

USING THE RÉSUMÉ SAMPLE BINDER

A résumé is a document that presents critical and relevant information to the reader or external audience. Stylistic formatting of that document, as well as the categorization of information, can vary from writer to writer. This Résumé Sample Binder contains résumé samples organized by Career Community interests, along with other common content areas based on personal experiences and extra-/co-curricular activities.

The Résumé Sample Binder is not meant to be an indication of how résumés must be written; it is more meant to provide résumé writers with various suggestions on structure and organization that can help highlight their skills and experiences in a way that they feel best.

Samples by Career Community

As you navigate the Table of Contents, we recommend you click on résumé samples outlined under the Career Community and Common Content Area sections that align with your interests and experiences. These samples can help provide inspiration for your résumé as you work to develop the document.

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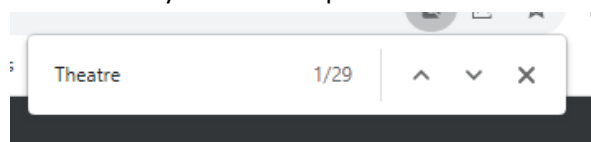
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You can also press the Ctrl key + F key simultaneously on your keyboard to bring up a search box to browse the sample binder for key words and specific content that may not be built into the table of contents.



UConn Undergraduate Majors and Corresponding Degrees

School and College Directory

(click on the school/college name below to view the associated degrees, majors, and concentrations)

College of Liberal Arts and Sciences (CLAS)
School of Engineering (ENGR)
School of Business (BUSN)
School of Nursing
School of Social Work
School of Pharmacy
Ratcliffe Hicks School of Agriculture
College of Agriculture, Health, and Natural Resources (CAHNR)
School of Fine Arts
Neag School of Education

Common Degree Formatting Examples:

Double Major

Bachelor of Arts, Double Major: <Major Name 1> & <Major Name 2>
Concentration: <Concentration Area>

Example: Bachelor of Arts, Double Major: Economics & Spanish
Concentration: Culture and Communication

Dual Degree

Bachelor of Arts, <Major Name>
Bachelor of Science, <Major Name>
Concentration: <Concentration Area>

Example: Bachelor of Arts, Urban and Community Studies
Bachelor of Science, Applied and Resource Economics

In addition, a directory of undergraduate majors and degrees provides best practices on formatting your academic pursuits and addresses commonly asked questions regarding double majors, dual degrees, and exploratory interests to name a few.

The samples in this binder provide a strong foundation to help craft your ideal résumé but they are certainly not exhaustive of the support the Center for Career Development can provide. We encourage you to visit career.uconn.edu to learn more about the ways we can help you create the best résumé possible.

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UConn Undergraduate Majors and Corresponding Degrees

School and College Directory

(click on the school/college name below to view the associated degrees, majors, and concentrations)

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Common Degree Formatting Examples:

Double Major

Bachelor of Arts, Double Major: <Major Name 1> & <Major Name 2>

Concentration: <Concentration Area>

Example: Bachelor of Arts, Double Major: Economics & Spanish
Concentration: Culture and Communication

Degree with Minor

Bachelor of Arts, <Major Name>

Minor: <Minor Name>

Example: Bachelor of Arts, Psychological Sciences
Minor: Communication

Management and Engineering for Manufacturing

Example: Bachelor of Science, Management and Engineering for Manufacturing

Dually accredited by the UConn Schools of Business and Engineering

General Studies Degree

Bachelor of General Studies

Dual Degree

Bachelor of Arts, <Major Name>

Bachelor of Science, <Major Name>

Concentration: <Concentration Area>

Example: Bachelor of Arts, Urban and Community Studies
Bachelor of Science, Applied and Resource Economics

Exploratory Student (ACES)

Bachelor of Arts/Science, Undeclared

Emerging Academic Interest: <Major Name> (if decided)

Example: Bachelor of Science, Undeclared
Emerging Academic Interest: Finance

Individualized Major

Bachelor of Arts/Science, Individualized Major: <Focus>

Minor: <Minor Name> (if applicable)

Example: Bachelor of Arts, Individualized Major: Global Health
Minor: Global Studies

Certificate Entry into Nursing (CEIN) Program

University of Connecticut

Certificate Entry into Nursing (CEIN/BS)

University of Connecticut
Bachelor of Arts, Psychological Sciences

UConn Undergraduate Majors and Corresponding Degrees

College of Liberal Arts and Sciences (CLAS)

The College of Liberal Arts and Sciences offers both Bachelor of Arts (B.A.) and Bachelor of Science (B.S.) degrees across its many disciplines. In addition, some majors also offer specialized concentration areas, however, this is not standard for all majors. Please utilize the table below to view the degrees that correspond with each major as well as available concentration areas (if applicable).

A CLAS degree should be formatted as follows on a résumé. Concentrations will only appear if applicable.

Bachelor of Arts, <Major Name>

Concentration: <Concentration Area>

Bachelor of Science, <Major Name>

Concentration: <Concentration Area>

Example: Bachelor of Arts, German

Concentration: German Studies

Example: Bachelor of Science, Chemistry

Major	Degree(s)	Concentration
Africana Studies	B.A.	N/A
American Sign Language Studies	B.A.	<i>ASL and Deaf Cultural Studies <u>OR</u> Interpreting ASL and English</i>
American Studies	B.A.	N/A
Anthropology	B.A.	N/A
Applied Data Analysis	B.A.	
Applied Mathematical Sciences	B.A. and B.S.	N/A
Arabic and Islamic Civilizations	B.A.	N/A
Biological Sciences	B.A. and B.S.	N/A
Chemistry	B.A. and B.S.	N/A
Chinese	B.A.	N/A
Classics and Ancient Mediterranean Studies	B.A.	<i>Ancient Mediterranean studies <u>OR</u> Classics</i>
Cognitive Science	B.A. and B.S.	N/A
Communication	B.A.	N/A
Ecology and Evolutionary Biology	B.A. and B.S.	N/A
Economics	B.A. and B.S.	N/A
Engineering Physics	B.S.	<i>Electrical Engineering <u>OR</u> Materials Science and Engineering <u>OR</u> Mechanical Engineering</i>
English	B.A.	<i>Creative Writing <u>OR</u> Cultural Studies/Media Studies <u>OR</u> English Teaching <u>OR</u> Irish Literature <u>OR</u> Literary History and Legacies <u>OR</u> Literature of Place and Environment <u>OR</u> Literature, Antiracism, and Social Justice <u>OR</u> Writing and Composition Studies</i>
Environmental Sciences	B.S.	<i>Global Change <u>OR</u> Environmental Health <u>OR</u> Sustainable Systems</i>
Environmental Studies	B.A.	N/A
French	B.A.	<i>French Cultural and Literary Studies <u>OR</u> French for the Global Community</i>
Geographic Information Science	B.A. and B.S.	N/A
Geography	B.A. and B.S.	N/A
Geoscience	B.A. and B.S.	<i>Atmosphere <u>OR</u> Earth <u>OR</u> Environment (concentrations only applies to the BS degree)</i>
German	B.A.	N/A
History	B.A.	N/A
Human Development and Family Sciences	B.A.	N/A
Human Rights	B.A.	N/A
Individualized Major *	B.A. and B.S.	N/A
Italian Literary and Cultural Studies	B.A.	N/A
Journalism	B.A.	N/A
Judaic Studies	B.A.	<i>Classic Judaic Studies <u>OR</u> General Judaic Studies</i>

UConn Undergraduate Majors and Corresponding Degrees

College of Liberal Arts and Sciences (CLAS) continued

Major	Degree(s)	Concentration
Latino and Latin American Studies	B.A.	N/A
Linguistics Philosophy	B.A.	N/A
Linguistics Psychology	B.A.	N/A
Marine Sciences	B.A. and B.S.	N/A
Maritime Studies	B.A.	N/A
Mathematics	B.A. and B.S.	N/A
Mathematics-Actuarial-Finance	B.A. and B.S.	N/A
Mathematics-Actuarial Science	B.A. and B.S.	N/A
Mathematics-Physics	B.S.	<i>Mathematics Emphasis <u>OR</u> Physics Emphasis</i>
Mathematics-Statistics	B.A. and B.S.	N/A
Molecular and Cell Biology	B.S.	N/A
Philosophy	B.A.	N/A
Physics	B.A. and B.S.	<i>Applied Physics <u>OR</u> General (concentrations only applies to the BS degree)</i>
Physiology and Neurobiology	B.S.	N/A
Political Science	B.A.	N/A
Psychological Sciences	B.A. and B.S.	<i>Honors Track <u>OR</u> Research Track</i>
Sociology	B.A.	N/A
Spanish	B.A.	<i>Culture and Communication</i>
Speech, Language and Hearing Sciences	B.A.	N/A
Statistical Data Science	B.S.	N/A
Statistics	B.A. and B.S.	N/A
Structural Biology and Biophysics	B.S.	N/A
Urban and Community Studies	B.A.	N/A
Women's, Gender, and Sexuality Studies	B.A.	N/A

* See page 1 for further example of formatting this major

School of Engineering (ENGR)

The School of Engineering offers both Bachelor of Science (B.S.) and Bachelor of Science in Engineering (B.S.E.) degrees with focuses on specific majors. In addition, some majors also offer specialized concentration areas, however, this is not standard for all majors. Please utilize the table below to view the degrees that correspond with each major as well as available concentration areas (if applicable).

An ENGR degree should be formatted as follows on a résumé. Concentrations will only appear if applicable.

Bachelor of Science, <Major Name>
Concentration: <Concentration Area>

Bachelor of Science in Engineering
Major: <Major Name>
Concentration: <Concentration Area>

Example: Bachelor of Science, Computer Science
Concentration: *Algorithms and Theory*

Example: Bachelor of Science in Engineering
Major: Multidisciplinary Engineering
Concentration: *Human Rights and Sustainability*

Major	Degree(s)	Concentration
Biomedical Engineering	B.S.E.	<i>Biomaterials and Tissue Engineering <u>OR</u> Biomechanics and Mechanobiology <u>OR</u> Computational and System Biology <u>OR</u> Systems, Imaging, and Instrumentation</i>
Chemical Engineering	B.S.E.	N/A
Civil Engineering	B.S.E.	N/A
Computer Engineering	B.S.E.	<i>Naval Science and Technology</i>
Computer Science	B.S.	<i>Algorithms and Theory <u>OR</u> Bioinformatics <u>OR</u> Computational Data Analytics <u>OR</u> Cybersecurity <u>OR</u> Individually Designed <u>OR</u> Naval Science and Technology <u>OR</u> Software Design and Development <u>OR</u> Systems and Networks</i>

UConn Undergraduate Majors and Corresponding Degrees

School of Engineering (ENGR) (continued)

Computer Science and Engineering	B.S.E.	<i>Algorithms and Theory <u>OR</u> Bioinformatics <u>OR</u> Computational Data Analytics <u>OR</u> Cybersecurity <u>OR</u> Individually Designed <u>OR</u> Naval Science and Technology <u>OR</u> Software Design and Development <u>OR</u> Systems and Networks</i>
Data Science and Engineering	B.S.E.	N/A
Electrical Engineering	B.S.E.	<i>Naval Science and Technology</i>
Engineering Physics	B.S.E.	<i>Electrical Engineering <u>OR</u> Materials Science and Engineering <u>OR</u> Mechanical Engineering</i>
Environmental Engineering	B.S.E.	N/A
Management and Engineering for Manufacturing *	B.S.	<i>Naval Science and Technology</i>

* See page 1 for further example of formatting this major

School of Business (BUSN)

The School of Business offers Bachelor of Science (B.S.) degrees in Business with a focus on specific majors. In addition, some majors also offer specialized concentration areas, however, this is not standard for all majors. Please utilize the table below to view the degrees that correspond with each major as well as available concentration areas (if applicable).

A BUSN degree should be formatted as follows on a résumé. Concentrations will only appear if applicable.

Bachelor of Science, Business

Major: <Major Name>

Concentration: <Concentration Area>

Example: Bachelor of Science, Business

Major: Finance

Concentration: Corporate Finance

Major	Degree(s)	Concentration
Accounting	B.S.	N/A
Analytics and Information Management***	B.S.	<i>Business Intelligence <u>OR</u> Application Development <u>OR</u> IT Security <u>OR</u> Supply Chain Management</i>
Business Administration	B.S.	N/A
Business Data Analytics	B.S.	N/A
Finance	B.S.	<i>Corporate Finance <u>OR</u> Quantitative Finance <u>OR</u> Valuation and Portfolio Management</i>
Financial Management	B.S.	N/A
Financial Technology	B.S.	N/A
Healthcare Management	B.S.	N/A
Management	B.S.	<i>Entrepreneurship</i>
Management and Engineering for Manufacturing *	B.S.	<i>Naval Science and Technology</i>
Marketing	B.S.	<i>Digital Marketing & Analytics <u>OR</u> General Marketing <u>OR</u> Professional Sales Leadership</i>
Marketing Management**	B.S.	<i>Digital Marketing & Analytics</i>
Real Estate and Urban Economic Studies	B.S.	N/A

* See page 1 for further example of formatting this major

** This major is a renamed major- it is formerly known as Digital Marketing & Analytics

*** This major is a renamed major- it is formerly known as Management Information Systems (MIS)

UConn Undergraduate Majors and Corresponding Degrees

School of Nursing

The School of Nursing offers a Bachelor of Science (B.S.) degree with no formal concentrations. In addition, the school also offers a Certificate Entry into Nursing (CEIN) Program designed for individuals who have already received a bachelor's degree in a separate area of student but are interested in pursuing a career in nursing.

A School of Nursing degree should be formatted as follows on a résumé.

Bachelor Program:

Bachelor of Science, Nursing

Certificate Entry into Nursing (CEIN) Program:

Certificate Entry into Nursing (CEIN/BS)

Major	Degree(s)	Concentration
Nursing	B.S.	N/A
Certificate Entry into Nursing (CEIN) Program *	Certificate	N/A

* See page 1 for further example of formatting this degree

School of Social Work

The School of Social offers a Bachelor of Social Work (BSW) degree with no formal concentrations.

A School of Social Work degree should be formatted as follows on a résumé.

Bachelor of Social Work

School of Pharmacy

The School of Pharmacy offers a Bachelor of Science (B.S.) degree with no formal concentrations. A professional doctoral degree is awarded as a post-baccalaureate/professional degree after the conferral of the B.S. in Pharmacy Studies and successful completion of the Pharm.D. requirements. The B.S. in Pharmacy Studies must be earned before entry into the last two years of the professional program.

A School of Pharmacy degree should be formatted as follows on a résumé.

Bachelor of Science, Pharmacy Studies

Ratcliffe Hicks School of Agriculture

The Ratcliffe Hicks School of Agriculture offers Associate of Applied Science (A.A.S.) degrees with focuses on specific majors. Plant Science is the only major that offers concentrations.

A Ratcliffe Hicks degree should be formatted as follows on a résumé. Concentrations will only appear if applicable.

Associate of Applied Sciences, <Major Name>

Concentration: <Concentration Area>

Example: Associate of Applied Sciences, Plant Science

Concentration: Ornamental Horticulture

Major	Degree(s)	Concentration
Animal Science	A.A.S.	N/A
Plant Science	A.A.S.	<i>Ornamental Horticulture <u>OR</u> Turfgrass Management <u>OR</u> Sustainable Crop Production</i>
Urban Forestry and Arboriculture	A.A.S.	N/A

UConn Undergraduate Majors and Corresponding Degrees

College of Agriculture, Health and Natural Resources (CAHNR)

The College of Agriculture, Health and Natural Resources offers both Bachelor of Arts (B.A.) and Bachelor of Science (B.S.) degrees across its many disciplines. In addition, some majors also offer specialized concentration areas, however, this is not standard for all majors. Please utilize the table below to view the degrees that correspond with each major as well as available concentration areas (if applicable).

A CAHNR degree should be formatted as follows on a résumé. Concentrations will only appear if applicable.

Bachelor of Arts, <Major Name>

Bachelor of Science, <Major Name>

Concentration: <Concentration Area>

Concentration: <Concentration Area>

Example: Bachelor of Arts, Environmental Studies

Example: Bachelor of Science, Allied Health Sciences

Concentration: Healthcare Administration

Major	Degree(s)	Concentration
Agriculture & Natural Resources	B.S.	N/A
Allied Health Sciences	B.S.	<i>Health Sciences <u>OR</u> Healthcare Administration <u>OR</u> Occupational and Environmental Health and Safety <u>OR</u> Public Health and Health Promotion</i>
Animal Science	B.S.	N/A
Applied and Resource Economics**	B.S.	<i>Business Management and Marketing <u>OR</u> Development Economics and Policy <u>OR</u> Environmental Economics and Policy</i>
Diagnostic Genetic Sciences	B.S.	Diagnostic Molecular Sciences
Dietetics	B.S.	N/A
Economics of Sustainable Development and Management	B.S.	<i>Business Management and Marketing <u>OR</u> Development Economics and Policy Concentration</i>
Environmental and Natural Resource Economics	B.S.	N/A
Environmental Sciences	B.S.	<i>Global Change <u>OR</u> Environmental Health <u>OR</u> Sustainable Systems</i>
Environmental Studies	B.A.	N/A
Exercise Science	B.S.	<i>Exercise Science <u>OR</u> Pre-Medical Science <u>OR</u> Sports Health <u>OR</u> Sports Performance</i>
Individualized Major *	B.S.	N/A
Landscape Architecture	B.S.	N/A
Medical Laboratory Sciences	B.S.	N/A
Natural Resources	B.S.	<i>Environmental Sustainability and Conservation <u>OR</u> Fisheries and Wildlife Conservation <u>OR</u> Forest Resources <u>OR</u> Water Resources and Climate</i>
Nutritional Sciences	B.S.	<i>Didactic Program in Dietetics</i>
Pathobiology	B.S.	N/A
Sustainable Plant and Soil Systems	B.S.	<i>Environmental Horticulture <u>OR</u> Sustainable Agriculture <u>OR</u> Turfgrass Science</i>

* See page 1 for further example of formatting this degree

** This major is no longer being offered in the College of Agriculture, Health, and Natural Resources. It temporarily remains in this guide for any remaining students that may be graduating out of the program.

UConn Undergraduate Majors and Corresponding Degrees

School of Fine Arts

The School of Fine Arts offers Bachelor of Arts (B.A.), Bachelor of Fine Arts (B.F.A.), and Bachelor of Music (B.M.) degrees across its many disciplines. In addition, some majors also offer specialized concentration areas, however, this is not standard for all majors. Please utilize the table below to view the degrees that correspond with each major as well as available concentration areas (if applicable).

A School of Fine Arts degree should be formatted as follows on a résumé. Concentrations will only appear if applicable.

Bachelor of Arts, <Major Name> Bachelor of Fine Arts, <Major Name> Bachelor of Music, <Major Name>
Concentration: <Concentration Area> *Concentration: <Concentration Area>* *Concentration: <Concentration Area>*

Example: Bachelor of Arts, Art History Example: Bachelor of Fine Arts, Puppetry Example: Bachelor of Music, Music
Concentration: Music Theory

Major	Degree(s)	Concentration
Acting	B.F.A.	N/A
Art	B.A.	N/A
Art History	B.A.	N/A
Design and Technical Theatre	B.F.A.	N/A
Digital Media and Design	B.A.	<i>Digital Culture OR Digital Media Design OR Digital Media Business Strategies</i>
Digital Media and Design	B.F.A.	<i>3D Animation OR Digital Film and Video Production OR Game Design OR Motion Design and Animation OR Web/Interactive Media Design</i>
General Program in Art	B.F.A.	<i>Graphic Design OR Illustration/Animation OR Individualized Studies OR Industrial Design OR Painting/Drawing OR Photography/Video OR Printmaking OR Sculpture</i>
General Program in Music	B.A.	<i>Jazz OR Music History</i>
Music	B.M.	<i>Applied Instrumental Music OR Applied Vocal Music OR Music Composition OR Music Theory</i>
Puppetry	B.F.A.	N/A
Theater Studies	B.A.	<i>Dramaturgy OR Playwriting OR Stage Management OR Theatre Administration OR Theatre Directing</i>

Neag School of Education

While a Bachelor of Arts (B.A.) is offered through the Neag School of Education, the majority of students earn a Bachelor of Science (B.S.) in education through participation in the five-year IB/M program. Upon completing four years of undergraduate work, students in this program then move on to an additional year of graduate school to earn a Master of Arts (M.A.) in either Curriculum and Instruction or Educational Psychology. Students pursuing a Sport Management degree are not part of the IB/M program. Please utilize the table below to view the degrees that correspond with each major as well as available concentration areas (if applicable).

A Neag degree should be formatted as follows on a résumé. Concentrations will only appear if applicable.

Bachelor's only:	IB/M Participant:	IB/M Example:
Bachelor of Science, <Major Name>	Master of Arts in <Plan of Study>	Master of Arts in Curriculum and Instruction
<i>Concentration: <Concentration Area></i>	Program: <Program Name>	Program: Science Education
	Inquiry Project: <Project Title>	Inquiry Project: "Project Name Here"
Example: Bachelor of Science, Sport Management	Bachelor of Science, Education Major: <Major Name> <i>Concentration: <Concentration Area></i>	Bachelor of Science, Education Major: Biological Sciences

UConn Undergraduate Majors and Corresponding Degrees

Undergraduate Major within the Neag School of Education	Undergraduate Degree(s)	Undergraduate Concentration	Master's Plan of Study	Master's Programs
American Sign Language Education	B.S.	N/A	Curriculum and Instruction	World Languages Education
Biology Education	B.S.	N/A	Curriculum and Instruction	Science Education
Chemistry Education	B.S.	N/A	Curriculum and Instruction	Science Education
Earth Science Education	B.S.	N/A	Curriculum and Instruction	Science Education
Elementary Education	B.S.	<i>Humanities <u>OR</u> Science <u>OR</u> Mathematics <u>OR</u> Social Sciences</i>	Curriculum and Instruction	Elementary Education
English Education	B.S.	N/A	Curriculum and Instruction	English Education
French Language Education	B.S.	N/A	Curriculum and Instruction	World Languages Education
General Science Education	B.S.	N/A	Curriculum and Instruction	Science Education
German Language Education	B.S.	N/A	Curriculum and Instruction	World Languages Education
History and Social Studies Education	B.S.	N/A	Curriculum and Instruction	Social Studies Education
Italian Language Education	B.S.	N/A	Curriculum and Instruction	World Languages Education
Latin/Classics Language Education	B.S.	N/A	Curriculum and Instruction	World Languages Education
Mandarin Chinese Language Education	B.S.	N/A	Curriculum and Instruction	World Languages Education
Mathematics Education	B.S.	N/A	Curriculum and Instruction	Mathematics
Music Education	B.S.	N/A	Curriculum and Instruction	Music Education
Physics Education	B.S.	N/A	Curriculum and Instruction	Science Education
Spanish Language Education	B.S.	N/A	Curriculum and Instruction	World Languages Education
Special Education	B.S.	English <u>OR</u> Mathematics <u>OR</u> Science	Educational Psychology	Special Education
Sport Management	B.S.	N/A	N/A	N/A

FIRST NAME LAST NAME

123 Street Name, City, State 01234
(555) 555-5555 | first.last@uconn.edu | www.linkedin.com/in/customURL

Objective

To build career-essential skills through a part-time summer job in an office environment utilizing strong teamwork and communication strategies.

Education

University of Connecticut, Storrs, CT May 20XX
Ratcliffe Hicks School of Agriculture
Associate of Applied Science (A.S.), Plant Science
Concentration: Ornamental Horticulture
GPA: #.##/4.00

Edwin O. Smith High School, Storrs, CT June 20XX
High School Diploma
GPA: #.##/4.00
Honors and Awards: Honor Roll (20XX-20XX), Big Y Scholarship for Academic Excellence

Work Experience

Town Parks and Recreation, Storrs, CT June 20XX – August 20XX
Camp Counselor

- Corresponded with parents on behalf of director via in-person communication, telephone, and Outlook
- Demonstrated effective disciplinary techniques with small groups of campers using interpersonal skills
- Led a variety of programs and ensured the safety of 150 children participating in the camp

Stop N Shop, Mansfield, CT March 20XX – June 20XX
Cashier and Stockperson

- Managed a cash register without overages or shortages demonstrating effective administration and problem-solving skills
- Stocked shelves and notified supervisor when inventory was low in order to maintain store appearance utilizing strong organizational skills

Activities

National Honor Society, Edwin O. Smith High School, Storrs, CT February 20XX – June 20XX
Member

- Participated in seven fund-raising efforts and community service projects that generated \$1,240 in proceeds
- Served on decorations committee for the school's Honors Banquet that served 67 people

Volunteer Experience

Teen Mentoring Program, YMCA, Mansfield, CT August 20XX – June 20XX
Special Events Volunteer

- Managed invitation process for special events using Facebook Events application
- Coordinated registration and check-in process for the program's 34 participants

Skills and Interests

Computer: Microsoft Word, PowerPoint
Interests: Hiking, national park enthusiast, playing guitar

FIRST NAME LAST NAME

123 Street Name, City, State 01234

(555) 555-5555 | First.lastname@uconn.edu | www.linkedin.com/in/customURL

OBJECTIVE:

Seeking fulltime position in environmental health and safety field utilizing analytical, organizational, and communication skills in addition to OSHA Certification

EDUCATION:

University of Connecticut, Storrs, CT

Bachelor of Science, Environmental Science, May 20xx

Concentration: Sustainable Systems

RELEVANT COURSES:

Environmental Toxicology; Sustainable Urban Ecosystems; Environmental & Resource Policy; Energy, Environment & Society; Environmental Planning & Landscape Design

SKILLS & CERTIFICATIONS:

Computer: Microsoft Excel, PowerPoint, Word

Certifications: Completion of 40 hour OSHA; CPR & First Aid-American Red Cross, Expires 20xx

ACADEMIC PROJECT:

Natural Resources Management and Planning, UConn, Storrs, CT

Senior Capstone: Health and Safety of Females in Hazardous Trades, October 20xx-December 20xx

- Wrote technical report addressing the increased likelihood of female exposure to hazardous materials due to inadequate physical protection, unsanitary facilities, and stressful work environments
- Presented findings and proposal for increased worker safety to group of 30 peers and professors

EXPERIENCE:

General Electric Global Research Center, Niskayuna, NY

Environmental Health and Safety (EHS) Co-op, January 20xx-June 20xx

- Improved management and efficiency of hazardous waste removal by supporting EHS staff
- Utilized digital systems to analyze water quality and recommend water reuse strategies
- Chronicled water usage, organized data, and developed detailed reports for management that outlined a 15% savings measure through more efficient recycling and waste removal processes

VOLUNTEER & ACTIVITIES:

EcoHouse, UConn, Storrs, CT

Member, September 20xx-Present

- Collaborated with living learning community members by growing vegetables at local Spring Valley Farm, supporting sustainable community living and modeling a closed-loop food model
- Served on a five-person committee to organize and implement the annual 'Give and Go Move Out Campaign,' a program that collects, sorts and distributes end of semester donations to over 20 local charities

Worldwide Opportunities on Organic Farms (WWOOF), Russell's Garden Center, Wayland, MA

Volunteer & Farmer, June 20xx-August 20xx

- Regulated farm production and inventoried supplies for weekly sales
- Surveyed soil conditions to make recommendations to owners for next season's crop cycling
- Advised customers on produce and shared recipes to encourage healthy living and to promote sales

Environmental Conservation Appalachia Alternative Break, Various Locations, VA

Volunteer, March 20xx

- Constructed and repaired areas along the Appalachian Trail while partnering with community members

Résumé Sample 3 | Table of Contents

FIRST NAME LAST NAME
123 Street Name, City, State 01234
555-555-5555

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

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

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)

FIRST NAME LAST NAME

123 Street Name, City, State 01234 | First.Last@uconn.edu | www.linkedin.com/in/customURL | (555) 555-5555

OBJECTIVE

Seeking a veterinary technician position at an animal rehabilitation facility demonstrating knowledge of animal care, interpersonal skills, and technological software

EDUCATION

University of Connecticut, Storrs, CT

Bachelor of Science (B.S.), Animal Science

Major GPA: ###/4.00

May 20XX

SKILLS AND VACCINATIONS

Veterinary Software: Clinic HQ, PetDesk

Vaccinations: Rabies Vaccinated (20XX)

Computer: Microsoft Word, PowerPoint, Excel and Outlook; Google Docs, Google Sheets

RELATED EXPERIENCE

Disney Animal Kingdom Theme Park Veterinary Hospital, Orlando, FL

Assistant to Veterinary Technicians

May 20XX-August 20XX

- Triageed wildlife cases entering the hospital from the Disney Animal Kingdom resort property
- Assessed animal health, provided necessary care as directed, and transported animals to rehabilitation facilities
- Prepared for surgical procedures by gathering essential supplies, sterilizing equipment, maintaining stock, and cleaning operations area
- Interacted with guests and gave 10 to 15 minute presentations about the hospital in the 'on-show veterinary treatment' window

The Jackson Laboratory, Farmington, CT

Animal Technician

May 20XX-August 20XX

- Fed, watered, and monitored health of 120 laboratory animals to ensure biosecurity
- Set up experiment supplies and tracked breeder performance in 12 rat colonies by using Excel data management tools
- Shared updates on the progress of rat colonies with 30 staff members in weekly meetings; occasionally used Skype and WebEx video conferencing technologies to support the process

Naugatuck Animal Hospital, Naugatuck, CT

Job Shadow Participant

May 20XX-August 20XX

- Observed and assisted veterinarians in performing state of the art surgical procedures and internal medicine such as Ophthalmology, Neurology, and Endocrinology

Connecticut Humane Society, Waterbury, CT

Volunteer

May 20XX-July 20XX (Seasonal)

- Distributed food and water to rescued animals and aided other animals suffering from injury
- Maintained a quality facility per state regulations through proper organization and maintenance

ACTIVITIES

Student Affairs Office, University of Connecticut, Storrs, CT

Student Ambassador

January 20XX-Present

University of Connecticut Dairy Club, Storrs, CT

Member

September 20XX-Present

ADDITIONAL EXPERIENCE

Starbucks Café, Waterbury, CT

Barista

October 20XX-Present

- Develop returning customer base by demonstrating excellent service and product knowledge
- Recommend food and beverage selections based on monthly promotions and customer inquiries

First Name Last Name
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(555) 555-5555 · First.Last@uconn.edu

EDUCATION

University of Connecticut, Storrs, CT
Bachelor of Science, Sustainable Plant and Soil Systems, May 20XX
GPA #.##/4.00

RELEVANT COURSES

Woody Plants I; Trees, Shrubs, Vines; Turfgrass Physiology and Ecology; Plant Diseases; Soil Fertility;
Environmental Planning and Landscape Design

LICENSES/SKILLS

Licenses: Private Pesticide Applicators License; HAZWOPER 40; Commercial Driver's License
Computer: Microsoft Excel, Access, PowerPoint and Word

RELATED EXPERIENCE

Salem Country Gardens, Salem, CT

Assistant Manager, May 20XX-Present

- Supervise six part-time employees, schedule work shifts, and train new staff in all aspects of daily operations
- Address customer questions regarding plants, shrubs, and soil quality by rapidly responding to service inquiries over the phone, in person or via email
- Maintain weekly inventory for over 200 plant varieties to aid in the business efficiency

Cutting Edge Landscaping, Norwich, CT

General Landscaper, May 20XX-August 20XX (Seasonal)

- Interacted with clients, provided outstanding service and made landscaping suggestions regarding yard design
- Planted shrubs, plants and trees based on soil and light requirements according to technical requirements
- Designed and laid brick for patios and decks and safely operated heavy equipment, following strict guidelines

ACTIVITIES/HONORS

American Society of Landscape Architecture, UConn Student Chapter, *Member*, May 20XX-Present

Soil and Water Conservation Society, UConn, *Member*, January 20XX-Present

David and Cecil Morris Scholarship (Awarded to outstanding UConn student pursuing soil systems major), April 20XX

VOLUNTEER EXPERIENCE

Habitat for Humanity, Hartford, CT

Volunteer/Team Leader, January 20XX-May 20XX

- Coordinated 11 community service days, including staffing of five volunteers and delegating project assignments
- Recruited volunteers and debriefed the group before and after day in the field to facilitate smooth communications

INTERESTS

Collecting rare plants, golfing, mountain bike riding

First Name Last Name

City, State | (860) 555-5555
first.last@uconn.edu | linkedin.com/in/customURL

EDUCATION

University of Connecticut, Storrs, CT May 20XX
Bachelor of Fine Arts, Design and Technical Theatre
GPA: ###/4.00
Marks Family Endowment in Fine Arts Award

STAGE MANAGEMENT EXPERIENCE

Free to Be... You and Me	Stage Manager	CT Repertory Theater	Storrs, CT	April 20XX
Les Miserables	Stage Manager	Hartford Stage	Hartford, CT	June 20XX
Hairspray	Assistant Stage Manager	Hartford Stage	Hartford, CT	July 20XX
Fiddler on the Roof	Stage Manager	CT Repertory Theater	Storrs, CT	March 20XX
Guys and Dolls	Assistant Stage Manager	CT Repertory Theater	Storrs, CT	October 20XX

RELATED EXPERIENCE

Romeo & Juliet	Lighting Board Operator	CT Repertory Theater	Storrs, CT	May 20XX
Mamma Mia!	Carpenter	Playhouse on Park	Hartford, CT	June 20XX
Little Shop of Horrors	Sound Operator	Hartford Stage	Hartford, CT	August 20XX
Chicago	Sound Operator	CT Repertory Theater	Storrs, CT	April 20XX
A Midsummer Night's Dream	Carpenter Apprentice	Hartford Stage	Hartford, CT	February 20XX
Into the Woods	Carpenter Apprentice	CT Repertory Theater	Storrs, CT	October 20XX

DESIGN AND TECHNICAL THEATER SKILLS

Light and Sound Board Operation, Followspot Operation, Lighting Plot (Design and Comprehension), Wire Set Electrics, CAD and Hand Drafting, Hand & Machine Sewing

ADDITIONAL EXPERIENCE

The Bushnell Performing Arts Center, Hartford, CT January 20XX - Present
Usher

- Assist patrons with finding their seats, navigating the theatre, and answer any questions
- Monitor guests during performances to ensure all theatre protocols are being followed
- Coordinate with colleagues to investigate any safety or guest concerns

RELEVANT COURSEWORK

Scene Construction, Scene Design, Trends in Contemporary Theatre, Stage Management for Theatre, Lighting Design, Production Studio: Stagecraft, Costume Design, Production Studio: Lighting and Sound

First Name Last Name

City, ST
first.last@uconn.edu

(860) 555-5555
[linkedin.com/in/customURL](https://www.linkedin.com/in/customURL)

EDUCATION

University of Connecticut

Bachelor of Music, Music

Concentration: Music Theory

GPA: #.##/4.00, Honors Scholar

Relevant Coursework: 20th Century Theory and Analysis, Orchestration, Ear Training and Musicianship, Harmony, Jazz Improvisation, Masterpieces of Western Music, Music History

Storrs, CT

May 20XX

RELEVANT EXPERIENCE

Barnes & Noble

Music Sales Associate

Hartford, CT

March 20XX – Present

- Research and facilitate music selections based on customer's other genre and artist interests
- Design and distribute promotional items and displays for events and new releases
- Stay up to date on musical trends, artists, albums, promotional tours etc. to provide current industry knowledge to all patrons

Sono Arts Fest

Intern

Norwalk, CT

April 20XX – August 20XX

- Managed electrical circuiting for multiple stages throughout two days of performances
- Assisted with the installation of sound systems and individual performer's needs
- Conducted outreach and booked 20 musical acts within appropriate musical genres

ACTIVITIES

UConn Chamber Orchestra Club

Secretary

Member, Violinist

Storrs, CT

April 20XX – May 20XX

October 20XX – May 20XX

- Played violin in semesterly concerts and additional charity events
- Organized various aspects of performances including the schedule, facilities, and marketing
- Coordinated weekly rehearsals with 35+ club members

UConn Gift of Life

Member

Storrs, CT

January 20XX – May 20XX

SKILLS

Technical: Pro Tools, Logic Pro X, Cubase 8.5, Ableton, Adobe Audition, GarageBand, Audacity

Computer: Microsoft Word, Excel, PowerPoint, Outlook; Canva, Google Suite

First Name Last Name

City, State | (860) 555-5555

firstname.lastname@uconn.edu | www.yourwebsite.com

EDUCATION

University of Connecticut, Storrs CT May 20XX
Bachelor of Fine Arts, General Program in Art
Concentration: Painting and Drawing
GPA: #.##/4.00, Dean's List September 20XX – May 20XX
Relevant Coursework: Advanced Studio Art Projects, Advanced Painting and Drawing, Aquamedia, Life Drawing, Advanced Figure Studies, Art History

SKILLS

-
- Drawing/Painting: Pastels, Pen & Ink, Watercolor
 - Sculpture: Ceramics, Wood and Bronze; Mold Making and Casting
 - Digital Design: Proficient in Adobe Illustrator and Photoshop, Inkscape
 - Computer: Microsoft Word, Excel, PowerPoint, Publisher, Outlook; Google Suite
 - Language: Proficient in Spanish

RELEVANT EXPERIENCE

Art Teacher – *Action Art School*, Old Greenwich CT August 20XX – Present

- Instructed painting, drawing, mixed media, and collage classes for children ages 6-14
- Developed specific curriculum and lesson plans appropriate for various age ranges
- Organized materials and art stations for each class

Gallery Assistant – *100 Pearl Street Gallery*, Hartford CT September 20XX – Present

- Support all programs including gallery sales, events, and client services
- Prepare art for display; set up exhibition, install pieces, organize for distribution
- Coordinate programing and instruction with 25+ area schools and community centers
- Researched art gallery best practices to find and implement new marketing strategies

Gallery Assistant Intern – *Amistad Center for Art & Culture*, Hartford CT January 20XX – April 20XX

- Assisted in the day-to-day operations including sales, marketing, and guest relations
- Greeted clients and addressed visitor questions and concerns
- Designed handouts for new exhibits and events

FREELANCE EXPERIENCE

Mural for Traveler's Office Building, Hartford CT June 20XX
Commission Painting for Medical Office, Hartford CT May 20XX

EXHIBITS

B.F.A Exhibition, *University of Connecticut*, Storrs CT

- Summer Show, Storrs CT June 20XX
- Group Exhibit, Stamford CT October 20XX
- Juried Show, *The William Benton Museum of Art*, Storrs CT April 20XX
- Group Exhibit, Storrs CT March 20XX

EXTRACURRICULAR ACTIVITIES

President – *Chilled Out Art Club*, University of Connecticut, Storrs CT September 20XX – May 20XX

- Planned and facilitated bi-weekly meetings for 50+ member organization
- Managed all aspects of club events including scheduling, marketing, and registration

Member – *Chilled Out Art Club*, University of Connecticut, Storrs CT October 20XX – May 20XX
Member – *Art and Art History Club*, University of Connecticut, Storrs CT January 20XX – May 20XX

FIRST NAME LAST NAME

123 Street Name, City, State 01234 • 555-555-5555
first.lastname@uconn.edu • firstlastname.com • linkedin.com/in/customURL

EDUCATION

University of Connecticut

Bachelor of Fine Arts, Design and Technical Theatre
GPA: #.##/4.00

Storrs, CT
May 20XX

EXPERIENCE

Connecticut Repertory Theatre, UConn

Lighting Designer and Production Team Member

Storrs, CT
July 20XX – Present

- Discuss the script with creative team to analyze lighting requirements and fulfill director's creative vision
- Solve technical and design detail problems in collaboration with lighting production team

von der Mehden Recital Hall, UConn

Event Manager and Usher

Storrs, CT
May 20XX – Present (shows suspended due to COVID-19)

- Direct four ushers in stage set-up, coordinating with performers' needs
- Serve guests professionally by staffing the Box Office, collecting tickets, and handing out programs
- Process refunds and issue credit vouchers to ticket holders for cancelled shows due to COVID-19 pandemic
- Solicited donations from theatre patrons to support the COVID-19 Emergency Assistance Fund to help unemployed theatre personnel receive care and financial assistance during the health crisis

Oddfellows Playhouse

Lighting Designer

Middletown, CT
June 20XX – July 20XX

- Determined lighting design and techniques, adapting to the children's age group and performance
- Taught children ages 8 to 15 basic lighting techniques in order to foster youth's interest in theatre

Mohegan Sun

Lighting Intern

Uncasville, CT
May 20XX – August 20XX

- Proofed lighting design documents to ensure accuracy and safety

ACTIVITIES

China Care, UConn

Vice President

Storrs, CT
May 20XX – May 20XX

- Planned monthly playgroups to educate families with adopted Chinese children about Chinese cultural heritage and build community

Secretary

June 20XX – May 20XX

- Managed club's social media presence to promote community events and fundraising efforts, resulting in 40% increase in online engagement and 20% increase in event attendance

Hong Kong Student Association, UConn

Member

Storrs, CT
September 20XX – May 20XX

- Participated in weekly membership meetings and monthly events to educate the community on Hong Kong's language and culture

SKILLS

Software: Microsoft Excel, Word, PowerPoint; Adobe Photoshop, InDesign; AutoCAD; Google SketchUp

Social Media: Facebook; Twitter; Instagram; Hootsuite

Languages: Fluent in Mandarin, Cantonese

FIRST NAME LAST NAME

Lighting Designer

555-555-5555 • first.lastname@uconn.edu • firstlastname.com • linkedin.com/in/customURL

LIGHTING DESIGNER

THE CRUCIBLE	Connecticut Repertory Theatre	Dir: Paul Mullins	Upcoming
EURYDICE	Connecticut Repertory Theatre	Dir: Helen Kvale	20XX
ABSOLUTE TURKEY	Connecticut Repertory Theatre	Dir: Paul Mullins	20XX
THE WIZ	Oddfellows Playhouse	Dir: Carolyn Kirsch	20XX
SENSE AND SENSIBILITY	Connecticut Repertory Theatre	Dir: Kristin Wold	20XX
WOYZECK	UConn Dramatic Arts	Dir: Harry Elfenbaum	20XX
A MIDSUMMER NIGHT'S DREAM	Oddfellows Playhouse	Dir: Kristen Palmer	20XX
ROCK PAPER SCISSORS	UConn Puppet Arts	Dir: Karen Huizingh	20XX
HAIRSPRAY	Connecticut Repertory Theatre	Dir: Gerry McIntyre	20XX

ASSISTANT LIGHTING DESIGNER

MONTY PYTHON'S SPAMALOT	Connecticut Repertory Theatre	LD: Adam Lobelson	20XX
ALTAR BOYZ	Playhouse on Park	LD: Christopher Jones	20XX
THE MUSIC MAN	Connecticut Repertory Theatre	LD: Michael Chybowski	20XX

MASTER ELECTRICIAN

EL BETO	Connecticut Repertory Theatre	LD: Danielle Verkennes	20XX
TWELFTH NIGHT	Connecticut Repertory Theatre	LD: Justin Pouban	20XX
NOVECENTO	UConn Dramatic Arts	LD: Justin Pouban	20XX
LYSISTRA	Connecticut Repertory Theatre	LD: Adam Lobelson	20XX

PROGRAMMER

DUST	Connecticut Repertory Theatre	LD: Danielle Verkennes	20XX
WEST SIDE STORY	Connecticut Repertory Theatre	LD: Michael Chybowski	20XX
OLIVES AND BLOOD	Connecticut Repertory Theatre	LD: Michael Chybowski	20XX
SUNSHINE BOYS	Connecticut Repertory Theatre	LD: Greg Purnell	20XX
PUPPETMASTER OF LODZ	UConn Dramatic Arts	LD: Christopher Jones	20XX

OTHER LIGHTING PRODUCTION

Electrician	Connecticut Repertory Theatre	20XX-Present
Electrician	Hartford Stage	20XX-XX
Lighting Intern	Mohegan Sun Entertainment	20XX

SKILLS

Lighting Consoles: ETC Eos, Obsession II, Express; Jands Vista t4 byron; GrandMA 2

Software: Vectorworks; Lightwright; AutoCAD; Google SketchUP; Adobe Photoshop, InDesign; QLab; Microsoft Word, PowerPoint, Excel

General: followspot operation, reading music; playing piano, bass; stage carpentry; scene painting; large puppet construction; soldering; hand drafting; SFX

Languages: Fluent in Mandarin, Cantonese

EDUCATION

University of Connecticut

Bachelor of Fine Arts, Design and Technical Theatre

GPA: ###/4.00

Storrs, CT

May 20XX

Résumé Sample 11 | Table of Contents

First Name (Preferred Name) Last Name

555-555-5555 · City, State · Firstname.Lastname@uconn.edu · linkedin.com/in/customURL

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

World Wrestling Entertainment (WWE), Stamford, CT

Writing Intern, Rescinded due to COVID-19

- Summer 2020 internship program cancelled due to Coronavirus pandemic

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

FIRST NAME LAST NAME

123 Street Name, City, State 01234 | (555) 555-5555 | Firstname.Lastname@uconn.edu | Pronouns: he/him/his

OBJECTIVE

Seeking an internship within a museum setting utilizing research, creativity, and analytical skills with hopes of gaining curation and restoration experience

EDUCATION

University of Connecticut Storrs, CT
Bachelor of Arts, History May 20xx
Relevant Coursework: Museums and the Interpretation of Culture, World of Late Antiquity, The Renaissance, Baroque Art, The Artist and Society, Eighteenth Century European Art

Umbra Institute, Study Abroad Perugia, Italy
General Studies Program January 20xx-May 20xx
Relevant Coursework: Intermediate Italian, Survey of Italian Renaissance Art

SKILLS

Computer: X-Ref Library Archive System; Microsoft Excel, PowerPoint, Publisher
Language: Conversational Italian

RELEVANT EXPERIENCE

William Benton Museum of Art, University of Connecticut Storrs, CT
Gallery Attendant January 20xx-Present

- Conduct museum exhibit tours for students, faculty/staff, and members of general public demonstrating knowledge of art pieces and their historical relevance
- Research exhibits and artists using archival and online resources in order to present accurate and interesting information to tour participants

ACADEMIC PROJECTS

History Department: Senior Seminar, University of Connecticut Storrs, CT
Student Writer August 20xx-December 20xx

- Compiled primary source translations to research role of Roman deities on daily life of Romans during Punic Wars
- Composed term paper articulating importance of privately practiced religion and ways in which it was impacted by Roman State's public worship practices

LEADERSHIP EXPERIENCE

Classics and Ancient History Club, University of Connecticut Storrs, CT
Development Chair September 20xx-Present

- Arrange workshops for club members involving site visits and professional speaker series

Outreach Committee Member September 20xx-May 20xx

- Co-designed presentation illustrating the impact of Greco-Roman history in today's society
- Participated in three cultural programs at local high schools to expand students' knowledge and understanding of history

Puerto Rican/Latin American Cultural Center, University of Connecticut Storrs, CT
Mentor August 20xx-December 20xx

- Mentored a class of 19 first-year students in transition from high school to college
- Managed class learning website, including grading discussion posts and updating deadlines

First Last

firstnamelastname.com
fname.lname@uconn.edu

(123) 456-7890

linkedin.com/fnamelname-3d

Software

Cinema 4D
Autodesk Maya
ZBrush
Adobe Suite

Rhinoceros
Google Suite
Motion Builder
Motive

Skills

3D Modeling
3D Animation
3D Rigging
Simulations
Texturing
Lighting
Projection
Mapping
Motion Capture

Graphic Design
Filming and Editing
Sound Design
Photography
Drawing
Brainstorming
Group
Collaboration

Related Courses

Advanced 3D Research Classes
3D Animation I & II
3D Rigging
Simulations
Projection Mapping
Motion Graphics I
Intro to Web
Intro to Computing
Compositing for Visual Effects
Modeling, Lighting & Rendering I & II
Design Lab
Digital Foundations
Drawing I

Education

University of Connecticut

Storrs, CT

Bachelor of Fine Arts, Digital Media and Design
Concentration: 3D Animation
GPA 3.81/4.00
Dean's List
New England Scholar 2017
Fine Arts Talent Scholarship 20XX-Present

May, 20XX

Experience

The Pound, Storrs, CT

Student Head

August 20XX - Present

Brainstorm with and lead students in content creation focused around UConn student athletes' lives off the field. Utilize and teach students 2D and 3D animation techniques.

Agency X, Storrs, CT

Member

September 20XX - Present

Create promotional content for UConn Digital Media & Design's social media channels. Plan and run events to recruit prospective students.

Kate Spade New York, New York City, NY

3D Concept Design Intern

June 20XX - August 20XX

Created 3D store window layouts, utilized Photoshop to create renders of store displays for executives. Helped research and set-up for Kate Spade events and executive walk-throughs.

Starbucks, Glastonbury, CT

Barista

May 20XX - May 20XX

Memorized patron's drinks and worked efficiently with other partners to keep customers satisfied.

Bushnell Center for the Performing Arts, Hartford, CT

Projection Mapping

September 20XX - December 20XX

Selected for the first projection mapping class at UConn to create content for the 90th anniversary of the Bushnell.

Gateway Financial Partners, Glastonbury, CT

Videography Intern

June 20XX - August 20XX

Created video and animation-based content to promote and advertise the company on social media.

YMCA Camp Ingersoll, Portland, CT

Digital Media Camp Counselor

June 20XX - August 20XX

Taught campers aged 12-15 years old about the fundamentals of videography and published videos they created onto the camp's social media channels.

Leadership & Activites

CG Club, Storrs, CT

Secretary & Member

November 20XX - Present

DMD Admitted Students Day, Storrs, CT

Student Volunteer

October 20XX - Present

UConn Blue Line, Storrs, CT

Videography Team Leader

December 2016 - December 2017

FIRST Initial (Preferred Name) LAST NAME

123 Street Name, City, State 01234 | (555) 555-5555 | First.lastname@uconn.edu | www.linkedin.com/in/customURL

Objective

A financial analyst position at Webster Bank offering exceptional computational, analytical, and customer service skills

Education

University of Connecticut, Storrs, CT

Bachelor of Science, Statistics, May 20XX

Minor: Economics

Related Courses

Probability and Statistics Problems, Statistical Quality Control and Reliability, Statistical Data Analysis, Operations Research, Money and Banking

Skills

Computer: Oracle; Microsoft Access, Excel, PowerPoint

Software: SAS, SPSS, SQL, Tableau

Related Experience

Citibank, New York, NY

Investment Banking Intern, May 20XX-Present

- Utilize banking database Oracle and SAS in order to research and compute financial spreadsheet modules for management's use with prospective clients
- Generate financial models in SPSS Comprehensive Statistical Software; research potential investments for clients
- Analyze and organize clients' financial statements and entered data into Excel resulting in convenient access for management to inform clients of new or updated personal investments

Work Experience

Dunkin' Donuts, University of Connecticut Student Union, Storrs, CT

Crew Member, August 20XX-Present

- Adhere to brand standards while communicating food and beverage products to customers to maintain consistency from visit to visit
- Service a high volume of customers while accepting a variety of payment methods including cash, credit card, and meal plan points and ensuring accuracy of cash drawer

UConn Foundation, University of Connecticut, Storrs, CT

Phonathon Caller, September 20XX-May 20XX

- Persuaded UConn alumni to support the Student First Fund through donations to help offset tuition costs for first generation students and underrepresented communities
- Generated over \$5,000 in funding by soliciting donations from 45 new contributors earning top fundraiser status within first three months of employment

Leadership Experience

UConn Center for Career Development, UConn, Storrs, CT

Career Intern, August 20XX-May 20XX

- Critiqued undergraduate student résumés, offering specific feedback related to content and formatting
- Presented 18, 40 minutes in-class workshops on topics including résumé writing and interviewing techniques

Activities and Volunteer Experience

African American Cultural Center, University of Connecticut, Storrs, CT

Event Volunteer, January 20XX-Present

American Red Cross, University of Connecticut, Storrs, CT

Blood Drive Volunteer, October 20XX-August 20XX

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Education

University of Connecticut, Storrs, Connecticut

May 20XX

Bachelor of Arts, Economics GPA: 3.5/4.0 (*ACES students can list “Undeclared” here*)

Dean’s List, Spring, Fall (20XX – 20XX)

Skills

Computer: Microsoft Excel, Word, PowerPoint

Language: Spanish (Conversational or Fluent Written/Verbal)

Certification or Trainings: Bloomberg Market Concepts Certification (20XX), MBTI (20XX),
Global Business Leadership Seminar Series (20XX), Business Fundamentals Summer Program (20XX)

Case Competitions: Aetna Finance Competition 1st Place Team (20XX)

Emerging Academic Interest: Finance major with a minor in Communication

Work Experience

HomeGoods, Stamford, Connecticut

Sales Associate

May 20XX – August 20XX

- Balanced cash and credit card receipts upon the opening and closing of each shift
- Implemented focused sales techniques and participated in monthly reformatting of store layout
- Promoted TJX brand recognition and generated revenue while helping customers with purchases
- Awarded “Star of the Month” award for providing outstanding customer service
- Promoted to part-time employee after being hired as seasonal employee

Camp Westerly, Stamford, Connecticut

May 20XX – August 20XX (Seasonal)

Camp Counselor

- Lead a group of children 10 to 25 children of various ages, engaging in group development activities
- Created a communication activity to help children learn to better understand one another
- Increased camper registrations through community tabling and administrative follow through

Leadership Experience/ University of Connecticut Involvement

Big Buddies, Tutor

August 20XX – Present

- Meet one-on-one with up to 10 students a week to facilitate math comprehension and overall learning

Marketing Society, Member, Membership Chair

August 20XX – Present

- Establish recruiting goals and implement marketing plans to exceed previous membership year by 10%

Volunteer Experience

Connecticut Special Olympics, New Haven, Connecticut

October 20XX – November 20XX

Interests

Snowboarding, Stock Market, Emerging Technology

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SUMMARY	U.S. Army Veteran with proven analytical, risk assessment, and complex problem-solving skills. Seeking a full-time position in financial services with a focus on international markets. Recognized for outstanding leadership and interpersonal skills in both military and civilian service positions.		
EDUCATION	University of Connecticut , Storrs, CT		
	Bachelor of Science, <i>Business</i> Major: Finance		May 20XX
	University of Madrid , Madrid, Spain		
	Study Abroad Program focused on international finance		January - May 20XX
SKILLS	Computer: Bloomberg; Excel; Access; Visual Basic; SQL; Quickbooks Language: Fluent in Mandarin, Conversational Spanish		
RELEVANT EXPERIENCE	Cigna, Remote Work <u>Underwriting Intern</u>		June 20XX – Present
	<ul style="list-style-type: none">Utilize Excel function to analyze and review underwriting guidelines and product offerings and provide recommendations for appropriate plan designs		
	<u>Accounting Intern</u>	Internship Restructure	
	<ul style="list-style-type: none">Expectation of compiling and analyzing financial reporting data in preparation for filings with the SEC and IRS; Internship was restructured and converted to Underwriting Intern role due to COVID-19 pandemic		
	Travelers Property Casualty, Hartford, CT <u>Financial Management Leadership Development Intern – Credit Risk</u>		June 20XX – August 20XX
	<ul style="list-style-type: none">Provide ratings and recommendations for accounts based on financial analysis, industry and company research, and spreadsheet modelsDesign, implement, and train others to use Microsoft Access database for managing and monitoring the risk of a portfolio of “captive” insurance companiesResearch and draft credit reports for large national accounts applying for insurance programs		
	The UConn Student Managed Investment Fund , Storrs, CT <u>Portfolio Manager</u>		August 20XX - January 20XX
	<ul style="list-style-type: none">Collaborated with Investment Managers to strategically allocate a \$1.8M portfolioDeveloped core areas of knowledge on the Financial Services SectorOne of twelve selected students to manage a portion of the UConn Endowment Fund		
MILITARY EXPERIENCE	United States Army , Fort Benning, GA; Ansbach, Germany <u>Military Police Officer</u>		June 20XX - March 20XX
	<ul style="list-style-type: none">Assessed situations, created procedures, and established realistic goals to move a project through to completionCollected, sorted, and processed large quantities of data for use in investigationsImplemented positive coping strategies and stress reduction methods in tense situation, while delivering quality results as part of a 10-person teamManeuvered between teamwork and autonomous projects with ease on a daily basisDeveloped global and intercultural fluency while working with colleagues in Germany and the United States		
WORK EXPERIENCE	Planet Fitness , Manchester, CT <u>Front Desk Assistant</u>		August 20XX - Present
	<ul style="list-style-type: none">Coach new and existing members on equipment use and recommend new routines to enhance their fitness goalsConduct tabling sessions to promote personal training packages and incentivize existing members to enroll		
	Hartford Yard Goats , Hartford, CT <u>Field Operations Assistant</u>		March 20XX – November 20XX (Seasonal)
	<ul style="list-style-type: none">Maintain and repair pitching mounds, home plate area, and bullpens on game dayAssist in tarp pulls and tarp covers during inclement weather and non-game daysSet up and deconstruct batting practice and other on-field practice drills		

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- Objective:** Seeking an Enterprise Rent-A-Car's Management Trainee position, utilizing interest in sales, strong work ethic, and leadership and communication skills
- Education:** **University of Connecticut**, Storrs, CT
Bachelor of Arts, Individualized Major: Consumer Behavior *December 20XX*
GPA: #.#/4.0; Dean's List (*Fall 20XX, Spring 20XX*)
- Relevant Coursework:** Business Management; Strategic Brand Management; Persuasion; Marketing Communication
- Experience:** **Applebee's**, Willimantic, CT
Shift Lead *January 20XX - Present*
- Supervise up to 15 servers and 2 hostesses per shift to ensure quality customer service
 - Utilize POS software systems to accurately track sales and prepare weekly report for management
 - Resolve issues arising during shift such as shortage in shift crew and customer dissatisfaction
 - Conduct inspections to meet company standards and expectations
 - Collaborate with other shift leads and leadership team to organize annual all-staff retreat
 - Recruit and train new staff on company's customer service policies, philosophy, and responsibilities
- Server & Hostess *March 20XX - January 20XX*
- Greeted and ushered customers in a friendly demeanor upon arrival
 - Communicated clearly with kitchen staff to ensure accuracy and timelines of orders
- Academic Project:** **Department of Communication, University of Connecticut**, Storrs, CT
Consumer Trends and Advertising Campaigns: Brand Integration in Television *May 20XX*
- Supported research of Dr. First Name Last Name in analyzing brand integration/embedded marketing in the 10 most popular television shows of 2016
 - Designed academic poster featured at the National Communication Association Conference, 20XX
 - Co-wrote final report identifying trends in product sales and embedded advertising strategies
- Activities:** **Career Leadership Experience, University of Connecticut**, Storrs, CT
Participant *June 20XX – August 20XX*
- Enhanced professional development skills such as networking, interviewing, and professional writing over the course of 9-weeks by attending workshops and completing a team-based case competition
- EcoHusky, University of Connecticut**, Storrs, CT
Member *September 20XX - May 20XX*
- Increased awareness on the implications of using plastic materials on global weather and the environment by staffing booths at university locations such as the Student Union and residence halls
 - Initiated communication strategies on social media sites such as Facebook and Twitter to increase presence of club and spread the message to high school and college students
 - Managed and solicited sponsorships for annual week-long awareness events, increasing local company connections by 50%
- Skills:** Microsoft Word, Excel, PowerPoint; POS Software System
Fluent in Chinese (Mandarin)

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EDUCATION

University of Connecticut, Storrs, CT

Bachelor of Science, Business

May 20XX

Major: Analytics and Information Management

Concentration: Supply Chain Management

Overall GPA: **3.47/4.00** Major GPA: **3.70/4.00**

Dean's List: Fall 20XX-Spring 20XX, Fall 20XX

Lund University, Lund, Sweden

Study Abroad Program focused on operations management

Spring 20XX

SKILLS

Certification: Bloomberg Market Concepts

Computer: Microsoft Excel, Access, PowerPoint, Visual Basic; Windows OS, OS X, SAS; SQL

Language: Conversational Spanish, Intermediate level American Sign Language

Courses: Database Systems, Computer Science, Operations Management, Management, Business Software Development

RELEVANT EXPERIENCE

The Travelers Company, Hartford, CT

Information Technology Intern (Business Analysis)

June 20XX - August 20XX

- Collaborated with a team of three staff members on an innovation project to determine a business practice model that would promote and improve operational systems between internal and external stakeholders
- Reviewed previous program contracts and developed an analysis model to assess future contracts within the department
- Conducted research on current business solutions with clients to determine additional services to increase department revenue

UConn School of Business Information & Technology Department, Storrs, CT

IT Support Help Desk Specialist

August 20XX - Present

- Troubleshoot technical computer questions in a timely manner to better service UConn School of Business faculty, staff, and students while providing the highest level of customer service
- Work within a team environment on a variety of IT projects including streamlining helpdesk services to improve turnaround time for all requests for service
- Develop a quick IT tips and guide sheet for internal department use when working with common technical issues

UConn Information Management Association, Storrs, CT

Vice President

August 20XX - Present

- Collaborate with board members of the IMA to create programs and events for all participants throughout the year
- Manage and facilitate meetings that focus on increasing members' awareness of careers and topics within the IT business industry
- Organize networking and training opportunities with guest speakers including business professionals from a variety of industries

ADDITIONAL EXPERIENCE

Spare Time Entertainment, Vernon, CT

Game Room Attendant

April 20XX - Present

- Maintain operations of all video and table games by scheduling service requests, troubleshooting malfunctions, and responding to player requests for assistance
- Collaborate with management to source new machines for game room, organize delivery and create mock floorplan, process invoices, and promote game arrival to rewards club members

Cinemark Cinemas, Manchester, CT

Concessions

November 20XX – February 20XX

- Attended to customers food and beverage requests in a courteous and helpful manner
- Promoted Cinemark Rewards app and the "order at your seat" function to encourage customers to sign-up

First Name Last Name (she/her)

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OBJECTIVE

Seeking an internship in brand marketing utilizing data analysis, research techniques, and project management skills

EDUCATION

University of Connecticut, Storrs, CT

Bachelor of Science, Business

May 20XX

Major: Marketing **Overall GPA:** 3.32/4.00 **Major GPA:** 3.68/4.00

SELECTED COURSEWORK

Sales Management and Leadership

Integrated Marketing and Communications

Global Marketing Strategy

Marketing Research

SKILLS

Computer: WordPress; HTML; Microsoft Outlook, Word, Excel; Google Drive, Docs, Sheets, Forms

Social Media: Facebook; Meta Business Suite; TikTok; Twitter

MARKETING EXPERIENCE

Ballus Marketing Media LLC, Hartford, CT

January 20XX – June 20XX

Marketing Intern

- Researched and analyzed social media resources utilized by competitors to make recommendations for increased social media strategy of the firm; increased customer utilization of website by 10%
- Collaborated with internal departments to review data analytics of past marketing platforms to create best practices manual for internal use
- Review and assess client information and demographic in order to best effect ongoing marketing projects

Apple, Storrs, CT

October 20XX – May 20XX

Campus Representative

- Promoted and marketed Apple products on campus by designing flyers for events and posting in high traffic areas
- Conducted bi-monthly demonstrations of Apple programs such as iPhoto, iCal, iMovie, and iPages
- Consulted with UConn bookstore staff and groups on campus to encourage use of Apple products and successfully increased usage by 5%

Work Experience

Door Dash/Instacart, Storrs, CT

October 20XX – Present

Delivery Driver

- Grow contracted business through multi-apping strategies by offering simultaneous delivery services to batch orders saving time and increasing hourly earnings
- Communicate with customers about approximate delivery times or unexpected delays to increase feedback ratings and maintain preferred Dasher status
- Showcase professionalism by maintaining clean and organized vehicle to create a sense of comfort and trust with customers as well as adhere to company standards
- Organize multiple deliveries in one trip by planning most effective travel routes based on temperature of items to maintain food quality and achieve strong performance ratings

UConn Dining Services, Storrs, CT

October 20XX – May 20XX

Student Employee

- Clear and clean tableware, utensils, and cooking equipment in accordance with sanitation protocols
- Operate cash register by processing meal plan and credit card transactions and ensuring accurate till balance

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OBJECTIVE

Seeking an accounting internship with XYZ Corp. utilizing analytical and problem-solving skills to gain experience within the professional field of accounting.

EDUCATION

University of Connecticut, Storrs CT

Bachelor of Science in Business

May 20XX

Major: Accounting

Major GPA: 3.XX/4.00 Cumulative GPA: 3.XX/4.00

150 hours educationally compliant for CPA

August 20XX

ACADEMIC ACHIEVEMENTS

New England Scholar Award Recipient

June 20XX

Golden Key International Honor Society, Inductee

November 20XX

University of Connecticut Dean's List

August 20XX-May 20XX

RELATED EXPERIENCE

Maximum Accounting, LLP, Madison, CT

Intern

Summers 20XX-20XX

- Learned the basic elements of tax preparation and assisted Accountants with paperwork to ensure accuracy and completion of all forms
- Created documentation that was well organized, concise and properly referenced for five Accountants
- Developed familiarity with research tools such as CCH, RIA, and BNA

WORK EXPERIENCE

Mary's Café, Durham, NH

Cashier

August 20XX-May 20XX

- Operated cash register during busy morning shifts, maintaining accurate case balance, while delivering excellent customer service and experience
- Maintained fully stocked shelves and storefront creating a clean and organized appearance encouraging patrons to try new products and specials.

Camp Oakwood, Madison, CT

Camp Counselor

June 20XX – August 20XX (Seasonal)

- Managed a group of 20-30 youth, aged five to eight years old in a summer day camp through structured activities and day trips while following safety guidelines and camp protocols
- Provided administrative support to the camp director assisting with bookkeeping and payroll tasks

ACTIVITIES

PricewaterhouseCoopers Accounting Competition, Storrs, CT *Participant*

October 20XX

Participant

- Collaborated with three team members to develop a case on a real-world accounting issue and give a presentation to PwC representatives utilizing critical thinking, analytical, and time management skills

FIRST NAME LAST NAME

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Education

University of Connecticut ; GPA: ###/4.00 <i>Bachelor of Arts, Mathematics-Actuarial Science</i>	Storrs, CT May 20XX
Manchester Community College <i>Associate in Science in Liberal Arts and Science</i>	Manchester, CT May 20XX

Actuarial Examinations/VEE

Passed: P/1 (April 20XX) and FM/2 (September 20XX)
Scheduled: IFM/3F (February 20XX)
Completed: VEE coursework in Economics, Accounting and Finance, Mathematical Statistics, Financial Mathematics

Computer Skills

Productivity Software: Microsoft Excel, Word, PowerPoint; VBA; Google Sheets
Data Management: Access; SQL; SPSS; SAS

Actuarial Experience

Goldenson Center for Actuarial Research, UConn <i>Student Research Assistant</i>	Storrs, CT September 20XX-Present
<ul style="list-style-type: none">Gather vital financial information on the insurance industry and on repealed tax laws, furthering knowledge of historical circumstancesCollaborate with faculty and actuarial professionals in analyzing data and creating theses for research focus	

Travelers

Actuarial Intern	Hartford, CT May 20XX-August 20XX
<ul style="list-style-type: none">Analyzed emerging experience, monitored marketplace and economic trends, and reviewed implicationsSupported and processed month-end, quarter-end, and annual financial reporting effortsRecommended and developed updated price and valuation tools which saved department 5% in costsPrepared state filings, financial reports, and tax returns under strict deadlines; consistently submitted documents well before due datesGained exposure to underwriting, compliance, and customer care teams through projects and reports, to ensure understanding of all policies and laws	

Activities

Gamma Iota Sigma, UConn <i>Member</i>	Storrs, CT February 20XX-Present
<ul style="list-style-type: none">Network with key local and national professionals in the actuarial science fieldParticipate in company site visits two times per year in order to increase understanding of the profession	
Undergraduate Student Government Association, Manchester Community College <i>President</i>	Manchester, CT May 20XX-April 20XX
<ul style="list-style-type: none">Promoted welcoming environment for commuter students by designing and implementing Commuter Student Appreciation Event for 225 attendees	

Honors

Golden Key International Honor Society, Member, UConn, Storrs, CT	April 20XX-Present
Women in Math, Science, and Engineering, Member, UConn, Storrs, CT	September 20XX-Present

First Name Last Name

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Summary

Division 1 (D1) NCAA athlete with over 10 years of teamwork and leadership experience. Recipient of multiple athletic and academic honors and recognized community servant with over 100 hours dedicated to community enrichment and service. Post collegiate career focus in early childhood education and development with emphasis on supporting underrepresented and marginalized communities.

Education

University of Connecticut, Storrs, CT May 20XX
Bachelor of Arts, Sociology
Overall GPA: #.##/4.00; Dean's List, Spring 20XX

Related Courses

Ethics in Society Social Change in Urban America Statistics I
Research Methods Developmental Psychology Sociology and Group Dynamics

Leadership Experience

Student Athlete August 20XX - Present
University of Connecticut Division I Football, Storrs, CT

- Balance 30 hours/week of team practices, home and away games, team meetings, and other related administrative tasks with a full-time academic course load and an off-season community service role
- Attend weekly development programs, film screenings, and drills to enhance sport performance
- Coordinate four team community service events that encourage cohesiveness between team members and foster community support for UConn athletic programs

Relevant Experience

Teacher's Aide January 20XX - Present
Center Road Elementary School, Vernon Public Schools, Vernon, CT

- Generate individualized after-school reading plans for 25 students in the second grade to increase reading comprehension and supplement classroom learning as part of a service-learning course
- Coach six fifth grade students, in collaboration with Physical Education teacher, in after-school running club to help build exercise, communication, and teamwork skills that increase physical, social, and emotional confidence

Alternative Spring Break Experience, Detroit, Michigan March 20XX
Community Outreach, University of Connecticut, Storrs, CT

- Planned creative writing and art activities for 50 youth during a weeklong program at a Detroit-based juvenile facility
- Motivated youth with engaging activities to reflect upon past experiences and make positive plans for the future

Member January 20XX - Present
Collective Uplift, UConn, Storrs, CT

- Fundraised \$400 in one semester as contribution to the scholarship for low-income high school students
- Participated in student panel at the African American Culture Center discussing personal experiences, and the holistic development of student athletes

Athletic and Community Honors

UConn Athletics Outstanding Scholar Student-Athlete (20XX); Two-Time NCAA Division 1 All-American (20XX, 20XX); Three-Time Individual Conference Champion (20XX-20XX, 20XX); CT Higher Education Community Service Award (20XX); Town of Vernon, CT Mayor's Public and Community Service Award (20XX)

Skills

Computer: Proficient in Microsoft Word, Excel and PowerPoint; Social Media Marketing Platforms including Instagram, Twitter, and LinkedIn

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SUMMARY

Aspiring, bilingual, elementary school teacher with focus area in English Language Arts. Experienced in both in-person and distance learning strategies with demonstrated proficiency in various Learning Management Systems and EdTech websites including PowerSchool, PLearning, Moodle, Kahoot, IXL, and EdPuzzle.

EDUCATION

University of Connecticut <i>Master of Arts in Curriculum and Instruction</i> Sub-Plan: Elementary Education GPA: #.##/4.00 Inquiry Project: “The Link Between Guided Reading and Oral Language Development”	Storrs, CT May 20XX
University of Connecticut <i>Bachelor of Science, Education</i> Major: Elementary Education, Concentration: English GPA: #.##/4.00, Dean’s List, Nutmeg Scholar	Storrs, CT May 20XX

CLASSROOM EXPERIENCE

Dr. Franklin H. Mayberry Elementary School <i>Intern - Oral Language Development Within Guided Reading Groups, Grade 1</i>	East Hartford, CT (Distance Learning) August 20XX-Present
<ul style="list-style-type: none">Develop and implement differentiated guided reading lessons for 22 first-grade level students, integrating art, writing, and discussion into each lessonConduct research for inquiry project on oral language development in guided reading groupsProvide extra individual academic support for students having difficulty with reading and math	
Dorothy C. Goodwin Elementary School <i>Student Teacher, Grade 3</i>	Mansfield, CT August 20XX-May 20XX
<ul style="list-style-type: none">Planned and implemented daily language arts lessons using a basal reading program and SMART Board technology for 25 studentsPresented guided reading lessons for leveled groups of students, adapting material to meet individual students’ needsPrepared and taught weekly spelling lessons using the Cast-A-Spell program	
Smith Middle School <i>Clinic Practicum, Grade 6 Special Education</i>	Glastonbury, CT January 20XX-May 20XX
<ul style="list-style-type: none">Provided extra support for 8 students in mathematics, ensuring retention of material and conceptsObserved science, mathematics, and elective classes to develop skills in multi-disciplinary teaching	
Joseph O. Goodwin Middle School <i>Clinic Practicum, Grades 1-6</i>	East Hartford, CT August 20XX-December 20XX
<ul style="list-style-type: none">Observed 5 classes and recorded notes for later review, gaining exposure to various teaching stylesAided with reading exercises in a classroom setting to further student knowledge of vocabulary and develop solid foundations in spelling	

TUTORING EXPERIENCE

Southeast Elementary School <i>Volunteer</i>	Mansfield Center, CT October 20XX-December 20XX
<ul style="list-style-type: none">Tutored students in grades 1-4 in classroom settings, with reading and vocabulary assignments	

First Name Last Name, p. 2

TUTORING EXPERIENCE, continued

Natchaug Elementary School	Willimantic, CT
<i>After School Program Tutor</i>	February 20XX-June 20XX
<ul style="list-style-type: none"> ▪ Provided individual curricular support with general subject homework and assignments to 4th grade students ▪ Supervised and interacted with 20 students in outdoor and recreational activities to ensure children's safety 	

EMPLOYMENT EXPERIENCE

Panera Bread	Manchester, CT
<i>Team Member</i>	October 20XX-Present
<ul style="list-style-type: none"> ▪ Communicate effectively with customers in a fast-paced environment to ensure customer satisfaction ▪ Take orders, manage cash register, and serve food to an average of 100 customers per shift ▪ Train five new staff members to perform server duties, using proper service etiquette and techniques 	

Various Families (Confidential)	Barkhamsted, CT
<i>Babysitter</i>	April 20XX-July 20XX
<ul style="list-style-type: none"> ▪ Provided care, support, and ensured safety for multiple families with children ages 3-10 	

Stop and Shop	Barkhamsted, CT
<i>Customer Service Clerk</i>	May 20XX-August 20XX
<ul style="list-style-type: none"> ▪ Addressed customer complaints and adjusted payment methods for pricing discrepancies ▪ Processed lottery sales and ran daily bookkeeping reports to adhere to Lottery compliance policies 	

VOLUNTEER EXPERIENCE

UConn Husky Reads, Connecticut Children's Medical Center	Hartford, CT
<i>Volunteer</i>	March 20XX-Present
<ul style="list-style-type: none"> ▪ Provide reading and nutrition-related activities for children, ages 2-14, in the waiting room of the Connecticut Children's Medical Center 	

Special Olympics	Windham, CT
<i>Assistant Coach</i>	October 20XX-March 20XX
<ul style="list-style-type: none"> ▪ Coached a team of 12 children, ages 8 to 10, to learn volleyball techniques and rules ▪ Mentored youth and provided leadership while providing a safe and nurturing environment 	

ACTIVITIES

UConn Intramural Sports (Volleyball, Softball, Flag Football), <i>Member</i>	September 20XX-April 20XX
UConn Club Field Hockey , <i>Member</i>	August 20XX-May 20XX

SKILLS

Classroom Technology: PowerSchool, SMART Board, SmartNotebook, Canvas, PLearning, Moodle
EdTech: Kahoot, Classkick, IXL, EdPuzzle, Desmos, Minitab, Geometer Sketchpad
Computer: Microsoft Word, PowerPoint, Excel; Prezi
Language: Spanish (Fluent), Portuguese (Conversational)

CERTIFICATION & ENDORSEMENTS

Application pending for Connecticut Initial Educator Certificate
Pending Endorsements: Elementary Education (1-6)
Praxis and Other Tests: Received *Praxis I* Waiver, Passed *Praxis II* (Elementary Education, Multiple Subjects: 5031, English: 5039), Passed Connecticut Foundations of Reading test

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Education

University of Connecticut, Storrs, CT

December 20XX

Bachelor of Science

Emerging Academic Interest: Elementary Education

GPA #.##/4.00

High School Name, City, ST

June 20XX

High School Diploma

GPA: #.##/4.00

Awards/Scholarships

Alpha Kappa Alpha Education Advancement Foundation, Inc. Undergraduate Merit Scholarship

American Montessori Society Teacher Education Scholarship

Skills

Language: Proficient in Spanish

Computer: Microsoft Word, PowerPoint, Excel; Prezi; HTML

Relevant Experience

Windham Head Start, Willimantic, CT

August 20XX-Present

Tutor

- Instructed three fifth graders after school two days a week with homework from all subjects
- Mentored students providing information and coaching to promote positive self-talk and coping methods

South Windsor Park and Recreation, South Windsor, CT

June 20XX-August 20XX

Camp Counselor

- Guided 15 children aged 5-12 through art, sports, website coding, and music activities appropriate for learning and developmental stages of understanding
- Initiated a language lab and Pen Pal Program with peers in Spain, where campers were introduced to common phrases and terms in order to write to other children
- Monitor the campers' health and safety on site and on excursions throughout the state

Work Experience

Stop & Shop, Vernon, CT

January 20XX-June 20XX

Cashier

- Processed customer payments for grocery items to ensure a positive customer experience
- Assisted with stocking shelves and maintaining an orderly, clean check-out station

Campus Involvement

Student Union Board of Governors (SUBOG), Late Nite Committee Member

January 20XX-Present

Future Educators, Member

September 20XX-Present

Autism Speaks, Member

September 20XX-Present

FIRST NAME LAST NAME

123 Street Name, City, ST 01234 · (555) 555-5555 · Firstname.Lastname@uconn.edu
www.linkedin.com/in/customURL · Pronouns: they | them | theirs

OBJECTIVE

Obtain an internship with an intellectual property law practice utilizing strong research, organizational, and communication skills

EDUCATION

University of Connecticut, Storrs, CT

Bachelor of Arts, Philosophy, December 20XX

Minor in Psychological Sciences

Major GPA: ###/4.00; Cumulative GPA: ###/4.00

Related Courses: Ethics; Social and Political Philosophy; Criminology; Philosophy and Neuroscience

SKILLS

Computer: Microsoft PowerPoint, Excel, Word; HTML: WebPlusX8 (Website Design Software)

Language: Fluent in Mandarin

LEGAL EXPERIENCE

State of Connecticut Department of Consumer Protection, Hartford, CT

Intern, May 20XX - August 20XX

- Updated and maintained department website using WebPlusX48, with focus on news and announcements sections, to provide consumers with relevant information.
- Reviewed legal pleadings including civil investigative demands, subpoenas, administrative complaints, consent orders, and memoranda for spelling and grammatical errors.
- Observed compliance meetings and hearings, including administrative, investigatory, legislative, and regulatory, to increase familiarity with investigative process and reporting structure.

Law and Business Society, University of Connecticut, Storrs, CT

Secretary, January 20XX - May 20XX

- Recorded and organized minutes at biweekly chapter and executive board meetings, maintaining accurate accounts of upcoming projects.
- Presented minutes to full membership prior to start of each meeting, supporting meeting productivity.

LEADERSHIP EXPERIENCE

Athletics and Recreation Services, University of Connecticut, Storrs, CT

Student Intramural Program Assistant, September 20XX - Present

- Supervise 20+ players and 2 officials during athletic activities and programs while simultaneously recording accurate scores.
- Enforce rules and policies for accident prevention and safety protocols by addressing player misconduct and unsportsmanlike behavior.

ACTIVITIES AND VOLUNTEER EXPERIENCE

Giving UConn a Responsible Driver (GUARD) Dogs, University of Connecticut, Storrs, CT

Volunteer Dispatcher, September 20XX - May 20XX

Intramural Sports, University of Connecticut, Storrs, CT

Team Member (Soccer, Basketball, and Flag Football), September 20XX - Present

First Name Last Name

123 Street Name, City, State 01234 • (555) 555-5555 • first.last@uconn.edu • www.linkedin.com/in/customURL

Objective

Seeking a cooperative education position with an advocacy organization utilizing outreach, language, and technical skills

Education

University of Connecticut, Storrs, CT

Bachelor of Arts, Individualized Major: International Relations August 20XX
GPA #.#/4.0, Dean's List; Spring 20XX, Fall 20XX

UConn in Cape Town Study Abroad Program, Cape Town, South Africa
Emphasis in Multiculturalism and Social Change

August 20XX-December 20XX

Relevant Courses

Foreign Policy Analysis	The Theory of Human Rights	Science and Social Issues in the Modern World
International Political Economy	Refugees and Humanitarianism	U.S. Foreign Policy in the Middle East

Skills

Languages: Fluent in French; Proficient in German
Computer: Microsoft Excel and Word

Related Experience

Law Office of Michael A. Feldman, Brunswick, ME
Law Firm Intern

May 20XX-Present

- Update client database using Microsoft Excel and improve processing efficiency by 18%.
- Attend meetings with clients and provide recommendations to attorneys and legal assistants.

Maine International Trade Center, Portland, ME
Research Assistant

May 20XX-August 20XX

- Determined product classifications, industry codes, tariff rates, and taxes for imported and exported goods.
- Researched international markets and requirements to be included in proposal to expand client base using National Trade Databank and International Trade Data Network.

Health and Education in Urban Communities (Service Learning Course), Hartford, CT
Research Assistant

September 20XX-December 20XX

- Investigated historical and social forces that shape health and education in urban communities, including poverty, culture, and identity, through service in community.

Presentation

University of Connecticut IDEA Grant, Storrs, CT
Cultivating Change: Building a Cooperative Garden to Improve Local Communities

April 20XX

- Presented to community members and non-profit partners plan to construct and maintain community vegetable garden to address food insecurity, spread ideas of sustainable agriculture, foster community engagement, and promote healthy lifestyles among residents.

Professional Experience

Thomas J. Dodd Research Center, UConn, Storrs, CT
Student Assistant

September 20XX-Present

Impact Delta, UConn Leadership & Organizational Development, Storrs, CT
Program Participant

January 20XX-May 20XX

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First Name Last Name

City/Town, State 01230 | Firstname.Lastname@uconn.edu | (555) 555-5555 | www.linkedin.com/in/customURL

Education:

University of Connecticut, Storrs, CT

Bachelor of Arts, Political Science; May 20XX

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

Minors: Criminal Justice

GPA: ###/4.00; Dean's List Spring 20XX

Skills:

Computer: Microsoft Word, Outlook, PowerPoint, Excel; Prezi; QuickBooks; Tableau

Legal Research: LexisNexis; WestLaw

Relevant Legal Experience:

William G. Reveley & Associates, Tolland, CT, *Administrative Assistant*, July 20XX-Present

- Conduct authorized research utilizing LexisNexis and WestLaw software programs to enhance legal research skills.
- Complete daily administrative tasks and finalize information coordination to ensure accurate documentation and easy access for attorneys and staff in the office.

The Law Society, University of Connecticut, Storrs, CT, *Events Chairperson*, November 20XX-Present

- Coordinate and organize informational and networking opportunities for Society members on campus, such as group meetings, information sessions, and speaker lectures from industry professionals and law schools.

Cahill, Goetsch & Perry, P.C., New Haven, CT, *Summer Intern*, May 20XX-August 20XX

- Composed executive summaries for five attorneys to reference during trial proceedings utilizing administrative skills.
- Addressed clients' needs and concerns by providing information or relaying timely communications when attorneys were away from office by efficiently maintaining normal office functions.

Leadership Experience:

National Organization for Women UConn Chapter, Storrs, CT, *Treasurer*, April 20XX-Present; *Member*, March 20XX-April 20XX

- Manage budget of \$23,000 including reimbursement of members for organizational purchases, reviewing applications for funding, and providing monthly reports on financial status.
- Attend SOLID training (Student Organization Leaders Intentional Development) to ensure chapter is properly equipped with knowledge to address financial responsibilities and risks.
- Advocate for the end of sexism and oppression through collaboration with other on- and off-campus organizations.

UConn Model United Nations, UConn, Storrs, CT, *UN Peacebuilding Commission Assistant Director*, October 20XX-Present

- Negotiate compromises and make decisions effectively with other delegates by creating effective resolutions.
- Compose one-page summaries regarding updates in international affairs in alignment with committee's topics.
- Lead committee sessions of 20 delegates and create draft resolutions in conjunction with director regarding international issues.

Academic Projects

Empirical Methods in Economics, UConn, Storrs, CT, *Project: Economic Recession Comparison*, November 20XX

- Developed PowerPoint presentation and presented class comparisons of 2001 and 2007 economic recessions.
- Manipulated graphs utilizing Tableau software to conduct multivariable analysis of recession lengths, employment levels, correlations, and additional variables.

Additional Experience:

American Civil Liberties Union (ACLU), UConn, Storrs, CT, *Member*, March 20XX-Present

- Partner with local leaders and organizations to plan and promote engagement events that inspire action and educate the community on the ACLU's mission.

Center for Career Development, UConn, Storrs, CT, *Student Administrative Assistant*, January 20XX-Present

- Serve as the immediate responder for students seeking résumé critiques, cover letter reviews, and personal statement revisions
- Schedule appointments with career consultants using Outlook for undergraduates, graduates, and alumni of the University while completing additional deadline-driven administrative tasks.

FIRST INITIAL. MIDDLE NAME LAST NAME | He/Him/His

City, State | (555) 555-5555 | First.Last@uconn.edu | www.linkedin.com/in/customURL

OBJECTIVE

To obtain full-time employment with a non-profit organization focused on advocating for, and bringing arts and art education to, underserved communities and schools using excellent leadership, communication, and fundraising skills

EDUCATION

University of Connecticut, Storrs, CT

Bachelor of Arts, Urban and Community Studies

May 20XX

Bachelor of Science, Psychological Sciences

May 20XX

Minor: Women's, Gender, and Sexuality Studies

Master of Public Administration (Fast Track Program)

May 20XX

ISI Florence, Florence, Italy

Education Abroad

September 20XX - December 20XX

Relevant Coursework: Italian art, history, and culture

ACADEMIC PROJECTS

Senior Thesis: *Public Art Creating a Sense of Belonging: A Case Study of the William Lanson Statue.*, Storrs, CT

May 20XX

- Utilize qualitative analysis techniques to accurately analyze data and draw impactful conclusions about effective arts community engagement and creative placemaking in New Haven
- Research and compile previous academic papers relating to public art and its impact on communities
- Create a well-structured study in accordance with IRB guidelines to yield accurate results
- Interview art project administrators and artists to create data on community involvement efforts and techniques

ARTS AND COMMUNITY EXPERIENCE

City of New Haven Arts Culture and Tourism Division, New Haven, CT

Arts Workforce Initiative Intern

June 20XX - August 20XX

- Led the collaboration to create an Arts for Anti-racism Pledge to help New Haven arts organizations become actively anti-racist in internal structure and programming
- Created a voting campaign by designing graphics and resources in Canva to empower young black citizens to vote
- Coordinated communication efforts and created a website using Squarespace for New Haven Pride Center's Pride Kickoff Event and LGBTQ+ Pride Day of Civic Engagement and Activism

The Smithsonian Institution, Washington, D.C.

Development and Special Events Intern

May 20XX - September 20XX

- Coordinated and executed receptions, dinners, conferences, and other special events designed to help fund arts programs
- Managed Outlook calendars across multiple museums and national monuments to ensure effective and accurate scheduling of event space and quick resolution of conflicts

Burlington City Arts Gallery, Burlington, VT

June 20XX - August 20XX

Gallery Docent

- Maximized public equity by welcoming all guests into the space and providing information about the gallery's policies
- Answered guest questions about exhibits to encourage an enhanced understanding and enjoyment of the art

LEADERSHIP EXPERIENCE

UConn Model United Nations Conference UConn, Storrs, CT

Co-Conference Director

December 20XX - Present

Topic Specialist (Commission on the Status of Women)

November 20XX - November 20XX

Assistant Director (World Food Programme)

September 20XX - November 20XX

Undergraduate Student Government, UConn, Storrs, CT

Chief of Staff

August 20XX - May 20XX

Rainbow Center Liaison

August 20XX - May 20XX

Vice Chair Student Development

January 20XX - May 20XX

Senator

October 20XX - May 20XX

UConn Detroit Alternative Spring Break, Detroit, MI

Team Leader (Canceled due to COVID-19)

October 20XX - May 20XX

Participant

November 20XX - March 20XX

LEGAL FIRST NAME (PREFERRED FIRST NAME) LAST NAME

123 Main Street, City, State | (555) 555-5555

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

Objective

Seeking the Children's Educational Reform summer internship with the Connecticut Department of Education utilizing cross-cultural communication, community organizing, and fundraising skills

Education

University of Connecticut, Storrs, CT

Master of Arts, Public Policy/Administration

May 20XX

GPA: #.##/4.00

Bachelor of Science, Sociology

May 20XX

GPA: #.##/4.00

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

Skills

Computer: Microsoft Word, Excel, PowerPoint; Google Docs, Slides, Sheets; Prezi

Language: Fluent in Spanish; proficient in French

Related Experience

University of Connecticut Department of Student Activities, Community Outreach, Storrs, CT January 20XX – Present

Coordinator of Youth Development and Education for Children Programs

- Lead in-person and virtual trainings to educate community leaders on departmental services and build partnerships
- Manage five-person Selection Committee to recruit and select new student leaders for the upcoming year
- Serve on Executive Board, supporting 120 student leaders in coordinating service and developmental activities for individual learning communities

Trinity Elementary, New Haven, CT

August 20XX – December 20XX

Special Education Paraprofessional

- Facilitated one-on-one and classroom counseling sessions to provide appropriate academic and social support to children with various special needs
- Collaborated with other paraprofessionals to create a safe and productive school environment by sharing best practices and demonstrating various teaching styles

Education and Workforce Development, East Hartford, CT

August 20XX – December 20XX

Summer Intern

- Assisted with direct implementation of contextual, hands-on activities and workshops for over 50 students
- Analyzed and evaluated program functions by conducting assessment inventories and surveys enhancing service abilities by 10%

Work Experience

Mansfield Parks and Recreation, Mansfield, CT

July 20XX – August 20XX (Seasonal)

Assistant Director

- Supervised and trained all camp counselors to optimize staff performance and ensure adherence to camp policies
- Coordinated daily activities promoting positive experience for 150 Spanish-speaking middle school-aged children
- Corresponded with parents on behalf of the director via in-person communication, telephone calls, and weekly e-mail updates to share updates on camp activities and news

Volunteer Work

Hands on Hartford, Hartford, CT, Volunteer

August 20XX – Present

South Park Inn, Willimantic, CT, Volunteer

May 20XX – September 20XX

FIRST NAME LAST NAME

123 Street Name, City, State 01234 555- 555-5555 First.Last@uconn.edu www.linkedin.com/in/customURL

OBJECTIVE

Seeking a health care research administration position utilizing technical, organizational and communication skills

EDUCATION

University of Connecticut Storrs, CT
Bachelor of Science, Allied Health Sciences May 20xx
Minor: Psychological Sciences
GPA: #.##/4.00

CERTIFICATIONS & SKILLS

Certifications: Emergency Medical Technician, Licensed, December 20xx
American Heart Association Cardiopulmonary Resuscitation Certified, February 20xx
Computer: Glace EMR 4.5; Microsoft Excel, Access, Word, PowerPoint; MiniTab
Languages: Conversational in Spanish

PROFESSIONAL EXPERIENCE

StarHill Pediatrics, LLC (Private Practice) East Hartford, CT
Medical Administrative Assistant June 20xx-Present (Seasonal)
• Measure patients’ vitals and intake measurements prior to appointment with doctor to maximize office efficiency
• Communicate with patients about medical concerns assisting the secretary with inquiries often over the phone
• Maintain patient information on digital tracking system and schedule future appointments

UConn Club Sports, University of Connecticut Storrs, CT
Field Medic August 20xx-May 20xx
• Supported the coordination of high-risk events to provide first aid and basic emergency support to injured players
• Communicated with all officials, coaches, players, and viewers to ensure a safe and competitive environment

Hartford Fire and Rescue Hartford, CT
Emergency Medical Technician (EMT-b) June 20xx-August 20xx
• Responded to medical emergencies with the teamwork of paramedics and EMTs to deliver life-saving treatment
• Performed medical and trauma patient assessments to provide BLS treatment in life threatening distress
• Operated numerous medical devices at the scene of injury and in the ambulance including performing electrocardiograms, providing wound care and splinting, and administering medication

Hartford Hospital Hartford, CT
Volunteer June 20xx-August 20xx
• Supported nurses in both day surgery and maternity units by handling triage of patient data using Excel
• Monitored patients’ post-operative status utilizing essential medical equipment and during in-hospital transport

RESEARCH EXPERIENCE

UConn Department of Physiology and Neurobiology, University of Connecticut Storrs, CT
Undergraduate Behavioral Neuroscience Research Assistant December 20xx-May 20xx
• Performed rat perfusions, mounted brain specimen slices onto slides and completed Nissl staining for imaging in order to analyze slide images under the microscope and record development and changes of the hippocampus
• Created analytical charts and graphs using Excel; presented collected data and results to PI via PowerPoint

CONFERENCES and PRESENTATIONS ATTENDED

Northeast EMT Association Annual Meeting and Conference June 20xx
Boston University School of Medicine Boston, MA
International Health Leadership Conference April 20xx
Yale University New Haven, CT

FIRST NAME LAST NAME

123 Street Name, City, State 01234

(555)555-5555 • First.Last@uconn.edu • www.linkedin.com/in/customURL

OBJECTIVE:

To obtain an entry-level nursing aide position demonstrating patient care and laboratory experience

EDUCATION:

University of Connecticut, Storrs, CT

Bachelor of Science, Biological Sciences, May 20XX

Minor: Cognitive Science

GPA: #.##/4.00 Dean's List Spring 20XX, Fall 20XX

SKILLS & CERTIFICATIONS:

Laboratory: Phlebotomy; Glucose Testing; Urine Cultures

Computer: MediTech; Microsoft Word, Excel, PowerPoint

Certifications: American Heart Association for the Basic Life Support for Healthcare Providers, Expiration 20XX; Phlebotomy Certified, 20XX; EKG Certified, 20XX

HEALTH CARE EXPERIENCE:

Hartford Hospital, Hartford, CT

Clinical Associate: Geriatric Psychiatric Floor, Nursing Aid (24 hrs/week), March 20XX-Present

- Facilitate activities of daily life, such as ambulation and feeding, for 10-12 geriatric psychiatric patients
- Perform phlebotomy care, measure vital signs, check blood glucose, monitor and document intake and output
- Maintain the safety of the patients requiring continuous one-to-one observation due to risk for falls and suicide risk, performing 15 minute safety checks on each patient
- De-escalate and redirect patients, while maintaining the safety of the patients, staff, and visitors

Connecticut Children's Medical Center, Hartford, CT

Child Life Volunteer, September 20XX-Present

- Develop and facilitate activities for children ages 2-16 to encourage a fun and positive atmosphere as a respite from medical procedures and debilitating illnesses

OTHER EXPERIENCE:

Burlington Country Club, *Receptionist*, Burlington, VT, June 20XX-August 20XX (seasonal)

Subway, *Sandwich Artist*, Burlington, VT, June 20XX-August 20XX

LEADERSHIP/HONORS:

Active Minds, UConn, Storrs, CT

Vice President, August 20XX-Present; *Member*, September 20XX-Present

- Educate UConn community on mental health issues and ways to reduce social stigmas through presentations
- Co-lead weekly club meetings with President and coordinate volunteers for upcoming presentations

Alpha Beta Epsilon (Biology Fraternity), UConn, Storrs, CT

Member, January 20XX-Present

- Tutor five undergraduate students in general biology and psychology at University's academic center

First Name Last Name

123 Street Name, Town or City, State, Zip Code | (888) 888.8888

First.Lastname@uconn.edu | www.linkedin.com/in/customURL

OBJECTIVE

Seeking a position in Healthcare Management utilizing technical, organizational and management skills with the ability to lead and be part of a team.

EDUCATION

University of Connecticut, Storrs, CT May 20XX

Bachelor of Science, *Business*

Major: Health Care Management

Overall GPA: X.XX/4.00

Piedmont Technical College, Clarkston, GA May 20XX

Associate of Applied Science, *Business Management*

CERTIFICATIONS & SKILLS

Certifications: Emergency Medical Technician, December 20XX

Software: Microsoft Excel, Power Point, Access; CRT Medical Billing System; Prezi

Languages: Chinese (Fluent)

RELEVANT EXPERIENCE

Donor Alliance Hartford, CT

Organ Recovery Intern May 20XX - August 20XX

- Assisted in the identification of outdated processes, which resulted in improvements of the day-to-day functioning of the department.
- Represented the agency's functions and services to the public, government agencies, and other institutions.
- Interpreted and revised staff policies to incorporate professional development needs.

WORK EXPERIENCE

Piedmont Heights Private Care, LLC Piedmont, CA

Administrator June 20XX - December 20XX

- Conducted new employee orientation.
- Oversaw the accurate timely billing and payroll of the agency.
- Provided oversight and supervision of client care by ensuring staff were well trained.
- Participated in/conducted in-service educational programs to ensure compliance with state regulations.
- Managed the quality, appropriateness, and availability of services and assured appropriate staffing to meet patient care needs.

CONFERENCES & PRESENTATIONS

Connecticut Global Health Leadership Conference New Haven, CT

Yale University April 20XX

EMT World Expo Nashville, TN

Music City Center October 20XX

SUMMARY

Certified Nursing Assistant with over 150 clinical hours completed in various settings including hospitals and extended care centers. Primary clinical areas of interest include emergency departments and critical care units.

EDUCATION

University of Connecticut, Storrs, CT

Bachelor of Science, Nursing, May 20XX

GPA: #.##/4.00

Certification

Certified Nursing Assistant, 20XX

Danbury Hospital, Danbury, CT

CLINICAL EXPERIENCE

Hartford Hospital, Hartford, CT

Student Nurse, Critical Care Unit, (# of Hours) September 20XX - Present

- Provide continuous observation of critically ill patients and interpret patient data to reduce the risk of a patient's deterioration
- Attempt to improve patient outcomes by weaning ventilation, aiding in physical rehabilitation, and providing emotional support

Rockville General Hospital, Vernon, CT

Student Nurse, Capstone-Emergency Room, (# of Hours) February 20XX - May 20XX

- Analyzed situations using critical thinking skills in order to make informed decisions for patient care
- Supported a RN by reading telemetry and stabilizing critical patients, which prevented secondary complications

Manchester Memorial Hospital, Manchester, CT

Student Nurse, Maternity, (# of Hours) September 20XX - November 20XX

- Provided advice on all aspects of infant care including breast or bottle-feeding and hygiene to new mothers in order to build confidence

Danbury Hospital, Danbury, CT

Student Nurse Extern, Labor and Delivery/Postpartum, (# of Hours) June 20XX - August 20XX

- Provided couplet care to mothers and babies by offering advice and support to facilitate family bonding
- Developed patient and post-discharge care plans in collaboration with the supervising RN to assist in the recovery process
- Delivered patient care and patient/family education in collaboration with the RN Clinical Coach by conducting presentations for families addressing skills for infant care

Manchester Memorial Hospital, Manchester, CT

Student Nurse, Psychiatrics, (# of Hours) February 20XX - May 20XX

- Assessed and educated adult patients and respective caregivers/families about mental health and associated illnesses to assist with caregiving at home
- Utilized communication skills to build relationships with patients while listening to and interpreting their needs and concerns

Hospital for Special Care, New Britain, CT

Student Nurse Intern, Close Observation Unit, (# of Hours) December 20XX - February 20XX

- Observed patients under the supervision of a RN to expand upon understanding of use, effects, and side-effects of various medications to improve upon skill-set needed for patient care
- Maintained accurate records, files, and confidentiality of patients' information in accordance with HIPAA
- Applied knowledge of prevention, transmission, and control of communicable diseases ensuring a sanitary environment

(CLINICAL EXPERIENCE CONTINUED)

Résumé Sample 32 (continued)

Connecticut Children's Medical Center, Hartford, CT

Student Nurse, Pediatrics, (# of Hours) August 20XX - November 20XX

- Observed medical preparation, assessment and administration for children to gain skillset for working with that population
- Acquired knowledge of tasks such as giving injections, prescription of general medicines, health care, growth, and development of children in order to provide healthcare in appropriate manner

Rockville General Hospital, Vernon, CT

Student Nurse, Medical-Surgical Intensive Care, Operating, Emergency, (# of Hours) January 20XX - April 20XX

- Aided the RN staff in properly dressing wounds with suitable medical procedures while maintaining a professional demeanor
- Applied organizational and time management skills in delivering nursing care to ensure prompt and accurate medical attention

RELATED EXPERIENCE

Department of Developmental Services, Hartford Area, CT

Personal Care Assistant, June 20XX - August 20XX

- Supported young adults with disabilities by assisting with activities of daily living, including bathing, personal hygiene, dressing, and tube feeding

Home Instead, West Hartford, CT

Personal Care Assistant, May 20XX - August 20XX

- Assisted a 93-year-old woman with daily activities including ambulation, toileting, food preparation, bathing, personal hygiene, and dressing so patient could remain in her home

CONFERENCES & PRESENTATIONS

Boston University School of Medicine, Boston, MA

Northeast Nursing Association Annual Meeting and Conference Attendee, June 20XX

Yale University, New Haven, CT

Connecticut Global Health Leadership Conference Presenter, April 20XX

ACTIVITIES

Asiantation Mentoring Program (AMP), University of Connecticut, Storrs, CT

Asiantation Coordinator/Mentor, August 20XX - Present

- Coordinate a mentoring program to assist incoming Asian American students in adjusting to college life by connecting with on-campus resources

Child Health in America, University of Connecticut, Storrs, CT

Member, September 20XX - May 20XX

- Conducted presentations to children in local communities on health issues including diabetes, high cholesterol, and dental hygiene by creating awareness and teaching preventative practices to avoid illness

Career Leadership Experience, University of Connecticut, Storrs, CT

Participant, June 20XX - July 20XX

- Participated in a 9-week summer program to enhance professional development skills such as networking, interviewing, and professional writing by attending workshops and completing a team-based case competition

SKILLS

Computer: HealthWyse Oasis-C Home Care Software, Electronic Medication Administration and Management (eMAR); Microsoft Word

Résumé Sample 33 | Table of Contents

FIRST NAME, LAST NAME

123 Street Name, City, State 12345 | (555) 555-5555 | First.Last@uconn.edu | www.linkedin.com/in/customURL

Education

University of Connecticut

Certificate Entry into Nursing (CEIN/BS)

GPA: #.##/4.00

Storrs, CT
December 20XX

University of Connecticut

Bachelor of Arts in Psychology

Storrs, CT
May 20XX

Clinical Experience

Rockville General Hospital

Student Nurse, Capstone-Emergency Room (# hours)

Vernon, CT
August 20XX – October 20XX

- Analyzed conditions using critical thinking skills to quickly assess various situations
- Supported a RN by reading telemetry and stabilizing patients preventing secondary complications

Manchester Memorial Hospital

Student Nurse, Maternity (# hours)

Manchester, CT
May 20XX – August 20XX

- Educated new parents on all aspects of baby care including breast or bottle-feeding, general newborn care, and hygiene to build confidence in ability for infant care

Danbury Hospital

Student Nurse Extern, Labor and Delivery/Postpartum (# hours)

Danbury, CT
June 20XX – July 20XX

- Provided couplet care to mothers and babies by offering advice and support to facilitate family bonding
- Developed patient care plans and post-discharge care plans in collaboration with the supervisory RN to assist patient with the recovery process
- Maintained accurate records, files, and confidentiality of patients' information in accordance to HIPPA

Related Experience

Hartford Healthcare Department of Nursing Support

COVID-19 Testing Aide

Hartford, CT
April 20XX - Present

- Support non-clinical tasks associated with COVID testing sites to ensure safety and sterility of all patients and medical professionals
- Conduct preliminary screening measures including temperature checks and questionnaires of all individuals entering the building to reduce risk of virus transmission
- Educate patients on self-swab procedures during drive-up testing hours to ensure collection of viable samples
- Manage inventory of COVID testing and PPE materials by assessing supply levels on a daily basis and submitting purchasing orders as needed

Department of Developmental Services

Personal Care Assistant

Hartford, CT
January 20XX - December 20XX

- Supported young adults with disabilities by assisting with activities of daily living, including bathing, personal hygiene, dressing and tube feeding.

Foundation Health

Health Benefits Manager

Boston, MA
June 20XX - October 20XX

- Coordinated a hotline service for Medicaid support program to ensure clients received timely responses
- Provided training and supervision to a team of administrators demonstrating how to provide clients with high level of customer service

Additional Experience

Hewitt Associates, Hartford, CT- *Manager of Training*

June 20XX – December 20XX

Aetna, Inc, Hartford, CT- *Senior Client Services Manager*

October 20XX – June 20XX

FIRST NAME LAST NAME

123 Street Name, City, State 01234

(555) 555-5555 | First.Last@uconn.edu | www.linkedin.com/in/customURL

Objective:

Seeking Pharmacy summer internship offering exceptional customer service, organizational ability and a demonstrated understanding of the pharmacy practice

Education:

University of Connecticut, Storrs, CT

Bachelor of Science, Pharmacy Studies, May 20xx

Licensure and Certifications:

Connecticut State Board of Pharmacy: Intern License, Expiration Date: September 20xx

Pharmacy Technician Certification Board: Pharmacy Technician Certification, Expiration Date: August 20xx

Skills:

Computer: Microsoft Word, PowerPoint, Excel, Access; SPSS; MATLAB

Language: Conversational Korean

Pharmacy Experience

Walgreens, Willimantic, CT

Pharmacy Technician, December 20xx – Present

- Interpret prescription orders and communicate with doctors' offices to confirm and discuss patient prescription histories in order to avoid potential drug interactions
- Counsel dozens of customers daily, regarding medically related concerns and complex billing practices
- Compound, measure, count, and properly label prescriptions
- Enter patient data into computer systems and interact with insurance companies to ensure accurate prescription and billing records
- Monitor prescription financials by tracking costs and profits via Excel spreadsheets and store software

CVS Pharmacy, Storrs Mansfield, CT and Newark, NJ

Pharmacy Technician, September 20xx – December 20xx

- Retrieved prescription orders and completed retail sales for in-store customers
- Interpreted and processed prescriptions from medical personnel received via fax and telephone
- Addressed client concerns with insurance information and billing using effective interpersonal skills

Home City Hospital, Newark, NJ

Pharmacy Volunteer, June 20xx – August 20xx

- Responded to phone inquiries, filled floor stock, checked expiration dates, and organized medication
- Shadowed staff pharmacist's daily routines, discussed hospital protocol and personnel dynamics

Additional Work Experience

Center for Students with Disabilities, UConn, Storrs, CT

Note Taker, August 20xx – May 20xx

- Documented notes in class for students with auditory processing disorders
- Typed and uploaded notes for organic chemistry into a system accessible to registered students

Private Family, Newark, NJ

Nanny, June 20xx – August 20xx (summers and weekends)

Involvement and Volunteer Experience

Pharmacy Diversity Committee, UConn, Storrs, CT

Class Representative, September 20xx – Present

- Promote diversity within the pharmacy program and the profession through activities and lectures
- Presented to area high school students on Pharmacy careers as part of the 'Bridge to the Future' event

UConn Brooklyn Collaborative, Brooklyn, CT

Tutor, September 20xx – May 20xx

- Instructed individuals who are incarcerated on basic math and science strategies in preparation to earn a GED

FIRST NAME LAST NAME

123 Street Name, City, State 01234

(555) 555-5555

First.Last@uconn.edu

www.linkedin.com/in/customURL

Objective:

Seeking a Pharmacy research internship offering exceptional organizational, analytical and problem-solving abilities and a demonstrated understanding of the research discovery process

Education:

University of Connecticut, Storrs, CT

Doctor of Pharmacy, May 20xx

Bachelor of Science, Pharmacy Studies, May 20xx

Licensure and Certifications:

Connecticut State Board of Pharmacy

Intern License, Expiration Date: September 20xx

Pharmacy Technician Certification Board

Pharmacy Technician Certification, Expiration Date: August 20xx

Skills:

Computer: Microsoft PowerPoint, Excel, Word; Prezi; SPSS; MATLAB; Glace EMR 4.5

Language: Conversational Korean

Laboratory: Receptor/Drug Interaction Analysis; DNA and RNA Manipulation; Tissue and Cell Culture; Enzyme Characterization; Protein Expression, Purification and Analysis

Social Media: Instagram; Twitter; YouTube; WordPress; Facebook; Snapchat

Pharmacy Experience:

Walgreens, Willimantic, CT

Pharmacy Intern, December 20xx – Present

- Interpret prescription orders and communicate with doctors' offices to confirm and discuss patient prescription histories in order to avoid potential drug interactions
- Counsel dozens of customers daily, regarding medically related concerns and complex billing practices
- Compound, measure, count, and properly label prescriptions orders
- Enter patient data into computer systems and interact with insurance companies to ensure accurate prescription and billing records
- Monitor prescription financials by tracking costs and profits via Excel spreadsheets and store software

CVS Pharmacy, Storrs Mansfield, CT and Newark, NJ

Pharmacy Technician, September 20xx – December 20xx

- Retrieved prescription orders and completed retail sales for in-store customers
- Interpreted and processed prescriptions from medical personnel received via fax and telephone
- Addressed client concerns with insurance information and billing using effective interpersonal skills

Home City Hospital, Newark, NJ

Pharmacy Volunteer, June 20xx – August 20xx

- Responded to phone inquiries, filled floor stock, checked expiration dates, and organized medication
- Shadowed staff pharmacist's daily routines, discussed hospital protocol and personnel dynamics

Conferences and Presentations Attended:

University Of Connecticut School of Pharmacy, Storrs, CT
Northeast Pharmacist Association Annual Meeting and Conference, May 20xx

Yale University, New Haven, CT
International Health Leadership Conference, April 20xx

Northeastern University School of Pharmacy, Boston, MA
Massachusetts Pharmacy Association Summer Symposium, June 20xx

Publications:

Mercier, R.W., **Last, First**, and Makriyannis, A. (2018). The role of two cysteine residues in seventh transmembrane domain of human CB2 receptor in biarylpyrazole ligand binding and receptor's functions. (*To be submitted*)

Anday, J.K., Thakur, G., Zvonok, A.M., Mercier, R.W., **Last, First**, and Makriyannis, A. (2017). The role of cysteine 6.47 in ligand recognition and receptor activation; towards elucidating human CR2 tertiary structure. J Biol Chem. (*Submitted*)

Additional Work Experience:

Center for Students with Disabilities, UConn, Storrs, CT
Note Taker, August 20xx – May 20xx

- Documented notes in class for students with auditory processing disorders
- Typed and uploaded notes for organic chemistry into a system accessible to registered students

Private Family, Newark, NJ
Nanny, June 20xx – August 20xx (summers and weekends)

Additional Involvement and Volunteer Experience:

Pharmacy Diversity Committee, UConn, Storrs, CT
Class Representative, September 20xx – Present

- Promote diversity within the pharmacy program and the profession through activities and lectures
- Presented to area high school students on Pharmacy careers as part of the 'Bridge to the Future' event

UConn Brooklyn Collaborative, Brooklyn, CT
Tutor, September 20xx – May 20xx

- Instructed four individuals who are incarcerated on basic math and science strategies in preparation to earn a GED

First Name (Preferred Name) Last Name

City, State | (555) 555-5555 | first.last@uconn.edu | www.linkedin.com/in/customURL

EDUCATION

University of Connecticut, Storrs, CT May 20XX

Bachelor of Science, Physiology and Neurobiology

Pre-Medical Track

GPA: 3.89/4.00; Science GPA: 3.91/4.00

Honors and Awards: Dean's List (all semesters), New England Scholar ('XX, 'XX, 'XX), Alpha Lambda Delta

Honors Society, Biology Director's Award

CLINICAL EXPERIENCE

Kuchnir Dermatology and Dermatologic Surgery, Marlborough, MA May 20XX – Present

Doctor's Assistant

- Collect patient history at start of appointments in order to compile accurate charts and records that aide physician in providing timely and relevant treatment and continued care
- Submit electronic prescriptions to pharmacies and communicate with insurance companies to secure pre-authorizations for medications
- Assist with surgical procedures by explaining all pre- and post-operation procedures to patients, preparing instrument trays, sterilizing surgical site, cutting sutures, and bandaging patients

Boston Children's Hospital, Boston, MA June 20XX

Student Shadow

- Shadowed pediatric hematologist in the Thrombosis Clinic for two days observing ways a team of physicians, NPs, and nurses work to plan patient treatment and care routines
- Learned about various conditions that cause blood clots in children including Paget-Schroetter Syndrome and May-Turner Syndrome, as well as types of blood clots including DVT and PE

Sri Ramachandra Medical College, Chennai India December 20XX

Student Shadow

- Observed doctors and paramedical students in the Department of Neurology to gain perspective on doctor-patient relationships and practices outside of America
- Rotated through the Nerve Conduction Studies and Electroencephalogram Labs learning about the basics of nerve impulses, the Ten20 system and seizures

LEADERSHIP EXPERIENCE

First Year Programs, University of Connecticut, Storrs, CT September 20XX – May 20XX

First Year Experience Mentor

- Developed and facilitated presentations designed to encourage the use of positive thinking and growth mindset over the next four years of school
- Created lesson plans and facilitated classroom discussions on goal setting and acclimation to college life

Center for Career Development, University of Connecticut, Storrs, CT October 20XX – May 20XX

Student Ambassador

- Liaise with the College of Liberal Arts and Science to develop strategies that help stimulate and enhance the professional development thought process of undergraduate students
- Research different paths to medical the field and utilize findings to organize panel events, write blogs, and develop resources for undergraduate students interested in pursuing a career in healthcare

ACTIVITIES

Clinical Minds, University of Connecticut, Storrs, CT January 20XX - Present
President and Founder

- Conceptualized and implemented a structured club where pre-health students to come together and work through clinical case studies to encourage excitement in, and develop skills for, careers in medicine
- Research various case studies and diseases to prepare discussion topics and presentations that educate members on newest discoveries and advancements in medicine

The Daily Campus, University of Connecticut, Storrs, CT April 20XX – August 20XX
Health and Wellness Columnist

- Write weekly articles for the campus newspaper that provide education and tips about overall health and wellness for the UConn community
- Awarded the “Writer of the Year” award for coverage of UConn’s response to the COVID-19 pandemic and implementation of safety protocols on campus

Women’s Club Lacrosse Team, University of Connecticut, Storrs, CT August 20XX – December 20XX
Midfielder

- Assess game play on the field, anticipating opposing team strategy, to react accordingly and help transition the ball from defense to offense
- Analyze game footage at weekly meetings to review execution of plays and positions as well as develop practice strategies in preparation for upcoming games
- Motivate teammates on and off the field to encourage peak academic and athletic performance while boosting team morale and comradery

VOLUNTEER EXPERIENCE

Marlborough Parks and Recreation, Marlborough, MA January 20XX – Present (Seasonal)
After School Tutor

New Horizons Assisted Living Center, Marlborough, MA September 20XX – Present (Seasonal)
Volunteer

Framingham Unified Sports, Framingham, MA June 20XX – Present (Seasonal)
Team Captain

Massachusetts General Hospital, Boston, MA May 20XX – August 20XX
Junior Volunteer

SKILLS

Medical Software: EPIC, Athena Health, DrChrono

Languages: French (fluent), Tamil (Conversational)

Computer: Microsoft Outlook, Word, Excel, PowerPoint; Google Docs, Sheets, Slides; Canva

Summary:

Certified Nursing Assistant and Emergency Medical Technician with over 150 hours of direct patient care experience. Comfortable working in fast-paced environments and collaborating with multidisciplinary teams. Actively pursuing education to become a Physician Assistant with a focus on pediatric care.

Education:

University of Connecticut, Storrs, CT

Bachelor of Science, Allied Health Sciences

May 20XX

Concentration: Health Sciences

GPA: 3.8/4.0 | Science GPA: 4.2/4.0

Skills and Certifications:

Medical Software: EPIC, Advantage

Certifications: Certified Nursing Assistant (August 20XX), Emergency Medical Technician (April 20XX)

Computer: Microsoft Office (Word, PowerPoint, Excel), Google Suite (Docs, Slides, Sheets)

Direct Patient Experience:

Mansfield Center for Nursing and Rehabilitation, Storrs, CT

Certified Nursing Assistant (30 hours)

August 20XX - Present

- Foster independence by assisting with activities of daily living like dressing and toileting
- Distribute medications to over 20 residents to promote preventative health care measures and patient well-being
- Interact with residents to connect and improve quality of life while in rehabilitation
- Aide registered nurses in daily tasks including IV preparation, phlebotomy, and taking patient vitals

Physical Therapy and Sports Medicine Center, Glastonbury, CT

Physical Therapy Aide (125 hours)

May 20XX – August 20XX

- Demonstrated exercise and stretching activities for patients to ensure correct form and efficient recovery
- Coordinated daily patient schedules to make sure appointment times are honored
- Inventoried and ordered supplies through approved supplier catalogs to maintain efficient office operations

Shadowing Experience:

Hartford Hospital, In Patient Rehabilitation Unit, Hartford, CT

November 20XX

Mansfield Pediatrics, Mansfield, CT

January 20XX

Community Health Center, Inc., Middletown, CT

April 20XX

Professional Memberships:

American Academy of Physician Associates, *Student Member*

September 20XX - Present

Connecticut Academy of PAs, *Student Member*

July XX - Present

Leadership Experience:

Pre-Physician Assistant (PA) Patient Care Alliance, Storrs, CT

Secretary

August 20XX - Present

- Network with certified PAs, PA students, and peers interested in the PA profession
- Document meeting topics/information while maintaining email correspondence with club members

Lodewick Visitors Center, University of Connecticut, Storrs, CT

Tour Guide

January 20XX - Present

- Conduct campus tours for prospective UConn students and family members addressing questions related to University culture and campus life

Work Experience:

Starbucks, *Barista*, Glastonbury, CT

March 20XX – October 20XX (Seasonal)

Old Navy, *Team Member*, South Windsor, CT

July 20XX – December 20XX

EDUCATION

University of Connecticut

Bachelor of Arts, Double Major: Speech, Language, and Hearing Sciences and Psychological Sciences

Major GPA: #.##/4.00; Cumulative GPA: #.##/4.00

Honors and Awards: Dean’s List: Fall 20XX - Spring 20XX; Allied Health Care Scholarship 20XX - 20XX

Storrs, CT
May 20XX

RELEVANT EXPERIENCE

The Kennedy Center

Independent Internship

- Supported Speech Language Pathologist helping adults with intellectual disabilities from communities with limited income improve speech and language skills through interactive activities
- Participated in classroom activities to engage adults in small group conversations to improve communication skills

Milford, CT
May 20XX - August 20XX

RESEARCH

Department of Psychological Sciences, UConn

Undergraduate Research Assistant, Early Detection of Learning Disabilities

- Observed clinical evaluations of children being tested for learning disabilities
- Entered clinical notes into Excel database for scoring and evaluation
- Ensured confidentiality of patients while maintaining and updating records and personal data

Storrs, CT
January 20XX - May 20XX

LEADERSHIP

UConn Hear for You, UConn

Marketing & Fundraising Chair

- Organized fundraiser for American School for Deaf by promoting event at UConn; raised over \$1,000

Storrs, CT
September 20XX - Present

Brookfield Parks and Recreation

Camp Counselor

- Supervised and evaluated counselors-in-training to provide feedback and optimize staff performance
- Delegated responsibilities to coworkers while ensuring safety of all camp attendees
- Coordinated daily activities promoting positive experiences for 150 Spanish-speaking middle school-aged children

Brookfield, CT
July 20XX - August 20XX (Seasonal)

ACTIVITIES & VOLUNTEER EXPERIENCE

Hartford Hospital, Keeping in Touch Program

Volunteer

National Student Speech Language Hearing Association, UConn

Member

Alternative Break, UConn

Volunteer, Trip Focus: Healthcare Access & Education

- Educated uninsured families experiencing poverty on accessibility of Affordable Care Act
- Communicated compassionately with elderly individuals with health care needs while delivering food

Hartford, CT
May 20XX - Present
Storrs, CT
September 20XX - Present
Philadelphia, PA
March 20XX

EXPERIENTIAL EDUCATION

Job Shadow, Dr. Last Name, SLP, Harford Hospital, Hartford Hearing & Balance Center

Job Shadow, Dr. Last Name, AuD, Hearing & Balance at West Hartford Family Wellness Center

December 20XX
December 20XX

SKILLS

Computer: Microsoft Word, Excel, and PowerPoint
Language: Fluent Urdu

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Education

University of Connecticut, Storrs, CT

Bachelor of Science, Psychological Sciences, May 20XX

Scholarship: Air Force ROTC (3-year)

Internship Experience

Reid Marketing & Advertising

Manchester, CT (Virtual)

Marketing Intern

May 20XX-August 20XX

- Analyzed customer satisfaction surveys utilizing Excel and prepared quarterly reports for management
- Created marketing materials using Microsoft Publisher for Zoom-based presentations at corporate meetings
- Collaborated with the advertising team using Microsoft Teams to evaluate all marketing and advertising materials for content management products and services

Leadership Experience and Training

Air Force ROTC, AFROTC Detachment 115

Storrs CT

Cadet 4th Class

September 20XX-Present

- Learn leadership fundamentals such as setting direction, problem-solving, presenting briefs, providing feedback, and using effective writing skills
- Examine team dynamics and historical leadership theories including trait and behavior theories that form the basis for effective leadership
- Analyze, evaluate, and instruct cadets at lower levels by identifying responsibilities of key staff, coordinating staff roles, and using situational opportunities to teach, train, and develop subordinates
- Trained in a variety of topics including drill and ceremony, land navigation, first aid, and radio operation and etiquette

Transfer Connections Learning Community

Storrs CT (Virtual)

Peer Mentor

September 20XX-December 20XX

- Regularly organized and presented relevant topics including orienting students to the Storrs campus and personal and professional development for 9 students
- Utilized video conferencing software to meet with students in small groups and one-on-one settings

Activities

ICE Radio Club, Manchester Community College

Manchester, CT

Radio Show Host

September 20XX-June 20XX

- Studied background information to prepare for programs or interviews
- Developed story lines, produced, and broadcasted radio show to audiences over radio and internet streaming
- Created web-based creative content using Adobe Illustrator and Lightroom to promote radio programming

Skills

Video Conferencing: Zoom, Teams, WebEx, Google Meet

Collaborative Software: Slack, SharePoint, Trello, Jira

Microsoft Office: Word, Excel, PowerPoint, Outlook

Creative: Adobe Illustrator, Premier, Lightroom; Microsoft Publisher

FIRST NAME LAST NAME

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OBJECTIVE

Seeking Refugee Rights Campaign summer internship at Amnesty International utilizing cross-cultural communication, community organizing, and fundraising skills

EDUCATION

University of Connecticut, Storrs, CT

Bachelor of Arts, Human Rights, May 20XX

Minor: Urban & Community Studies

GPA: ###/4.00, Honors/Awards: Dean's List

RELATED EXPERIENCE

Public Interest Research Group (UConnPIRG), University of Connecticut, Storrs, CT

Public Relations, August 20XX - Present

- Collaborate with four fellow officers to organize and execute programming for 26-member Executive Board
- Canvass campus monthly recruiting students to sign the Ban the Bottle Campaign declaration, resulting in the collection of 3,200 signatures in support of the petition to ban the sale of single-use disposable water bottles
- Develop Twitter and Instagram campaigns in order to promote the organization to target populations

Department of Student Activities, Community Outreach, University of Connecticut, Storrs, CT

Trip Director: Migrant Farming & Agricultural Communities in Immokalee, FL, August 20XX - Present

- Design and lead pre-trip educational sessions on impact of migrant farmers on local communities and economies
- Recruit diverse student participants for service trip through creation of unique marketing video using YouTube

Team Leader: Rural Poverty in Appalachia, WV, August 20XX - May 20XX

- Facilitated six reflection sessions for groups of 12 participants to process week-long service experiences

Trip Participant: Understanding Homelessness in Boston, MA, November 20XX

- Collaborated with a 15-person team to assemble over 700 hygiene kits for individuals experiencing homelessness

Integrated Refugee and Immigrant Services, New Haven, CT

Development & Human Resources Intern, May 20XX - August 20XX

- Researched donor information in support of fundraising efforts, fostering improved donor relationships
- Published targeted social media posts and monthly newsletters leading to a 30% increase in donor engagement
- Planned silent auction and solicited donations for the annual Run for Refugees, which raised over \$190,000
- Cultivated relationships with media outlets using communication skills in order to ensure positive event coverage

ACADEMIC PROJECT EXPERIENCE

Human Rights Institute/Dept. of History: International Human Rights, University of Connecticut, Storrs, CT

Research Team Member, August 20XX - December 20XX

- Compiled primary and secondary sources on human rights violations in post-war Hungary for comparative country journal article
- Conducted research using online journals and drafted literature review for evaluation by lead faculty member

WORK EXPERIENCE

UC Cafes, University of Connecticut, Storrs, CT

Cashier, August 20XX - Present

- Cooperate with co-workers to achieve workplace goals and provide quality service to the university community

SKILLS

Social Media: Twitter, Instagram, YouTube, SlideShare

Computer: Microsoft PowerPoint, Word, Excel; Prezi

Language: Conversational French

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Education	University of Connecticut, Storrs, CT <i>Bachelor of Arts, Human Development and Family Studies, May 20XX</i> Fieldwork Concentration: Family Relationships - Services and Counseling GPA: #.##/4.00 Relevant Coursework: Professional Communication; Child Welfare; Law and Social Policy; Low Income Families; Family Life Education
Work Experience	Hartford Hospital, Hartford, CT <i>Patient Administrative Associate, May 20XX - Present (weekends and seasonal)</i> <ul style="list-style-type: none">• Develop positive rapport with patients and health care team using communication skills• Adhere to all existing regulatory and hospital standards, policies, and procedures
Leadership Experience	Department of Student Activities, Community Outreach, University of Connecticut, Storrs, CT <i>Coordinator of Youth Development and Education for Children Programs, August 20XX - Present</i> <ul style="list-style-type: none">• Supervise and train 14 student leaders utilizing group management strategies• Lead trainings and facilitate discussions to educate leaders on components of service• Oversee 20-person Selection Committee to recruit and select new student leaders for the upcoming year• Serve on Executive Board, supporting 120 student leaders in their service activities <i>Big Brothers, Big Sisters Site Manager, August 20XX - May 20XX</i> <ul style="list-style-type: none">• Coordinated scheduling and transportation to and from site for 22 volunteers• Educated peers on quality mentoring techniques and methods of preparing for service• Collaborated with fellow site managers to define program goals• Awarded Student Leader of the Year for outstanding commitment to the program
Volunteer Experience	Newington Emergency Medical Services, Inc., Newington, CT <i>Emergency Medical Technician, March 20XX - Present</i> <ul style="list-style-type: none">• Respond to 911 calls with emergency response team and provide on-site medical care DKMS, New York, NY <i>Drive Organizer, August 20XX - May 20XX</i> <ul style="list-style-type: none">• Organized bone marrow donor registration drive in collaboration with university blood drive• Registered 30 students as potential bone marrow donors during 4-hour event
Activities	Community Service Learning Community, University of Connecticut, Storrs, CT <i>Member, August 20XX - Present</i> <ul style="list-style-type: none">• Discuss the impact of service on career and personal goals• Attend academic and recreational events to develop connections with community members Ballroom Dancing Club, University of Connecticut, Storrs, CT <i>Member, January 20XX - Present</i>

FIRST NAME LAST NAME

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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

Relevant 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, Proficient in French

RELEVANT EXPERIENCE

Community Health Resources, Windsor, CT

Foster Care Support Intern

August 20XX – Present

- Moderated weekly group counseling sessions with youth ages 7-17 to support 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 which contributed to academic success

WORK EXPERIENCE

JCPenney, Manchester, CT

Sales Associate

August 20XX – Present

- Ensure organized and inviting store by arranging display tables and returning merchandise to appropriate racks
- Remain knowledgeable on products offered and discuss available in-store and online options with customers
- Follow and achieve department sales goals on a monthly, quarterly and yearly basis helping store retain status as a top sales producer in the district

Dunkin' Donuts, Manchester, CT

CT Cashier and Crew Member

September 20XX – August 20XX

- Complied with inventory control procedures to maintain quality standards
- Correctly processed POS purchases and adhered to service delivery expectations as set by corporate offices
- Teamed up with co-workers to ensure fast, efficient, and proper customer service

VOLUNTEER EXPERIENCE

Hands on Hartford, Hartford, CT, Volunteer

August 20XX – Present

South Park Inn, Willimantic, CT, Volunteer

May 20XX – September 20XX

First Name Last Name

they/them/their

123 Street Name, Town, ST 01234 ▪ (555) 555-5555 ▪ first.lastname@uconn.edu ▪ linkedin.com/in/customURL

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: 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 Grant

Social Sciences, Humanities, and Arts Research Experience (SHARE) Award, December 20XX

Research Experience

Department of Literatures, Cultures, and Languages, UConn, Storrs, CT

Project Title: Intercultural Communication in French Inner-Cities, January 20XX-May 20XX

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

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OBJECTIVE

Seeking an internship within the field of social work demonstrating strong communication, assessment, and interpersonal skills

EDUCATION

University of Connecticut, Storrs, CT

Bachelor of Social Work, May 20XX

GPA: #.##/4.00; Dean’s List: Fall 20XX-Spring 20XX; Honors Program

RELATED COURSEWORK

Cross Cultural Communication	Interpersonal Behavior	Public Speaking
Advocacy for Social Policy and Change	Human Behavior and Social Environment	Family Interaction Processes

SKILLS & CERTIFICATIONS

Computer: Microsoft Excel, Word, PowerPoint; Google Sheets; Canva

Language: Proficient in Russian

RELATED EXPERIENCE

Crisis Text Line, Remote Position

Volunteer Crisis Counselor, May 20XX-August 20XX

- Respond to text messages from individuals in crisis in a calm collected manner helping to deescalate situations and emotions while working together to create a safe environment for the caller and providing necessary support services
- Develop index of resources related to mental health, substance abuse, domestic violence, and eating disorders

ACADEMIC PROJECTS

Communication Technology and Social Change, UConn, Storrs, CT

Title: Improving Healthcare through Technology, January 20XX-Present

- Developed legislation proposal based on research findings to promote free technology services to new underrepresented and marginalized populations

Communication Persuasion, UConn, Storrs, CT

Title: Impact of Female Positive Marketing Strategies on Children’s Career Aspirations, January 20XX-May 20XX

- Demonstrated the financial and social value of incorporating positive female role models into children’s advertising through a 10 minute, in-class presentation to 25 peers using PowerPoint
- Analyzed qualitative and quantitative research of children’s perceptions of female role models in order to determine the impact of advertising on children’s belief systems around career aspirations

ACTIVITIES

Rainbow Center, UConn, Storrs, CT

Public Relations Coordinator, January 20XX-Present

- Promote involvement activities, philanthropic opportunities, and educational speakers to campus community
- Coordinate and update the organization’s Instagram, Facebook, and Twitter social media sites to keep public informed of upcoming events and announcements

Student Health and Wellness (SHAW), UConn, Storrs, CT

Sexpert January 20XX-Present

- Promote positive and responsible health to UConn students creating awareness of sexual health issues
- Respond to requests for, and compile, glovebox items as part of SHAW’s safer-sex supply delivery service

Multicultural Society, UConn, Storrs, CT

Member, September 20XX-May 20XX

- Engage with other UConn students to promote cultural identity and inclusion across campus

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Objective

Seeking a summer internship within a local municipality that emphasizes quantitative abilities to analyze complex economic and demographic data and contribute to community development decisions

Education

University of Connecticut, Storrs, CT

Bachelor of Science, Double Major: Mathematics & Geography, May 20XX

GPA: X.XX/4.00

Honors: St. Andrew's Society of Connecticut Scholarship, 20XX

University of Leeds, Leeds, UK

Study Abroad, May 20XX-July 20XX

Completed coursework in Economics and Historic European Immigration Trends

Technical Skills

Operating Systems: Windows, iOS, Linux

Microsoft Office: Microsoft Word, Excel, PowerPoint

Google cloud-based: Drive, Earth, Sheets, Sites

Statistics and Visualization: ArcMap 10.3; Macromedia Fireworks MX 2004; R Studio; JavaScript; Leaflet; HTML; TeamViewer; SAS; SPSS; Tableau

Related Experience

Connecticut State Data Center and

University of Connecticut Libraries Map and Geographic Information Center (MAGIC), Storrs, CT

Research Assistant, October 20XX – Present

- Organize data from State and Federal databases to help characterize and rank Connecticut municipalities by education levels, income, and other demographic data for future statistical use
- Analyze town-by-town voting records for participation rates and party affiliations to use as demographic data
- Completing standardized training in ArcGIS for future certification in map development

University of Connecticut, Storrs, CT and **University of Leeds**, Leeds, UK

Economics and Geography Class Projects, August 20XX – July 20XX

- Performed econometric regression analysis of factors influencing UConn student dining hall selections using multiple linear regression using R in freeware
- Developed an interactive web map of worldwide rare earth mineral mining patterns using HTML, CSS, JavaScript, ArcMap and Leaflet
- Created an interactive website mapping and describing important settlements and events during the Viking Age in northern Europe utilizing ArcMap and Macromedia Fireworks

Quantitative Learning Center, University of Connecticut, Storrs, CT

Tutor, August 20XX – May 20XX

- Assisted students with homework and test preparation in quantitative courses through one-on-one coaching
- Conducted review sessions for beginning math and statistics courses by reviewing relevant information and communicating with the professor to improve student learning

FIRSTNAME LASTNAME

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EDUCATION

University of Connecticut, Storrs, CT

Bachelor of Science in Engineering, May 20XX

Major in Computer Science and Engineering; Minor in Mathematics

Tianjin University of Finance and Economics, Tianjin, China

Study abroad experience focused on Chinese language and culture, June-August 20XX

TECHNICAL SKILLS

Application Programming: C#, Java, VB.NET, C, MATLAB, Python, Smalltalk, MIPS

Functional Programming: Scheme (LISP), Standard ML, F#

Web Programming: ASP, .NET, PHP, HTML, CSS, JavaScript, JQuery, AngularJS, SOAP, REST

Databases: MySQL, MS SQL, MongoDB, LINQ, Entity Framework, Microsoft Excel

Cloud Computing: AWS, MS Azure, SaaS, PaaS, IaaS

Mobile Development: Apache Cordova, Ionic, Xamarin

Repository: Git, Team Foundation Server (TFS)

EXPERIENCE

XPRCorp, Inc., Rocky Hill, CT

Software Consultant Intern, May 20XX - August 20XX

- Maintained enterprise software to facilitate health insurance data analytics for over 100,000 patients
- Optimized queries to search through client SQL database saving 180 seconds per transaction
- Developed an ASP MVC website to manage 25 Active Directory accounts on a Rackspace cloud server
- Collaborated with clients on-site to establish technical requirements and software product details
- Worked independently and in team environments operating with Agile Scrum practices

RELEVANT PROJECTS

School of Engineering, Storrs, CT

Design Project for Auerfarm 4-H Educational Center in Bloomfield, CT, September 20XX - May 20XX

- Created a mobile app for a farm to help families navigate the land and stay aware of relevant news and events
- Utilized Google Maps API to provide an interactive app displaying nearby landmarks based on a visitor's location
- Deployed a scalable Windows server to host a secure administrative website and handle dynamic app data
- Solution assists Auerfarm to increase community involvement and provide quality services to children

Computer Security, Storrs, CT

Website hosted with XAMPP Technologies, February 20XX - April 20XX

- Developed a secure instant messaging website in PHP to implement access control
- Applied modern cryptographic techniques to encrypt, hash, and salt sensitive information
- Wrote front-end using Bootstrap and JQuery to provide a responsive and user-friendly interface

LEADERSHIP EXPERIENCE

Alpha Kappa Lambda Fraternity, Storrs, CT

Organization Member, February 20XX - Present

- Founding father of Gamma Pi chapter with a mission to transform Greek culture on campus
- Helped fundraise over \$10,000 for UConn's Violence Against Women Protection Program
- Participated in monthly accreditation workshops in pursuit of University and National recognition

FIRSTNAME LASTNAME

City, State | firstname.lastname@uconn.edu | 555.555.5555 | www.linkedin.com/in/customURL

OBJECTIVE

Seeking an entry-level mechanical engineering position exercising skills in design, analysis, and application of complex engineering solutions

EDUCATION

University of Connecticut, Storrs, CT

Bachelor of Science in Engineering, May 20XX

Major: Mechanical Engineering; GPA: #.#/4.0

ENGINEERING PROJECT EXPERIENCE

Pratt & Whitney, East Hartford and Storrs, CT

Senior Capstone Design Project: Turbine Guide Vane Damping System, August 20XX – May 20XX

- Conducted literature review on potential damping solutions for jet engine turbine guide vanes
- Completed design and instrumentation of testing rig and procedures for new damping system
- Performed damper testing and analysis of resulting data with Matlab to determine damping improvement

UConn School of Engineering, Storrs, CT

Dynamics of Particles and Rigid Bodies Course Project, Spring 20XX

- Simultaneously simulated both planetary and lunar orbital motion using Matlab and numerical methodologies

Electrical Circuits Academic Design Project, Fall 20XX

- Designed, built, and tested a 4-band audio equalizer within given specifications and parameters

CAD Modeling and Graphing Course Final Project, Spring 20XX

- Created and assembled a parameterized model of a watch using Unigraphics Nx

EMPLOYMENT EXPERIENCE

Baumann Propane, Wallingford, CT

Crew Chief, Summers 20XX – 20XX

Supervised work crews in the following tasks:

- Pressure washed, removed rust, and applied protective enamel coating to reusable liquid propane gas canisters
- Oversaw and organized efficient schedule for the work crew of one-three team members each day

Creative Special Events Management, Cheshire, CT

Event Specialist, Summers/Weekends 20XX – 20XX

- Unloaded and set up event features such as tents, chairs, tables, and dance floors, ensuring safety procedures are followed at venues holding up to 200 individuals
- Worked part-time to help fund educational expenses

ACTIVITIES

Wallingford Hockey Club, Member, Wallingford, CT, November 20XX – Present

Alpha Lambda Delta Honor Society, UConn, Storrs, CT, December 20XX – May 20XX

Longboard Club, UConn, Storrs, CT, September 20XX – May 20XX

Intramural Hockey and Soccer, UConn, Storrs, CT, September 20XX – May 20XX

COMPUTER SKILLS

CAD: Unigraphics Nx, AutoCAD, Google SketchUp; *Analysis*: Matlab, Ansys, LabVIEW

First Name • Middle Initial • Last Name

123 Street, City, State 12345 | (888) 888.8888

First.Lastname@uconn.edu | www.linkedin.com/in/customURL

OBJECTIVE

Seeking a full-time position in operations utilizing complex problem solving, technical understanding and a business mindset.

EDUCATION

University of Connecticut, Storrs, CT May 20XX
Bachelor of Science, Double Major in Business and Engineering (dually ABET Accredited)
Major: Management & Engineering for Manufacturing
Overall GPA: 3.52/4.00

RELEVANT COURSEWORK

Materials Science	Applied Mechanics	Manufacturing Automation
Financial Accounting	Business Law	Operations Management

SKILLS

Computer: Microsoft Excel; Access, SolidWorks, Visual Basic, Inventor, AutoCAD
Language: Fluent in Spanish

RELEVANT EXPERIENCE

United Technologies Corporation, Farmington, CT May 20XX – August 20XX
Quality Assurance Intern

- Tested units from production by working with industry standards in creating a testing procedure to ensure the quality of the manufactured parts

Hubbell Incorporated, Shelton, CT May 20XX – August 20XX
Manufacturing Engineering Intern

- Organized the production floor by modeling the layout in AutoCAD and optimizing use of the space to improve overall plant efficiency

Town of Coventry Parks and Recreation, Coventry, CT June 20XX – August 20XX
Camp Counselor

- Supervised 8-10 year olds by coordinating and designing events and games to engage campers and provide a safe environment

LEADERSHIP EXPERIENCE

UConn Management and Engineering for Manufacturing Society, Storrs, CT September 20XX – Present
Vice-President

- Engage members by organizing activities and events during the meetings to improve the personal and professional development of students
- Create meeting agendas by collaborating with board members, faculty and industry representatives to provide an organized, efficient and meaningful experience to the members

Society of Women Engineers, Storrs, CT September 20XX – Present
Member

- Encourage High School students to pursue a career in engineering by staffing Open Houses and other Events and meeting with the students individually

Phi Sigma Rho (Engineering Sorority), Storrs, CT September 20XX – Present
Philanthropy Chair

- Organize community involvement of the members of Phi Sigma Rho by working with other organizations to hold events and fundraisers to help the families of the Storrs area
- Raised \$10,000 for the American Cancer Society and Girl Scouts of America, our National Philanthropy Partners

First Name Last Name

City, State

(555) 555-5555 • Firstname.Lastname@uconn.edu

www.linkedin.com/in/customURL

Education	University of Connecticut , Storrs, CT <i>Bachelor of Science, Psychological Sciences</i> , December 20XX Minors: Physiology and Neurobiology, Sociology; GPA: #.##/4.00; Dean's List, Spring 20XX Honors Thesis: "The Effects of Parental Depression and Cognition on Child Behavior"
Study Abroad Experience	University of Granada , Granada, Spain <i>Study Abroad Participant</i> , January 20XX-May 20XX
Honors/Awards	Honors Program, 20XX-Present Mortar Board, 20XX (National Senior Honorary) New England Scholar, 20XX-20XX (awarded for GPA of 3.7 or higher for academic year) Nutmeg Scholar, 20XX (full tuition scholarship for exceptional achievement) Office of Undergraduate Research Travel Award 20XX (\$500 to present research at a conference)
Research Interests	Developmental, Social, and Abnormal Psychology, Learning and Cognition, Personality, Motivation and Emotion
Research Experience	Department of Psychological Sciences , UConn, Storrs, CT <i>Student Research Assistant</i> , August 20XX-Present <ul style="list-style-type: none">Research and compare study skills of first-year undergraduate and first-year graduate students to analyze the effects of certain study habits on GPAScreen participants and distribute appropriate surveys to qualified and screened studentsCollect data, code responses, and input into Microsoft Excel spreadsheets for accurate analysis; results generated into a report for Principle Investigator
Publications	Last Name, A.B., Last Name, A.B., & Student Last Name, A.B. (20XX). Differences in study skills of first-year undergraduate and graduate students. <i>Journal of Applied Psychology</i> , 93, 112-134.
Posters	Student Last Name, A.B. & Last Name, A.B. (20XX, May). <i>The Effects of Parental Depression and Cognition on Child Behavior</i> . Poster session presented at the Annual Convention of the Association for Psychological Science, Boston, MA.
Leadership Experience	Psi Chi (National Honor Society in Psychology) , Storrs, CT <i>President</i> , January 20XX-Present; <i>Member</i> , April 20XX-Present <ul style="list-style-type: none">Oversee and coordinate monthly meetings of 50+ psychological sciences student membersSchedule four professionals and alumni to speak to members each semester about career options related to psychological sciences, including graduate school and industry variations Latino Student Association (LSA) , Storrs, CT <i>Vice President of Membership</i> , January 20XX-December 20XX; <i>Member</i> , August 20XX-Present <ul style="list-style-type: none">Recruit students to join organization through effective social media and print marketing methods, resulting in a 20% increase in new membersEducate new members about LSA's mission and activities by suggesting areas of future involvement to actively engage participants
Volunteer Experience	The Hole in the Wall Gang Camp , Ashford, CT <i>Camp Counselor</i> , June 20XX-August 20XX (Summers) <ul style="list-style-type: none">Provided arts, sports, and learning activities for a group of 10 youth, ages 7 to 8, diagnosed with serious medical conditions
Additional Experience	Willington Pizza , Willington, CT <i>Server</i> , March 20XX-Present
Skills	Microsoft Excel, Access, Word, PowerPoint; SPSS Proficient in Spanish

FIRST NAME LAST NAME

123 Street Name, City, State 01234

(555) 555-5555 | First.lastname@uconn.edu | www.linkedin.com/in/customURL

OBJECTIVE

Seeking research experience for undergraduates (REU) position through National Science Foundation utilizing data analysis skills and laboratory techniques

EDUCATION

University of Connecticut, Storrs, CT

Bachelor of Science, Chemistry, May 20XX

GPA #.##/4.00

Awards/Scholarships: Dr. First Name Last Name Chemist Scholarship, STEM Scholar

Related Coursework: Biochemistry, Intermediate Inorganic Chemistry, Instrumental Analysis I, Organic Chemistry, Technical Communications

RESEARCH EXPERIENCE

Department of Chemistry, UConn, Storrs, CT

Research Assistant, May 20XX-August 20XX

Analytical Chemistry Laboratory, Dr. First Name Last Name

- Synthesize nanomaterials with varying parameters, such as temperature, time, and precursors
- Prepare Transmission Electron Microscopy (TEM) and X-Ray Diffraction (XRD) samples to better apprehend the structural characterization
- Analyze Ultraviolet (UV) absorption and Photoluminescence (PL) excitation data using Origin to characterize the optical properties

Undergraduate Research Apprenticeship Program (URAP), UConn, Storrs, CT

Student Researcher, September 20XX-May 20XX

PUBLICATIONS

Chen, S., Thota, S., **Bloom, L.**, & Zhao, J., (2015). Generalized seeded growth of Ag-based metal chalcogenide nanorods via controlled chalcogenization of the seeds. *Journal of Materials Chemistry C*, 3, 11842-11849.

RELEVANT SKILLS

Laboratory: Centrifugation: Preparation of TEM, XRD, UV, and PL samples; HPLC

Computer: SAS; Origin; Microsoft Excel, Word, and PowerPoint

LEADERSHIP & VOLUNTEER EXPERIENCE

Kappa Alpha Theta, UConn, Storrs, CT

Philanthropy Chairperson, January 20XX-September 20XX

- Organized two philanthropy events during the course of the year for sorority's philanthropy: Court Appointed Special Advocates, an organization that advocates for children in foster care
- Raised \$4,500-\$5,000 through a campus wide softball tournament including over 500 participants

Stepping Stones Museum for Children, Norwalk, CT

Day Camp Counselor, May 20XX-August 20XX

- Led activities for ten 8-year-olds related to themes such as Super Science Sleuths and Backyard Wildlife which fostered an interest in science and appreciation for nature

FIRST NAME (PREFERRED NAME OPTIONAL) LAST NAME

U.S. City, State | 555.555.5555

firstname.lastname@uconn.edu | www.linkedin.com/in/customURL

EDUCATION

University of Connecticut, Storrs, CT

Bachelor of Science, Computer Science, May 20XX

Minor: Mathematics

Shubham Raje Junio College, Thane, Maharashtra, India

Higher Secondary School Certificate (high school diploma)

Percentage 63 (equivalent to U.S. GPA of 4.0)

WORK EXPERIENCE

Fit India, Mumbai, India

Software Engineer, May 20XX - August 20XX

- Implemented API's for fitness App for iOS which catered to the core functionality using Flas framework and database functionality using MongoDB.
- Tested functionality to ensure smooth user experience.

Capgemini India Pvt Ltd, Mumbai, India

Database/Data-Warehouse Developer, May 20XX - August 20XX

- Developed ETL and contributed to improving data-quality of broken applications.
- Implemented complex CDC (change data capture) mechanism and worked on performance improvement of SQL code structures.
- Investigated several bugs in ETL and reporting process and developed solution to the problem.

MEMBERSHIP

C++ User Group, Mumbai, India

Member, May 20XX - August 20XX

- Won bi-weekly challenge for [meetup.com/C-C-Users-Group-Mumbai](https://www.meetup.com/C-C-Users-Group-Mumbai/).

SKILLS

Technical: Java, Python, C++m Map-Reduce, SQL, RDBMS

Language: Marathi, Hindi

Computer: Google Docs, Sheets, Slides, Forms; Microsoft Word, Excel

First Name Last Name

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

First.Last@uconn.edu • linkedin.com/in/customURL

OBJECTIVE

Seeking an entry-level administration position in the insurance industry demonstrating strong communication, decision making, and analytical skills

EDUCATION

University of Connecticut, Storrs, CT

Bachelor of Arts, Economics, May 20XX

GPA: #.##/4.00

MILITARY EXPERIENCE

Active Enlistment

September 20XX – August 20XX

Honorably Discharged

Last position held – Section Leader

Responsibilities

- Supervised and trained 12 Marines
- Tracked financial, personal, and professional status of the section for Corp Management
- Interceded with section personnel to resolve conflict among team members
- Managed \$500,000 in military equipment to independently allocate and purchase items in the most efficient manner possible

Awards

- Combat Action Badge, Global War on Terrorism, Marine Corps Good Conduct, Iraq Campaign, Sea Service Deployment (x2), National Defense, Navy and Marine Corps Achievement Medal

WORK EXPERIENCE

University of Connecticut Residential Life, Storrs, CT

Resident Assistant, August 20XX – Present

- Provide paraprofessional advising to 600 undergraduate students in three residence halls
- Develop and conducted programs on diversity, personal development, relationships, security, and academic performance
- Manage administrative tasks including room condition reports, maintenance requests, and incident reports for areas of up to 600 residents
- Negotiate living arrangements and related concerns for students through one-on-one counseling, group mediations, roommate agreements and area programs

Taco Dia, Newington, CT

Manager, September 20XX – September 20XX

- Formulated an accurate business plan in order to create a stable enterprise
- Allocated workers' time efficiently to minimize cost and maximize productivity
- Monitored product quality through visual inspection and public reports

LEADERSHIP EXPERIENCE

University of Connecticut, Storrs, CT

Resident Assistant Advisory Board, October 20XX – May 20XX

- Provided feedback to problems with Resident Assistant training resulting in the adoption of groundbreaking curriculum and increased efficiency of Resident Assistant training

University of Connecticut, Storrs, CT

National Resident Hall Honorary (NRHH), February 20XX – May 20XX

- Organized campus-wide philanthropic events for 600 residents
- Elected as Ex Officio facilitating communication between NRHH and Resident Hall Association
- Spearheaded budget communication between the National Resident Hall Honorary and Resident Hall Association resulting in a significant funding increase from the University of Connecticut

SKILLS, CERTIFICATIONS, QUALIFICATIONS & LICENSES

RÉSUMÉ SECTIONS

The skills section of your résumé can be used to showcase your specialized knowledge. It is strongly recommended that all students include their computer skills, and you may choose to include other industry-related skills as well. Below, you will find sample skills sections with a variety of headers and formats that you may wish to consider for your résumé. You can mix and match the content in these sections to create a skills section that is relevant and tailored to you and your experience.

General Skills Section Samples

Format #1 SKILLS

Computer: Microsoft Excel, PowerPoint, Word; Prezi
Social Media: Facebook; Twitter
Language: Spanish (Conversational)
Certification: First Aid, American Red Cross, July 20XX

Format #2 RELEVANT SKILLS

Software: Bloomberg; SPSS; Qualtrics; Microsoft Word, PowerPoint, Excel
Web: Google Docs, Slides, Sheets; OneDrive for Business
Language: Fluent in Korean

Format #3 ADDITIONAL SKILLS

Ansys, LabVIEW, MiniTab, Microsoft Excel Core Certified, Visual Basic, Mandarin (Conversational)

Note that when including groups of skills (e.g., Microsoft or Google products, shown above), each group component should be separated by a comma, while the group as a whole should be separated from the other skills in that section with a semicolon. If you use any semicolons in one category, use them throughout your skills section for consistency.

Technical Skills Section Samples

Format #1 COMPUTER SKILLS

Software: Adobe Photoshop, InDesign, Illustrator; Unigraphics NX; Google SketchUp; Microsoft Word
Web Programming: HTML; CSS; JavaScript; AJAX
Social Media: Instagram; Twitter; YouTube; WordPress

Format #2 TECHNICAL SKILLS

Application Programming: C#; VB.NET; Visual Basic; C; C++; JAVA
Web Programming: ASP; .NET; PHP; HTML; XHTML; DHTML; JavaScript; CSS; XML; AJAX; SQL
Databases: MySQL; Interbase; Firebird; Microsoft Access, Excel
Operating Systems: Windows; Linux: Red Hat; iOS; Android

Format #3 LABORATORY SKILLS

DNA Isolation & Amplification; Sephadex Column Chromatography; Preparation of TEM, XRD, UV, and PRL Samples; Microscopy (Compound & Dissecting); Gel Electrophoresis; Spectrophotometry

UConn

CENTER FOR
CAREER DEVELOPMENT
career.uconn.edu

Licenses & Certifications Skills Section Samples

Format #1	SKILLS & CERTIFICATIONS <i>Certifications:</i> Emergency Medical Technician, Licensed (December 20XX); EKG Certified (January 20XX) <i>Laboratory:</i> Glucose Testing; Phlebotomy; Centrifugation; Urine Cultures <i>Software:</i> Glace EMR 4.5; MatLab; SAS <i>Language:</i> Proficient in German (Written & Verbal)
Format #2	QUALIFICATIONS <i>Licensure:</i> Private Pesticide Applicators License; Commercial Driver's License <i>Certifications:</i> Completion of 40-hour OSHA; CPR for Infants, Children, and Adults (Expiration 20XX)
Format #3	CERTIFICATIONS Certified Nursing Assistant, Danbury Hospital, Danbury, CT 20XX Certified Physical Therapist Assistant, Norwalk Community College, Norwalk, CT, 20XX Basic Life Support for Healthcare Providers, American Heart Association, 20XX
Format #4	LICENSURE & CERTIFICATIONS Connecticut State Board of Pharmacy Intern License, Expiration Date: September 20XX Pharmacy Technician Certification, Expiration Date: August 20XX Registered Veterinary Technician, Expiration Date: June 20XX

Resources

CCD Résumé Resources	Résumé Samples https://career.uconn.edu/resumecv-samples/ Résumé Critiques https://career.uconn.edu/resume-and-cover-letters/
CCD Career Coaching	Career Coaching Website & Appointment Scheduling https://career.uconn.edu/career-coaching/

Let's Explore- Building a Résumé

Font size may be larger for your name than rest of document

First Name Last Name

Room # Residence Hall **OR** Street Address

City, ST Zip Code

Cell Phone Number

Email Address

Objective

Statement that tells the reader what position you are seeking, where you are looking for it, and what skills you possess that can contribute to the opportunity you are seeking

Education

University of Connecticut, Storrs, CT

Bachelor of Arts/Science, Undeclared, Month Year

OR Bachelor of _____, Major, Month Year

OR Bachelor of _____, Emerging Academic Interest: Major, Month Year

List GPA: #.##/4.00, list after first semester

Name of High School, City, ST

High School Diploma, Month Year

List GPA #.##/#.##, any high school honors and/or awards

Work Experience

Organization Name, City, ST

Position Title, Month Year – Month Year or Present

- List all jobs in reverse chronological order (most recent end date first and oldest last)
- Each bullet point statement should describe: what you did, why you did it, how you did it
- Begin each bullet point statement with a strong action verb to frame the tone and establish emphasis
- Use present tense for current positions and past tense for previous experiences
- Include one to four bullet point statements for each experience

Every education, work/volunteer experience, and activity entry should include the “Core 4” consistently formatted:

1. Organization name
2. Location (City, State)
3. Position title
4. Dates involved (Month Year)

Activities

- Begin this section with any UConn clubs/organizations; this section should also be in reverse chronological order; include dates (Month Year – Month Year)
- List high school clubs and organizations; include dates of involvement
- Include titles of any positions held and significant responsibilities in any of these organizations

Volunteer Experience

- List service and volunteer work in reverse chronological order; start with UConn, work back to high school
- Could be combined with the Activities section if only have one entry in it, or this section can be omitted if you do not have applicable volunteer experience

Skills

Can include: computer skills, social media skills, specialized skills, languages, and/or certifications

Interests

You may include interests, especially as a first-year student. When you have more experience and involvement as you move through your college years, this section may be removed per space constraints.

Let's Explore- Building a Résumé

First Name Last Name
123 Street Name, City, ST 01234
(555) 555-5555 | EmailAddress@uconn.edu

Objective

To obtain a part-time summer job in an office environment utilizing teamwork and computer skills

Education

University of Connecticut, Storrs, CT

Bachelor of Arts [For students who have no major declared or anticipated at this time]

May 20XX

Bachelor of _____, Major [For students with a declared major]

May 20XX

Bachelor of _____, Emerging Academic Interest: Major [For students with a possible major]

May 20XX

GPA: #.##/4.00

High School Name, Town/City, ST

High School Diploma

June 20XX

GPA: #.##/4.00

Honors and Awards: Honor Roll (20XX – 20XX), Big Y Scholarship for Academic Excellence

Work Experience

Mansfield Parks and Recreation, Storrs, CT

June 20XX – Present (seasonal)

Camp Counselor

- Corresponded with parents on behalf of director via in-person communication, telephone, and email
- Demonstrated effective disciplinary techniques with small groups of campers
- Ensured the safety of 150 children participating in the camp

Big Y World Class Market, Mansfield Center, CT

March 20XX – June 20XX

Cashier and Stockperson

- Managed a cash register without overages or shortages
- Stocked shelves and notified supervisor when inventory was low in order to maintain an inviting appearance within the store

Activities

National Honor Society, High School Name, Town/City, ST

February 20XX – June 20XX

Member

- Participated in fundraising efforts and community service projects
- Serve on decorations committee for Honors Banquet

Volunteer Experience

Teen Mentoring Program, YMCA, East Hartford, CT

August 20XX – Present

Special Events Volunteer

- Managed invitation process for special events using Facebook Events application

Skills

Computer: Microsoft Word, PowerPoint; Google Slides, Google Sheets; Adobe Photoshop

Language: Conversational Spanish

Social Media: Facebook *[Only add to résumé if used in a professional setting]*

Interests

Hiking, national park enthusiast, playing guitar

Let's Explore- ATS Format

FIRSTNAME LASTNAME

123 Street Name, City, ST 01234, 555.555.5555

firstname.lastname@uconn.edu, www.linkedin.com/in/fname-lname

Stacking contact information and writing it out from left to right, and top to bottom will help eliminate errors in ATS parsing. In addition, be sure to include important details like contact information on the document itself as not all ATS software can read information appearing in a header or footer

Writing an objective can help increase exact match score by including additional key words/transferrable skills

OBJECTIVE

Seeking a software development position with Ace Corporation utilizing excellent technical, creative, and critical thinking skills

EDUCATION

University of Connecticut, Storrs, CT

Bachelor of Science in Engineering (B.S.E.), May 20XX

Major in Computer Science and Engineering; Minor in Mathematics

Adding the degree's abbreviation will increase the odds of the ATS finding an exact match between your document and the job requirements it is looking for

Tianjin University of Finance and Economics, Tianjin, China

Study abroad experience focused on Chinese language and culture, June-August 20XX

Some ATS platforms are unable to read information appearing in lists or columns, therefore it is recommended skills be written out sequentially

TECHNICAL SKILLS

Application Programming: C#, Java, VB.NET, C, MATLAB, Python, Smalltalk, MIPS

Functional Programming: Scheme (LISP), Standard ML, F#

Web Programming: ASP, .NET, PHP, HTML, CSS, JavaScript, JQuery, AngularJS, SOAP, REST

Databases: MySQL, MS SQL, MongoDB, LINQ, Entity Framework, Microsoft Excel

Cloud Computing: AWS, MS Azure, SaaS, PaaS, IaaS

Mobile Development: Apache Cordova, Ionic, Xamarin

Repository: Git, Team Foundation Server (TFS)

Including the word "experience" in section headers, and specifying the type of experience you are trying to highlight, will help the ATS determine relevancy of content so it can be scored accordingly to the job qualifications instead of passing over as irrelevant information

WORK EXPERIENCE

XPRCorp, Inc., Rocky Hill, CT

Software Consultant Intern, May 20XX - August 20XX

- Maintained enterprise software to facilitate health insurance data analytics for over 100,000 patients
- Optimized queries to search through client SQL database saving 180 seconds per transaction
- Developed an ASP MVC website to manage 25 Active Directory accounts on a Rackspace cloud server
- Collaborated with clients on-site to establish technical requirements and software product details
- Worked independently and in team environments operating with Agile Scrum practices

Incorporating hard skills into bullet statements increases the likelihood of the ATS recognizing an exact match and also allows the recruiter to later determine the strength of that skill

PROJECT EXPERIENCE

School of Engineering, Storrs, CT

Design Project for Auerfarm 4-H Educational Center in Bloomfield, CT, September 20XX - May 20XX

- Created a mobile app for a farm using Xamarin to help families navigate the land and stay aware of relevant news and events across multiple devices
- Utilized Google Maps API to provide an interactive app displaying nearby landmarks based on a visitor's location
- Deployed a scalable Windows server to host a secure administrative website and handle dynamic app data
- Solution assists Auerfarm to increase community involvement and provide quality services to children

Computer Security, Storrs, CT

Project: Website hosted with XAMPP Technologies, February 20XX - April 20XX

- Developed a secure instant messaging website in PHP to implement access control
- Applied modern cryptographic techniques to encrypt, hash, and salt sensitive information
- Wrote front-end using Bootstrap and JQuery to provide a responsive and user-friendly interface

Not all ATS software are able to read special characters or images, therefore it is recommended to remove decorative formatting options like tables, shapes, page borders, pictures, etc..

LEADERSHIP EXPERIENCE

Alpha Kappa Lambda Fraternity, Storrs, CT

Organization Member, February 20XX—Present

- Founding father of Gamma Pi chapter with a mission to transform Greek culture on campus
- Helped fundraise over \$10,000 for UConn's Violence Against Women Protection Program
- Participated in monthly accreditation workshops in pursuit of University and National recognition

First Name Last Name

City, State | (xxx) xxx-xxxx

UConn email address | customized LinkedIn URL

Objective or Summary

Enter text for your object or summary here

Education

University of Connecticut

Storrs, CT

Bachelor of Science/Art, Major

Graduation Month Year

Concentration (optional):

Related Courses (optional):

Experience Section I

Company Name

City, State

Job Title

Month Year – Month Year

- Bullet Statement I (experiences can have 0-5 bullet point statements depending on relevance to document)
- Bullet Statement II (optional)
- Bullet Statement III (optional)

Company Name

City, State

Job Title

Month Year – Month Year

- Bullet Statement I
- Bullet Statement II (optional)
- Bullet Statement III (optional)

Company Name

City, State

Job Title

Month Year – Month Year

- Bullet Statement I
- Bullet Statement II (optional)
- Bullet Statement III (optional)

Experience Section II

Company Name

City, State

Job Title

Month Year – Month Year

- Bullet Statement I
- Bullet Statement II (optional)
- Bullet Statement III (optional)

Company Name

City, State

Job Title

Month Year – Month Year

- Bullet Statement I
- Bullet Statement II (optional)
- Bullet Statement III (optional)

Skills

Computer:

Language:

First Name Last Name

City, State | (xxx) xxx-xxxx | UConn email address | customized LinkedIn URL

OBJECTIVE OR SUMMARY

Enter text for your object or summary here

EDUCATION

University of Connecticut, Storrs, CT

Bachelor of Art/ Science, Major, Graduation Month Year

Concentration (optional):

GPA: x.xx/x.xx (optional)

Related Courses (optional):

EXPERIENCE SECTION I

Company Name, City, State

Job Title, Month Year – Month Year

- Bullet Statement I (experiences can have 0-5 bullet point statements depending on relevance to document)
- Bullet Statement II (optional)
- Bullet Statement III (optional)

Company Name, City, State

Job Title, Month Year – Month Year

- Bullet Statement I
- Bullet Statement II (optional)
- Bullet Statement III (optional)

Company Name, City, State

Job Title, Month Year – Month Year

- Bullet Statement I
- Bullet Statement II (optional)
- Bullet Statement III (optional)

EXPERIENCE SECTION II

Company Name, City, State

Job Title, Month Year – Month Year

- Bullet Statement I
- Bullet Statement II (optional)
- Bullet Statement III (optional)

Company Name, City, State

Job Title, Month Year – Month Year

- Bullet Statement I
- Bullet Statement II (optional)
- Bullet Statement III (optional)

SKILLS

Computer:

Language:

FIRSTNAME LASTNAME

123 Street Name | City, State 01234 | 555.555.5555
firstname.lastname@uconn.edu | www.linkedin.com/in/fname-lname

EDUCATION

University of Connecticut, Storrs, CT
Bachelor of Science/Arts, Month 20XX
Major: XX; Minor in XX

Additional School (if applicable), City, State
Degree/focus, Month 20XX

TECHNICAL SKILLS

Skill Category 1:
Skill Category 2:
Skill Category 3:
Skill Category 4:

SECTION HEADER 1

Organization Name, City, State
Title, Month 20XX - Month 20XX

- Bullet statement 1 (experiences can have 0-5 bullet point statements depending on relevance to document)
- Bullet statement 2 (optional)
- Bullet statement 3 (optional)
- Bullet statement 4 (optional)

SECTION HEADER II

Organization Name, City, State
Title, Month 20XX - Month 20XX

- Bullet statement 1
- Bullet statement 2 (optional)
- Bullet statement 3 (optional)
- Bullet statement 4 (optional)

Organization Name, City, State
Title, Month 20XX - Month 20XX

- Bullet statement 1
- Bullet statement 2 (optional)
- Bullet statement 3 (optional)
- Bullet statement 4 (optional)

SECTION HEADER III

Organization Name, City, State
Title, Month 20XX - Month 20XX

- Bullet statement 1
- Bullet statement 2 (optional)
- Bullet statement 3 (optional)
- Bullet statement 4 (optional)

First Name Last Name

123 Street Name, City, State 01234

(555) 555-5555 ~ first.last@uconn.edu ~ linkedin.com/in/firstnamelastname

Objective: Enter text for objective or summary here

Education: **University of Connecticut**, Storrs, CT

Bachelor of Arts/Science, Major

Month 20XX

GPA: #.#/4.0

Relevant

Coursework: This is an optional section, but any relevant course titles can be listed here

Section

Header 1: **Company Name**, City, State

Title

Month 20XX – Month 20XX

- Bullet Statement 1 (experiences can have 0-5 bullet point statements depending on relevance to document)
- Bullet Statement 2 (optional)
- Bullet Statement 3 (optional)

Previous title within same company

Month 20XX - Month 20XX

- Bullet Statement 1 (optional)
- Bullet Statement 2 (optional)

Section

Header 2: **Company Name**, City, State

Title

Month 20XX – Month 20XX

- Bullet Statement 1
- Bullet Statement 2 (optional)
- Bullet Statement 3 (optional)

Company Name, City, State

Title

Month 20XX – Month 20XX

- Bullet Statement 1
- Bullet Statement 2 (optional)
- Bullet Statement 3 (optional)

Section

Header 3: **Company Name**, City, State

Title

Month 20XX – Month 20XX

- Bullet Statement 1
- Bullet Statement 2 (optional)
- Bullet Statement 3 (optional)

Company Name, City, State

Title

Month 20XX – Month 20XX

- Bullet Statement 1
- Bullet Statement 2 (optional)
- Bullet Statement 3 (optional)

Skills: List primary skills here
List secondary skillsets here