

**FIRST NAME LAST NAME**

City, ST | (555) 555-5555

First.lastname@uconn.edu | www.linkedin.com/in/firstnamelastname

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**Objective**

To obtain an internship position with a youth development program emphasizing well-developed communication skills, problem-solving experience, and knowledge of human development

**Education**

**University of Connecticut**, Storrs, CT

Bachelor of Science, Sociology

May 20XX

GPA: #.##/4.00

Courses: Sociology: Social Well-Being, Deviant Behavior, Social Welfare and Social Work, Urban Sociology

**Skills**

Certifications: CPR Certified (American Red Cross), Expires 20XX

Computer: Microsoft Word, Excel, PowerPoint; Google Docs, Slides, Sheets; NCR RealPOS 82XRT (Point of Sale System)

Language: Fluent in Twi, and proficient in French

**Relevant Experience**

Community Health Resources, Windsor, CT

August 20XX – Present

Foster Care Support Intern

- Moderated weekly group counseling sessions involving youth ages 7-17 for maintaining the child's well-being.
- Facilitated educational activities involving health, exercise and nutrition for children aged 8-12 to promote physical fitness and wellness.

Academic Achievement Center, First Year Programs & Learning Communities, UConn, Storrs, CT

UConn Connects Peer Mentor

January 20XX – May 20XX

- Served as a mentor to six college students on academic probation to teach academic success skills such as time management, learning strategies, and facilitate a connection to other campus resources.
- Maintained regular communication and conducted weekly meetings with mentees about programs, services, and resources that contributed to achieving academic success.

**Work Experience**

J C Penney, Manchester, CT

August 20XX – Present

Sales Associate

- Ensured high levels of customer satisfaction through excellent sales service
- Remained knowledgeable on products offered and discussed available options
- Followed and achieved departments sales goals on a monthly, quarterly and yearly basis

**Dunkin' Donuts**, Manchester, CT

September 20XX – August 20XX

CT Cashier and Crew Member

- Complied with inventory control procedures
- Correctly processed POS purchases
- Teamed up with co-workers to ensure proper customer service

**Volunteer Work**

**Hands on Hartford**, Hartford, CT, Volunteer

August 20XX – Present

**South Park Inn**, Willimantic, CT, Volunteer

May 20XX – September 20XX

**SOCIAL SCIENCE** – Revised in August 2017

*The format of this résumé can be used for multiple majors and fields.*

# FIRST NAME LAST NAME

they/them/their

123 Street Name, Town, ST 01234

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## **Objective**

Seeking a full-time position at a public library utilizing strong reference, organizational, and analytical skills

## **Education**

**University of Connecticut**, Storrs, CT

Bachelor of Arts, *Anthropology*, May 20XX

Minors in French and Sociology; GPA #.##/4.00; Dean's List: Spring 20XX

**Semester at Sea**, Study Abroad Program, January 20XX-May 20XX

## **Skills**

*Computer*: RefWorks (web-based bibliographic management program); Microsoft Excel, Word, PowerPoint

*Language*: Conversational French

## **Research Experience**

**Social Sciences, Humanities, and Arts Research Experience (SHARE) Award Recipient, UConn**

*Project Title*: Intercultural Communication in French Inner-cities

*Faculty Mentor*: Dr. First Name Last Name

- Studied the assimilation of immigrants in Paris and the impact of the 2005 French Riots on intercultural communication across religious and cultural groups

## **Related Experience**

**Homer Babbidge Library**, UConn, Storrs, CT

*Information Desk Assistant*, September 20XX-Present

- Aid patrons by demonstrating knowledge of library resources to help students find desired information
- Catalogue all returned books via RefWorks prior to shelving
- Created summer reading program for K-5 students to encourage reading while out of school

**First Year Programs & Learning Communities**, UConn, Storrs, CT

*First Year Experience (FYE) Course Mentor*, September 20XX-December 20XX

- Served as a peer leader to 18 first-year students enrolled in a weekly one-credit course aimed at acclimating students to campus life
- Presented on topics such as campus resources, study skills, and time management to provide useful information to students about the university
- Organized a syllabus and lesson plan for the entire semester by researching topics, analyzing information which is most relevant to first-year student success

## **Activities & Honors**

**French Films Festival Club**, UConn, Storrs, CT

*Member*, September 20XX-Present

**French Club Spring Play – “Camille,”** UConn, Storrs, CT

*Stage Manager*, January 20XX-May 20XX

- Led 10-person stage crew by organizing backstage positioning and giving cues to ensure each person carried out appropriate tasks
- Monitored logistical and scheduling details during theater performance for a successfully executed show

**Alpha Omega Christian Club**, UConn, Storrs, CT

*Member*, January 20XX-May 20XX

## **Additional Experience**

**Family Pizza**, Colchester, CT, Server, November 20XX-Present (Seasonal)

*(Over for another sample résumé)*