

## LEADERSHIP Experience

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

### First Name (Preferred Name) Last Name

123 Street Name • City, State 01234 • 555-555-5555

Firstname.Lastname@uconn.edu • linkedin.com/in/firstnamelastname

### Objective

Obtain Production Intern position utilizing team management, project design, and communication skills

### Education

**University of Connecticut**, Storrs, CT

Bachelor of Arts, Communication, May 20XX

*Minor*: Business Fundamentals

GPA: #.##/4.00

### Skills

*Technical*: Video CMS; TitleMotion; Microsoft Word and Excel; Twitter; Instagram

*Language*: Proficient in Spanish

### Television Experience

**University of Connecticut Student Television (UCTV)**, Storrs, CT

Production Manager, August 20XX-Present

- Collaborate with a team of 9 directors to produce 12 hours of original programming per week
- Design programming schedule tailored to the University community by analyzing survey data of 16,000 undergraduates
- Supervise 15 peers by facilitating staff meetings, scheduling shifts, making staff assignments, and providing on-going critical feedback, ensuring smooth operations

News Director, September 20XX-May 20XX

- Founded and produced semi-weekly news program called "In The News Tonight," reaching an audience of 10,000 community members
- Hired, trained and supervised 10 staff members, and provided direction to film crew

**WFSB Channel 3**, Rocky Hill, CT

Sports Intern, May 20XX-August 20XX

- Covered local sporting events by conducting interviews and gathering information from teams
- Logged games, edited highlights, and wrote portions of scripts for nightly sportscast

### Leadership Experience

**Nutmeg Big Brothers Big Sisters**, Hartford, CT

Funds Developer, January 20XX-Present

- Organize *Bowl For Kids' Sake* and other events that raise money for a local chapter of the Big Brothers Big Sisters program

Volunteer Big Sister, September 20XX-Present

- Mentor a 10-year-old girl from a family with limited income once a week to promote the mentee's personal growth

**Marketing Society**, UConn, Storrs, CT

Public Relations Chair, January 20XX-Present

- Promote meetings, events, and speakers through social media, word-of-mouth advertising, and website updates

### Activities/Honors

**UConn Communication Society**, Secretary, UConn, Storrs, CT, September 20XX-Present

**UConn Kickline Team**, Member, UConn, Storrs, CT, September 20XX-May 20XX

**Babbidge Scholar Recipient** (4.0 GPA for academic year), May 20XX

### Work Experience

**Dental Associates**, Farmington, CT

File Clerk, April 20XX-August 20XX

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## OBJECTIVE

Seeking a position at a public relations and event planning firm utilizing leadership, organizational, and communication skills

## EDUCATION

**University of Connecticut**, Storrs, CT

*Bachelor of Science*, Applied and Resource Economics, May 20XX

**Burlington High School**, Burlington, VT

*High School Diploma*, June 20XX

GPA #.#/4.0

## AWARDS & HONORS

New England Scholar (awarded for GPA of 3.7 or higher for academic year), September 20XX-May 20XX

Stanley K. Seaver Scholarship (Applied and Resource Economics scholarship), May 20XX

## LEADERSHIP EXPERIENCE

**Discovery**, UConn Leadership & Organizational Development, Storrs, CT

*Program Participant*, January 20XX-Present

- Attend workshops with cohort of 11 other UConn students designed to help participants understand the basic principles of leadership, explore the impact of different personality types as a leader, and define personal leadership style

**EcoHouse Living Learning Community**, UConn First Year Programs and Learning Communities, Storrs, CT

*Member*, August 20XX-Present

- Serve as a representative of the study body by participating in discussions about sustainability and environmental issues with faculty, staff, and alumni
- Engage in small group collaborations with fellow undergraduate students to advance knowledge on current issues through service projects and academic research

**Alpine Ski Team**, Burlington High School, Burlington, VT

*Team Captain*, November 20XX-March 20XX

- Motivated team of 45 skiers for daily practices by leading warm-ups based on instructions from coach
- Maintained communication with team via email to ensure all were informed about practice schedules, upcoming competitions, and athletics policy updates
- Organized team trip to Edmunds Middle School and Hunt Middle School to educate students about opportunity to join Alpine Ski Team in high school

## WORK EXPERIENCE

**Burlington Country Club**, Burlington, VT

*Golf Course Assistant Manager*, June 20XX-August 20XX (Seasonal)

- Oversaw daily operations of golf course, including reservations, maintenance, staffing, and complaint resolution
- Trained two new receptionists on golf course policies, procedures, and customer service standards; performed observations and provided regular feedback on performance throughout first month on staff

*Receptionist*, June 20XX-August 20XX (Seasonal)

- Greeted members and guests upon arrival; answered questions about golf course and dining reservations
- Wrote contributions for weekly member newsletter featuring golf course updates and special events

## UConn ACTIVITIES

**Applied and Resource Economics Club**, *Member*, University of Connecticut, Storrs, CT, September 20XX-Present

**Kappa Alpha Theta**, *Member*, University of Connecticut, Storrs, CT, August 20XX-Present

## SKILLS/CERTIFICATIONS

*Software*: Microsoft Word, PowerPoint; Google Drive, Docs, Slides, Photos

*Certification*: CPR (American Red Cross, Expires October 20XX)