opportunity.
Experience	• In reverse chronological order, for each experience, include job title, organization, city and state, employment dates (month and year) and bullet descriptions of your key job responsibilities and accomplishments. Start each bullet with an action verb. • You may include a variety of experiences, including class projects, internships, co-ops, relevant paid work, other paid work, and community service/volunteer positions. • Separate experience into different sections if you have especially relevant experience to highlight. For example, separate it into two sections, "Relevant Experience" and "Additional Experience." • Whenever possible, quantify experience (e.g., Developed two-module leadership training for 20 new Resident Advisors).
Activities/ Professional Affiliations	List professional associations and campus/community organizations you belong to. If applicable, include position held, organization name, dates, and brief description of duties.
Interests	If space allows, you can include interests and hobbies, especially if they are relevant to your career or industry goals.

RÉSUMÉ TIPS

1. **It's about marketing.** Remember, your résumé is a marketing document. It "sells" you and your qualifications for a job opportunity. Its purpose is to prompt an employer to invite you to an interview.

2. **Keywords are critical.** Your résumé may be scanned into an applicant database. Use keywords that a recruiter may enter into a search query so that your résumé comes up in search results.

3. **Customize if possible.** The document should get across the most important points for your desired job. Select information and language that supports your job objective, highlights your qualifications, and reflects the job of interest as much as possible.

4. **Write tightly.** Résumés need to be concise. Undergraduates and new graduates rarely need more than one page to tell their story.

5. **Make it easy and inviting.** Résumés should be logically organized, visually appealing, and "scannable" by the reader under 20 seconds.

6. **Spell it out.** Avoid acronyms that the reader might not understand. If you use an acronym or abbreviation, use it after the spelled-out version. For example, if you write **University of Massachusetts Lowell (UMass Lowell)**, you can refer to UMass Lowell from that point on.

7. **Consistency counts.** The text needs to be consistently formatted. Layout, font, style, punctuation, and organization should be the same throughout the document.

8. **Not too personal.** Do not include information about your race, age, marital status, or religion, or your Social Security number. Also avoid using first person pronouns such as "I," "we," and "my."

9. **Tell the truth.** Always be truthful on your résumé; but you can be selective about what you include.

10. **No typos!** Make sure your résumé is error-free. Using Spell Check on your computer is NOT enough! Have someone read your résumé for content, flow, grammar, and spelling. Try reading it out loud, too.

11. **Don't use templates.** Templates seem convenient, but are very difficult to edit and often don't make the best use of space. Creating your resume on a blank Microsoft Word document allows more control over the look of your resume.

12. **Practice talking about it.** Be prepared to discuss everything on the résumé in an interview. A practice interview with a career counselor is a great way to rehearse this process.

HAVING TROUBLE FITTING EVERYTHING ONTO ONE PAGE?

- Arrange job title, company/organization, city/state, & dates on same line
- Combine contact information into one line in heading
- Set margins to 0.5" (half inch) & font no smaller than 11pt. font
- Use single spaced lines *(0pt. before and after)*
- Try other (professional) fonts like Arial, Calibri, Bierstadt, Tahoma, or Verdana – these fonts are shown in 11pt, and, as you can see take up different amounts of space)

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Creating a Polished and Professional Resume

STUDENT NAME (123) 456-7890 | www.linkedin.com/in/studentname
Lowell, MA | first_last@student.uml.edu

EDUCATION
University of Massachusetts Lowell – Lowell, MA Anticipated May 20xx
Bachelor of Science in Business Administration
Concentrations: Finance and Accounting
GPA: 3.x

Relevant Coursework:

Intermediate Accounting I	Financial Management
Financial Accounting	Marketing Principles
Managerial Accounting	Professional Communications

SKILLS
Computer: ProSystems FX Engagement, Microsoft Excel, PowerPoint, Word
Language: Fluent Khmer

ACADEMIC PROJECTS
Financial Statement Analysis (Apple and Microsoft), 20xx
- Analyzed company's financial situation from its financial statements and accounting ratios

Marketing Strategy Analysis (Xbox ONE), 20xx
- Compared company with competitor marketing strategies
- Analyzed the benefits of the companies' business strategies

WORK EXPERIENCE
Intern, Cullen & O'Malley – Lawrence, MA May 20xx – present
- Scan tax returns into ProSystems FX Engagement system
- Put together tax organizers
- Organize material from new clients

Lifeguard, YMCA – Brockton, MA June 20xx – January 20xx
- Assist in managing and supporting 20+ aquatics staff members
- Provide exceptional customer service; exceed members' needs and expectations
- Respond to member inquiries regarding Life Time programs, products, services, policies, and procedures in a professional and timely manner

Use same concise "header" on all application documents (résumé, cover letter, reference list) – this creates a cohesive package.

Name should be the largest text on the page.

GPA can be included if 3.0 or higher.

Relevant coursework can include classes you have completed and those that you are currently enrolled in. Courses can be helpful to add when seeking internships part way through your studies; at time of graduation, courses can typically be removed.

Skills section can include soft skills, technical, computer, laboratory skills, and language skills.

Highlighting course projects can be a good way to demonstrate specific job-related skills that you have gained through hands-on academic experiences. Be as specific as possible about the skills you have developed through projects.

Work experience should be listed in *reverse chronological order*, i.e. from most recent to oldest experience.

Using bullet points can make a resume easier to read (it draws the reader's eyes down the page). Begin each bullet with an action verb in the appropriate tense.

When writing descriptors, try to communicate what you *accomplished* in the position. Quantify experience whenever possible, e.g., Assist in managing and supporting 20+ Aquatics Department team members.

Some students may add volunteer and campus involvement sections to their resumes. Involvement on campus and in the community is highly valued by some employers and can demonstrate fit for a position if student has not yet completed an internship.

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Action Verb List for Résumés

Management Skills	Communication Skills	Research Skills	Technical Skills	Teaching Skills	Financial Skills	Creative Skills	Helping Skills	Other Verbs
administered	addressed	clarified	assembled	adapted	administered	acted	assessed	achieved
analyzed	arbitrated	collected	built	advised	allocated	conceptualized	assisted	arranged
assigned	arranged	critiqued	calculated	clarified	analyzed	created	clarified	approved
attained	authored	diagnosed	computed	coached	appraised	customized	coached	catalogued
chaired	collaborated	evaluated	designed	communicated	audited	designed	counseled	collected
consolidated	convinced	examined	devised	coordinated	balanced	developed	demonstrated	compiled
contracted	corresponded	extracted	engineered	demystified	budgeted	directed	diagnosed	dispatched
coordinated	developed	identified	fabricated	developed	calculated	established	educated	executed
delegated	directed	inspected	maintained	enabled	computed	fashioned	expedited	expanded
developed	drafted	interpreted	operated	encouraged	developed	founded	facilitated	generated
directed	edited	interviewed	overhauled	evaluated	forecasted	illustrated	familiarized	implemented
evaluated	enlisted	investigated	programmed	explained	managed	initiated	guided	improved
executed	formulated	organized	remodeled	facilitated	marketed	instituted	motivated	inspected
improved	influenced	reviewed	repaired	guided	planned	integrated	referred	monitored
increased	interpreted	summarized	solved	informed	projected	introduced	rehabilitated	operated
organized	lectured	surveyed	upgraded	instructed	researched	invented	represented	organized
oversaw	mediated	systematized		persuaded		originated		pioneered
planned	moderated			set goals		performed		prepared
prioritized	negotiated			stimulated		planned		processed
produced	persuaded			trained		revitalized		purchased
recommended	promoted					shaped		recorded
reviewed	publicized							reduced
scheduled	reconciled							resolved
strengthened	recruited							restored
supervised	spoke							retrieved
	translated							spearheaded
	wrote							screened
								specified
								systematized
								tabulated
								transformed
								validated

Nicholas (Cole) Martin

Lowell, MA | (555) 555-5555 | Nicholas_Martin@student.uml.edu | www.linkedin.com/in/NicholasPMartin

EDUCATION

University of Massachusetts Lowell, Lowell, MA (UMass Lowell)
B.S., Business Administration, Concentration: **Management** (Anticipated May 2026)

- GPA: 3.4 Dean's List: all semesters

ABC Scholarship Recipient: This.annual.scholarship.is.awarded.to.applicants.who.scored.in.the.top.1% .of.their. class.at.a.Massachusetts.high.school.and.will.earn.a.Business.degree.at.a.Massachusetts.public.university¡

Coursework: Business Seminar, Introduction to Business, Management Calculus

Middlesex Community College, Bedford, MA
Coursework in Liberal Arts (June 2022 - May 2023)

Lowell High School, Lowell, MA
High School Diploma (June 2022)
Graduated with Honors

(**NOTE:** A student might include high school on a resume for the first year or two of college, but not usually in the later half.)

PROJECTS

BizCafe: UMass Lowell (Fall 2024)

- Collaborated as part of a 4-person team to successfully run a simulated online coffee shop, which entailed managing personnel, marketing our products, and managing cash flow
- Gained knowledge of staff management and operation of a service business, analysis of multiple factors to calculate break-even, basic financial statements, marketing, and customer satisfaction

WORK EXPERIENCE

Call Center Representative: Ruffalo Cody, Lowell, MA (October 2022 – Present)

- Maintain professional demeanor while making phone calls in support of donor and alumni fundraising goals
- Establish rapport with alumni and friends of UMass Lowell, in an effort to foster a sense of goodwill and initiate monetary donations, resulting in broad network of alumni donors
- Consistently exceed weekly goals of $250 in total donations per week from 3+ donors per week

Crew Member: Dunkin Donuts, Chelmsford, MA (January 2020 – October 2022)

- Completed orders accurately and within specified service standards
- Suggested certain food and beverage items to customers, according to current marketing promotions; assembled promotional marketing displays as needed
- Resolved all guest concerns with urgency and professionalism

COMMUNITY SERVICE

Lowell Humane Society, Lowell, MA (September 2019 – Present)

- Provide daily care of shelter animals and help maintain a clean and safe environment.

Habitat for Humanity, Lawrence, MA (September 2021 – June 2022)

- Supported in organizing, marketing, and selling goods to raise money for those in need of a home.

Sara Friends

Lowell, MA | sara@gmail.com | (978) 123-4567 | linkedin.com/in/sarafriends

Objective | To obtain an internship in software development and testing.

Education

B.S. in Computer Science — Anticipated May 2026
University of Massachusetts Lowell – Lowell, MA
Overall GPA: 3.33, GPA in Major: 3.50

Technical Skills

Programming Languages: C/C++, Java, Assembly
Scripting Languages: Bash Shell, HTML
Operating Systems: Unix/Linux, Mac OSX, Windows XP & Vista
Documentation: MS Word, Excel, PowerPoint & Visio

Projects

Team Leader: Java-based Bowling Simulator — Spring 2025

- Managed a team of 4 in the design of a completely functional product that included a fully synchronized and persistent database
- Facilitated team meetings, including creating agendas and taking minutes to ensure efficiency
- Developed project plan and obtained faculty buy-in
- Supported team with assignments in full-stack development cycle
- Met weekly with faculty to communicate project status and challenges

Team Member: Design and Implementation of a Graphical Based, Multi-threaded Simulator — Fall 2024

- Used Java extensively to complete project on time and according to specifications

Related Experience

Computer Lab Monitor — Jan 2023 - Present
University of Massachusetts Lowell, Lowell, MA

- Monitor lab activity for up to 50 users at a time to ensure digital safety of users and network
- Perform basic hardware/software troubleshooting to aid students using lab

Technical Support Specialist — Summer 2025
Commonwealth of Massachusetts, Information Technology Division, Chelsea, MA

- Supported and hosted state-wide agency systems and messaging services on platforms including HP Unix, Linux, MVS, and Windows Active Exchange
- Assisted with server builds and maintenance
- Reviewed, installed, set up, and assisted with active synching of BlackBerry mobile devices to Windows Email Exchange servers

Additional Experience

Volunteer
Autism Association of New England, Boston, MA — Jun 2024 - Aug 2024

- Volunteered one day a week with data entry and basic financial accounting projects

Lifeguard — Summers 2021 – 2023
YMCA, Lowell, MA and Vietnam Veterans Pool, Chelsea, MA

- Supervised swimmers to ensure that they are swimming within the safety protocols
- Addressed hazards or potential hazards and take measures to prevent accidents

Wang Xiu Ying

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978-555-1212 | www.linkedin.com/in/wangxiuying55

OBJECTIVE

To obtain a summer internship in the field of Civil Engineering.

EDUCATION

Bachelor of Science, Civil and Environmental Engineering Anticipated May 2027
University of Massachusetts Lowell, Lowell, MA
GPA: 3.0

Coursework in Engineering Jun 2023 – May 2025
Zhejiang University, Hangzhou, China

COURSEWORK

Reinforced Concrete, CE Systems, Soil Mechanics, Environmental Engineering & Lab, Structural Analysis, Statics, Strength of Materials, Dynamics, Surveying, Geomatics, Probability & Statistics for Engineers, Fluid Mechanics, Engineering Materials/Lab

RELATED EXPERIENCE

Peruvian Village Empowerment, Service-Learning Project Jun 2025 – Aug 2025

- Assessed engineering systems installed in rural Peru with service-learning team and examined the need for future projects
- Designed a biodigester with one other classmate and traveled to Peru to install it
- Performed a site analysis for a potential 30 ft steel suspension bridge in Peru
- Utilized AutoCAD to create draft bridge designs in collaboration with team of engineers

ADDITIONAL EXPERIENCE

Resident Advisor, University of Massachusetts, Lowell, MA Sep 2025 – Present

- Act as role model and leader; promote community involvement
- Work with staff to provide a safe, clean, and healthy living environment for students
- Assist students in transition to college life

Cashier, Linhua Grocery Store, Hangzhou, China Jan 2019 – Sep 2024

- Assisted customers with purchases and with locating store inventory
- Provided friendly and efficient service in a fast-paced environment
- Balanced cash drawer at end of shift, demonstrating accuracy and attention to detail

COMPUTER SKILLS

- Familiar with GT Strudl, AutoCAD Land Desktop, HCS software and Sigma Plot
- Proficient in Microsoft Word, Excel, PowerPoint

PROFESSIONAL MEMBERSHIPS

- American Society of Civil Engineers (ASCE)
- Society of Women Engineers (SWE)

RACHEL SMITH

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EDUCATION

University of Massachusetts Lowell (UMass Lowell) | Lowell, MA
Bachelor of Arts: Education, Concentration: Elementary and Moderate Disabilities |May 20xx

- GPA: 3.75, Dean's List (all semesters)
- Omicron Delta Kappa, National Leadership Honors Society | April 20xx – Present
- Who's Who among Students in American Universities and Colleges | Feb. 20xx

LICENSURE

MA Initial License: Elementary 1-6, Teacher of Students with Moderate Disabilities K-8 (pending)
MTELs Passed: Foundations of Reading, Communication and Literacy, General Curriculum Multi-Subject and Math
Endorsements: SEI, Special Education Methods

SKILLS & CERTIFICATIONS

- **Certifications:** Google Certified Educator (Level 2) and CPR/AED (American Red Cross)
- **Instructional Technology:** Google Classroom, Nearpod, Kahoot, ClassDojo, Edpuzzle and Padlet
- **Accessibility & Special Education Tools:** Read&Write, (Texthelp), Boardmaker, Speech-to-Text and Voice Typing

TEACHING EXPERIENCE

Practicum Student Teacher: Moody Elementary School | Lowell, MA | Jan. 20xx – Apr. 20xx

- Created lessons that allowed students to explore and connect new concepts to real world applications using the 5E teaching strategy, integrating tools like Nearpod, Edpuzzle and Google Classroom to promote engagement.
- Analyzed student examples and diagnostic assessments (IXL, iReady) to ensure they met their learning goals
- Engaged students and encouraged participation in rich discussions using academic language
- Modified all lessons for diverse learners and individual student needs (IEPs, 504 accommodations)

Pre-Practicum Student Teacher: McAuliffe Elementary School | Lowell, MA | Sept. 20xx – Dec. 20xx

- Co-created and taught a unique unit plan for analyzing slope using the 5E method
- Scaffolded and revised the unit to ensure that students had full understanding of the concepts

ADDITIONAL FIELD EXPERIENCE

Technology and Digital Literacy: Moody Elementary School | Lowell, MA | Feb. 20xx

- Assisted students with disabilities in applying technology in the classroom

Mathematics & Problem Solving: Moody Elementary School | Lowell, MA | Feb. 20xx

- Designed and implemented two mathematics lesson plans for three inclusive 2nd grade classes

WORK EXPERIENCE

Server: Chili's Grill &Bar| Nashua, NH | Sept. 2018 – Present

- Provide excellent customer service to 8-10 tables of guests in a fast-paced environment

Tutor: Bartlett Community Partnership School | Lowell, MA | Sept. 20xx – Dec. 20xx

- Collaborated with classroom teachers to align tutoring sessions with current curriculum units
- Built positive relationships with students to boost motivation, confidence, and engagement in learning

Peer Tutor: UMass Lowell**,** Center for Learning | Lowell, MA | Jan. 20xx – May 20xx

- Tutored undergraduate students in a wide range of introductory and advanced math classes
- Led group review sessions before midterm and final exams

Swim Instructor: University Club of Boston | Boston, MA | Dec. 20xx – Jan. 20xx

- Taught private swim lessons for children ages 3+
- Acted as Assistant Coach for swim clinic that focused on stroke technique and water safety skills

AJAY PATIL

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EDUCATION

M.S. in Electrical Engineering, University of Massachusetts Lowell, Lowell, MA (GPA: 3.71) December 20xx
B.E. in Instrumentation Engineering, University of Mumbai, Mumbai, India (First Class with Distinction) June 20xx

TECHNICAL SKILLS

PSpice, Altium, MATLAB, Verilog/VHDL, LabVIEW, C, C++, Cisco Packet Tracker, Linux, Windows, MS Office

EXPERIENCE

Teaching Assistant, University of Massachusetts Lowell – Lowell, MA January 20xx to Present

- Teach undergraduate students MATLAB and micro-controller programming.

Summer Intern, St. Jude Medical – Westford, MA June 20xx to September 20xx

- Worked with R&D team to write a generic PCB design procedure.
- Executed testing of Altium Library components.

Summer Intern, EMCO Private Ltd. (Energy Meters Division) – Mumbai, India June 20xx to August 20xx

- Worked with a team that tested quality, accuracy, and reliability of different energy meters.
- Executed testing of analog devices such as residential single-phase meters and industrial three-phase meters.
- Documented test procedures and generated reports.

PROJECTS

Analog Design (Fall 20xx): To design an operational amplifier with a high open-loop gain.

- Designed schematic of a 3-stage operational amplifier in PSpice simulation software.
- Implemented the schematic on a PCB board with hardware parts provided.
- Achieved open loop gain in millions.

Sensor Design (Spring 20xx): To design a pulse-oximeter.

- Designed a schematic using LDR and op-amp to detect a pulse generated in body.
- Implemented the schematic on a breadboard with hardware parts provided.
- Used LDR as a sensing element in the circuit and observed output on oscilloscope.

Control System (Spring 20xx): To design a control law for the given inverted pendulum system.

- Implemented Simulink model in MATLAB to control the output.
- Designed state space equations and applied them to the system.
- Wrote and executed code in MATLAB.

Network Design (Fall 20xx): To create an ad-hoc network using Linux.

- Built DNS server for a network using Linux programming.
- Implemented a DHCP server for the same network by providing IP addresses.
- Secured the network using firewalls and also created backups of all the files.

Tessellation and Volume Rendering using OPENGL (Spring 20xx): To tessellate a given set of data.

- Wrote an algorithm in C programming to tessellate an input data set.
- Explored a new concept in C language and learned various concepts of graphic design.

GSM Based Smart House Application (Spring 20xx): To reduce electricity consumption and provide automation.

- Developed automation-based software using E89V51RD2 micro-controller to control appliances.

Digital Thermometer (Fall 20xx): To understand basics of signal conditioning circuits.

- Designed simple circuit based on transistor BC108 as sensor which senses temperature up to 150°C.

PRESENTATIONS

- "Cellular Technology in the Process Industry" - Presented at conference held by Emerson in collaboration with CII (Confederation of Indian Industry).

MEMBERSHIPS

- ISA (International Society of Automation) and ISTE (Indian Society for Tech Education)

Josh DeGregorio

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PROFILE

- Strong communicator with a client- and patient-centered approach to care
- Organized, efficient, and analytical with experience in program planning and documentation
- Knowledgeable in medical terminology, exercise science, and basic nutrition
- CPR/AED Certified (American Red Cross), current
- Comfortable using fitness assessment tools, clinical equipment, and wellness tracking software

EDUCATION

Bachelor of Science in Exercise Science; Minor in Nutrition; GPA: 3.5 May 20xx
University of Massachusetts Lowell, Lowell, MA

TECHNICAL SKILLS

Testing: Maximal and submaximal VO2 tests, Bruce/Modified Bruce Protocol Stress Test, Cycle Ergometer Anaerobic Power Output (Wingate), Gait Analysis (Traditional, RLA), Kinematic Analyses, Functional Movement Screening, 1RM Strength Tests, Skin Fold Test, Blood Pressure, PNF Stretching

Software: MS Word and Excel; SPSS 10 statistical software

ACADEMIC PROJECTS

- **Research Methods in Exercise Physiology** (Spring 20xx):
  Conducted an in-depth literature review on the connection between gluten sensitivity and neurological disorders; synthesized findings into a research summary and presented conclusions using APA format and evidence-based analysis tools.
- **Exercise Physiology II (**Spring 20xx):
  Partnered with a team of four to develop individualized, sport-specific training programs for middle school athletes through a local community partnership; used fitness assessments (e.g., vertical jump, shuttle run, heart rate monitoring) to tailor strength, endurance, and flexibility plans based on developmental needs.

EXPERIENCE

Exercise Physiology Intern Jan. 20xx – present
Cardiac and Pulmonary Rehab, Lowell General Hospital, Lowell, MA

- Lead 12 one-hour cardiac and pulmonary exercise classes weekly, each with 3-8 patients.
- Administer and review patient health questionnaires prior to each class, making any needed adjustments.
- Check patient EKGs for ischemic changes and monitor vital signs during classes.
- Write exercise prescriptions based on assessment results to address issues.
- Teach patients about proper exercise strategies, breathing techniques, and diet/nutrition.
- Monitor patient adherence to protocols and summarized/reported patient progress.

Sales Associate May 20xx – Dec. 20xx
General Nutrition Centers (GNC), Tyngsboro, MA

- Advised customers using in-depth nutrition and product knowledge to support health and fitness goals.
- Matched product recommendations to individual needs through goal-oriented consultations.
- Researched the benefits of products to support customer education and store training resources.

Lifeguard Summers 20xx and 20xx
YMCA, Lowell, MA

- Ensured safety of children through monitoring of pool and always enforced facility rules and policies.
- Responded quickly to emergencies and maintained a calm, professional presence under pressure.

Mateo Chavez

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SUMMARY

Student veteran and experienced leader transitioning from military service to social support and advocacy roles. Strong communicator with a psychology background and proven ability to work with diverse populations.

- Veteran advocacy and benefits coordination
- Crisis intervention and outreach program development
- Leadership and team training in high-stress environments
- Public speaking, event planning and community engagement
- Data management and confidentiality compliance

EDUCATION

University of Massachusetts Lowell (UMass Lowell), Lowell, MA
Bachelor of Arts in Psychology, minor in Philosophy Expected Graduation 5/xx

- Current GPA: 3.35

PROFESSIONAL EXPERIENCE

Administrative Assistant, UMass Lowell Office of Veteran Services, Lowell, MA 9/xx-Present

- Maintain and manage sensitive veteran education benefit records and assist with VA applications.
- Assist veterans with their applications for desired benefits from the Department of Veteran Affairs.
- Collaborate with team members to plan and execute veteran recognition ceremonies, to foster community and donor relations.

Outreach Intern, Massachusetts General Hospital Home Base Program, Boston, MA 2/xx-8/xx

- Engaged veterans and families to increase access to care via targeted education and outreach events.
- Assisted with the editing and finalization of From the War Zone to the Home Front, an online partnership between the National Center for Post-Traumatic Stress and Home Base geared at educating clinicians about the symptoms of traumatic brain injuries and Post-Traumatic Stress.

Sergeant, United States Army Reserve, Devens, MA 4/xx-1/xx

- Provided support and aided in the reconstruction of Iraq immediately following the American occupation and subsequent collapse of the Iraqi government.
- Carried out large-scale movements of equipment and personnel in southeast Afghanistan and played a team role in ensuring the safety and security interests of the US Army.
- Ensured all personnel were knowledgeable in their areas of responsibility by coordinating and providing training opportunities.

ORGANIZATIONAL LEADERSHIP EXPERIENCE

President, UMass Lowell Psi Chi Chapter 9/xx-Present

- Delegate club responsibilities to ensure all members participate in the work and activities of the society.
- Establish a working relationship with the Lowell Transitional Living Center (LTLC), through which members found volunteer and internship opportunities.

Member, UMass Lowell Student Veterans Organization 9/xx-Present

- Participated in Toys4Lowell program to deliver toys to children in government housing.
- Assisted in hosting the 2nd Annual Governor's Student Veterans Conference on veterans' education.

RESEARCH AND PRESENTATION

Mind Wandering in the Classroom 9/xx-Present

- Work with a faculty mentor to conduct an extensive literature review to support development technology to unobtrusively measure mind wandering.

NASPA Conference on College Men; Miami University, Oxford, Ohio 5/xx

- Co-presented Our Silent Struggle, The Importance of Social Supports for Male Student Veterans.
- Relayed a personal perspective of the experience of the veteran on campus.

Francine Wafo

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EDUCATION

University of Massachusetts Lowell (UMass Lowell), Lowell, MA — Anticipated Graduation: May 20xx

Bachelor of Science in Criminal Justice, GPA 3.9

Coursework¿Criminal Law, Criminal Justice Data Analysis, Criminal Justice Research Methods

HONORS & AWARDS

- Golden Key International Honor Society, UMass Lowell, Member — Fall 20xx–Present
- Dean's List, UMass Lowell — Fall 20xx–Fall 20xx

RELATED EXPERIENCE

Legal Assistant, River Hawk & Associates, P.C., Lowell, MA — April 20xx–Present

- Prepare letters and legal documents, including interrogatories, briefs, and motions
- Manage calendars for three attorneys, schedule appointments, depositions, and appearances
- Perform all office duties, including answering phones, organizing and maintaining files, submitting weekly
- payroll, ordering supplies, and paying monthly bills

Pre-Law Society Member, UMass Lowell, Lowell, MA — Spring 20xx–Present

- Attend weekly meetings on topics relevant to law school, including meetings with law school admissions officers, test prep companies, and pre-law advising
- Participate in campus outreach efforts by the executive board in promoting the Pre-Law Society, including scheduling, tabling, and holding events for undergraduate students interested in law

COMMUNITY EXPERIENCE

Volunteer, House of Hope, Lowell, MA — October 20xx–May 20xx

- Provided customer service and assisted families and children using the facilities.
- Supported staff and other volunteers with office work (phone calls, filing, surveying, mailing, and data entry).

ADDITIONAL EXPERIENCE

Family Resource Center Intern, Lowell Public Schools, Lowell, MA — May 20xx–August 20xx

- Provided front-desk support and assisted with student registration processes, including data entry, document verification, and appointment scheduling for families enrolling in the district.
- Helped maintain accurate and confidential student records in compliance with district policies.
- Collaborated with enrollment clerks and family liaisons to support multilingual families, ensuring access to resources and services.

Summer Intern, UMass Lowell Office of Admissions, Lowell, MA — May 20xx–August 20xx

- Verified applicants' recommendations, undergraduate/ baccalaureate preparation, post-graduate diplomas, advanced degrees, certificates or other coursework, as well as standardized test scores and other credentials included on their applications
- Worked within the office network system, emailing prospective students to guide them to reach verification

SKILLS

Computer¿	Microsoft Word, Excel & PowerPoint
Legal¿	Legal Writing, Case Review, Debate, Advocacy, Research, Critical Thinking

Rachany Ly

Lowell, MA • 978-555-5555 • rachanyly@gmail.com

OBJECTIVE

Seeking an entry-level position in Pediatric Nursing to apply clinical skills, computer proficiency, and CPR/First Aid certification to deliver safe, compassionate patient care.

SELECTED COMPETENCIES

- Bilingual: Fluent in Khmer and English
- Patient Assessment and Vital Signs Monitoring (daily practice in med-surg clinicals)
- Medication Administration and Dosage Calculations
- Infection Control and Standard Precautions (PPE, hand hygiene)
- Electronic Health Record (EHR) Systems (Epic, Meditech)
- Microsoft Office Suite and Google Workspace
- CPR (AHA BLS-certified, current through December 2026)
- First Aid (Red Cross certified, current through June 2026)
- Telehealth Tools and Digital Communication (Zoom/Teams for patient education)

EDUCATION

Bachelor of Science in Nursing: anticipated May 2026
University of Massachusetts Lowell, Lowell, MA

- **GPA:** 3.85 Dean's List: all semesters Honors College
- **Member,** Nursing Students Without Borders – Global Health in Chile: 2024

STUDENT NURSING EXPERIENCE

Pediatric Rotation, Children's Hospital, Boston, MA: Spring 2025
Maternity Rotation, Lowell General Hospital, Lowell, MA: Spring 2025
Psychiatric Rotation, Tewksbury State Hospital, Tewksbury, MA: Fall 2024
Geriatric Rotation, D'Youville Rehabilitation Center for Advanced Therapy, Lowell, MA: Fall 2024

- Reviewed and administered patient medications according to physician's orders
- Took vital signs and updated patient charts to reflect up-to-date information for professional staff
- Interacted with patients and provided therapeutic conversations, education, and activities.
- Educated parents and family on childcare during and post hospital stay (Children's Hospital)
- Assisted with 3 vaginal births and immediate post-partum care (Lowell General Hospital)
- Prepared nightly medications including PO, SC, and IV routes: blood sugar checks, and insulin administration (D'Youville)

WORK EXPERIENCE

Nurse, Windmark Camp, Nashua, NH: June-August 2025

- Provided services to 30+ campers aged 9-15 and to staff.
- Established medical presence to dispense medications, manage first aid, handle minor injuries, and assisted nurses in providing additional medical care
- Facilitated small group seminars for campers on health and hygiene topics
- Tracked daily interactions and oversaw medical supply inventory to support clinical operations

Welcome Desk Assistant, UML Office of Campus Recreation, Lowell, MA: September 2023-May 2025

- Verified identify of students, faculty, and staff to ensure security of the facility
- Registered members for programs/classes, and disseminated information about the facility
- Collected guest fees and assisted with selling memberships

Cashier, Stop & Shop, Tyngsboro, MA: January 2021-August 2023

- Provided customer service and accurately handled all register transactions