

# Resume Guide

# Getting Started

This guide will help you craft your resume. There is no prescribed method for creating a resume however, there are certain guidelines that need to be followed in order to ensure you have a strong resume.

## What is the Purpose of a Resume?

- A resume is a **one-page** document that highlights your educational and professional accomplishments and qualifications that are relevant to your desired internship/job/experience.
- Employers ask for resumes to get a summarized overview of your experience in order to determine whether you are qualified for the position and whether they are interested in interviewing you.
- A resume does not need to list everything you have ever done but rather highlight the experiences most relevant to the internship/job/experience you are applying for.
- Your resume is dynamic; you will edit your resume and add/remove categories, experiences etc. and/or change the order of categories, as you submit it for different purposes.

## How do I Start?

There are many ways to start the resume writing process. One way is to write everything you have done over the last five years from education, study abroad, jobs, activities, publications, honors/awards. Write full descriptions of your work/activities and do not worry about order, at first. After writing everything down, then, if you already have an ideal internship/job in mind, look at the description for that position. What are the qualifications the employer is seeking? Does your resume highlight what they are looking for? With that position in mind, keep the most relevant items on your resume and edit the descriptions to include key buzz words the employer is looking for. Organize your resume using the Sample Resumes in this document as guides and the Resume Templates in the Resource section of Handshake. Come into the Gordon Career Center if you want help getting started or to have a draft of your resume reviewed by a Peer Career Advisor.

## Resume Don'ts

1. Don't lie
2. Don't use unusual font in order to stand out, you want your accomplishments to stand out, not the font
3. Don't send a resume to an employer without having it reviewed, spell check alone is not enough
4. Don't list everything you have ever done on your resume

## How to Make Your Resume Standout

1. Have a consistent, professional format that is easy to read
2. List measurable results/accomplishments in your descriptions whenever possible (i.e. "increased user base by 20%", "was the only intern selected to present in front of the CEO")
3. Use Limited White Space
4. Targeted—tailor your resume to each position and employer you are applying to
5. Error Free!

# Gordon Career Center Resume Approval Check-List

In order to have your resume approved by the Gordon Career Center and be able to apply for positions posted on Handshake, your resume must meet the following criteria:

## Format:

- Resume is formatted to fit on one page, single-sided
- Font is clear, readable, consistent; Font is black and is no smaller than point 10
- Margins are no smaller than point 0.5 on all sides of the page
- The content of your resume is separated into different sections
  - TIP:** Organize your content by grouping similar experiences/activities together. Consider using section titles such as, “Experience,” “Leadership Experience,” “Related Experience,” “Honors and Awards,” “Activities,” “Research,” “Volunteer Work,” and “Skills and Interests”
- After the header, the first (top) section of your resume is “Education”
- Overall, the format and content of your resume is consistent with punctuation, dates, font type, format, section headers, locations, etc. (e.g. if you write out the state for the location of one experience it should be written out for all; if you write your dates Month, Year then they should all be Month, Year)

## Content:

- Resume is free from typos, spelling, and punctuation mistakes, as well as any glaring grammatical errors
- The header of your resume includes your contact information including your name, phone number, and email address (preferably your Wesleyan.edu email)
  - TIP:** Other information to include in your header could be your home and/or Wesleyan address as well as the custom URL to your LinkedIn profile page or other professional website or portfolio
- The “Education” section of your resume includes the following:
  - Wesleyan University, Middletown, CT
  - Your Expected Graduation Date (ex. May, 2017)
  - Bachelor of Arts
    - TIP:** Other items to consider including are your major (if declared), GPA and/or your Major GPA written out of 4.00 to match your transcript (you can round down (i.e. 3.48 to a 3.4), but you cannot round up (i.e. 3.48 to 3.5)), coursework that is related to the position you’re applying to, study abroad, honors/scholarships/awards, and the title & short description of your thesis
- Every experience listed in the body of your resume is accompanied by a brief description about your accomplishments and/or skills you gained through that role either written in bullet point format or in very brief paragraphs. See the “Accomplishment Statements” section of our resume guide for help
- Each bullet point (or sentence) begins with an action verb. Action verbs are in the present tense if you are currently still involved in the position or in past tense if the experience has concluded •If you include a “Skills” section on your resume, only include hard skills (e.g. computer, language, certifications); no soft skills (e.g. detail-oriented, creative, hardworking)—showcase soft skills in the descriptions of your experiences
- Does not contain personal pronouns such as “I”, “my”, “we”
- Does not contain an “Objective” or “Summary” section
- Does not contain any personal information such as race, salary information, age, gender, nationality • Does not list references on resume or write “Available Upon Request”; employers know they can ask for reference

# Action Verbs to Consider Using

## Research Skills

Assessed, Clarified, Collected, Correlated, Critiqued, Defined, Detailed, Determined, Diagnosed, Discovered, Dissected, Evaluated, Examined, Found, Highlighted, Identified, Interpreted, Interviewed, Investigated, Proposed, Proved, Reviewed, Simulated, Studied, Summarized, Surveyed, Systemized, Tested

## Teaching/Helping Skills

Adapted, Advised, Advocated, Aided, Alleviated, Answered, Arranged, Assessed, Assisted, Clarified, Coached, Collaborated, Contributed, Cooperated, Coordinated, Counseled, Demonstrated, Developed, Diagnosed, Educated, Encouraged, Ensured, Evaluated, Expedited, Facilitated, Familiarized, Furthered, Guided, Helped, Informed, Inspired, Insured, Instructed, Intervened, Listened, Motivated, Prevented, Provided, Referred, Rehabilitated, Represented, Resolved, Showed, Simplified, Sparked, Supplied, Supported, Taught, Trained, Tutored, Volunteered

## Technical Skills

Applied, Assembled, Built, Calculated, Computed, Constructed, Debugged, Designed, Developed, Engineered, Fabricated, Fortified, Installed, Maintained, Operated, Overhauled, Programmed, Rectified, Remodeled, Repaired, Restored, Solved, Specialized, Standardized, Strengthened, Troubleshoot, Upgraded, Utilized

## Communication Skills

Addressed, Advertised, Arranged, Articulated, Authored, Clarified, Collaborated, Communicated, Composed, Condensed, Consulted, Contacted, Conveyed, Convinced, Corresponded, Debated, Defined, Directed, Discussed, Drafted, Edited, Elicited, Enlisted, Explained, Expressed, Facilitated, Formulated, Furnished, Incorporated, Influenced, Interacted, Interpreted, Interviewed, Involved, Joined, Judged, Lectured, Listened, Marketed, Mediated, Moderated, Negotiated, Observed, Outlined, Participated, Persuaded, Presented, Promoted, Proposed, Publicized, Reconciled, Recruited, Referred, Reinforced, Reported, Resolved, Responded, Sold, Solicited, Specified, Spoke, Suggested, Summarized, Synthesized, Transcribed, Translated, Wrote

## Leadership Skills

Administered, Appointed, Assigned, Attained, Authorized, Chaired, Controlled, Coordinated, Decided, Delegated, Developed, Directed, Enforced, Enhanced, Established, Executed, Facilitated, Generated, Governed, Handled, Headed, Hosted, Improved, Incorporated, Initiated, Instituted, Led, Managed, Motivated, Navigated, Organized, Originated, Overhauled, Oversaw, Planned, Presided, Prioritized, Restored, Scheduled, Secured, Selected, Supervised

## Creative/Entrepreneurial Skills

Acted, Adapted, Combined, Composed, Conceptualized, Condensed, Created, Customized, Designed, Developed, Devised, Directed, Displayed, Drew, Entertained, Established, Fashioned, Formulated, Founded, Illustrated, Imagined, Initiated, Innovated, Instituted, Integrated, Introduced, Invented, Modified, Originated, Performed, Photographed, Pioneered, Planned, Repurposed, Revised, Revitalized, Shaped, Visualized, Solved.

## Organizational/Administrative Skills

Adjusted, Approved, Arranged, Catalogued, Categorized, Classified, Collected, Compiled, Controlled, Coordinated, Copied, Dispatched, Distributed, Filed, Generated, Grouped, Improvised, Implemented, Indexed, Inspected, Logged, Maintained, Monitored, Operated, Ordered, Organized, Planned, Prepared, Prioritized, Processed, Provided, Purchased, Recorded, Retrieved, Reviewed, Scheduled, Screened, Specified, Submitted, Supplied, Systemized, Updated, Tabulated

## Data/Financial Skills

Administered, Adjusted, Allocated, Analyzed, Appraised, Assessed, Audited, Balanced, Budgeted, Calculated, Compared, Computed, Conserved, Corrected, Determined, Developed, Earned, Estimated, Evaluated, Examined, Financed, Forecasted, Inspected, Interpreted, Investigated, Managed, Measured, Planned, Prepared, Programmed, Projected, Quantified, Qualified, Reconciled, Rectified, Reduced, Researched, Retrieved, Reviewed, Slashed, Sliced, Surveyed, Verified

# Accomplishment Statements

Accomplishment statements demonstrate your achievements, skills and strengths in the experience section of your resume. These statements are meant to be succinct, yet powerful and can set you apart from other candidates applying for the same opportunity.

Use the APR (Action + Problem/Project + Result) Formula to brainstorm and write your accomplishment statements. Think about a project you completed, a problem you solved, or a need you filled at the specific job/internship/volunteer opportunity/club/organization you're describing. Review the list of action verbs and choose an action verb that best describes the **actions** you took to complete a **project**/solve a **problem** and the **results** you achieved. Remember to quantify your results whenever possible.

**Before:** vague, generic statement

Writer, **Wesleyan Argus, Wesleyan University**

- Write articles for the student newspaper

**After:** strong, detailed statement

Writer, **Wesleyan Argus, Wesleyan University**

- Regular contributor for the Wesleyan Argus Food Section writing for over 50 issues detailing contemporary food culture

## Sample A-P-R Formula:

**Action:** Coordinated

+

**Project/Problem:** dynamic monthly programs for first-year residents

+

**Result:** to improve their awareness of important campus resources

=

**Accomplishment Statement:** *Coordinated dynamic monthly programs for first-year residents to improve their awareness of important campus resources*

**Action:** Led

+

**Project/Problem:** weekly residence hall meetings

+

**Result:** to foster a greater sense of community among residents

=

**Accomplishment Statement:** *Led weekly residence hall meetings to foster a greater sense of community among students*

**Action:** Organized

+

**Project/Problem:** a fundraising event for a local animal shelter

+

**Result:** which raised \$3,000 (20% over goal) and increased community

engagement =

**Accomplishment Statement:** *Organized a fundraising event for a local animal shelter which raised \$3,000 (20% over goal) and increased community engagement*

## Formatting/Layout/Design Tips

The layout and design of your resume is just as important as the content. Employers often review hundreds of resumes at a time so it is essential to highlight your education, accomplishment, and skills in a format that is easy and appealing to read. Please check out the Resume Templates under the Resource Section of Handshake.

### Font

Your font choice sets the tone of your resume and can even be a subtle way to convey information about your style and personality to an employer. Choose a typeface that is clear and easy to read. While Times New Roman, Arial, and Helvetica are classic standbys, experiment with some of the suggested fonts below to change the look and feel of your document. Garamond is a smaller typeface that's great to turn to if you're short on space, while Verdana is a larger font that's easy to read and an especially good option when you're looking to fill the page.

A few tips:

- Be sure to choose a typeface that is standard across operating systems
- Typeface should be consistent throughout your resume; limit yourself to two typefaces maximum (though one is generally preferred)
- Text should be black; avoid using color
- Body text should be no smaller than point 10

### Suggested Fonts

<b>Arial</b>	Gill Sans
Bakersville	Helvetica
Cambria	Lato
Constantia	Tahoma
<b>Didot</b>	Times New Roman
Garamond	Trebuchet
Georgia	Verdana

### Margins

Page margins should be between **no smaller** than 0.5 inches and no larger than 1.5 inches all-around.

### Whitespace and Spacing

A well-designed resume has a balance of content and white space. Too much white space might indicate that you haven't flushed out your content enough. However, an overcrowded resume can be difficult to read and your accomplishments might become lost. A balance of white space helps the employer to easily find the most important information on your resume and is more appealing to read than a resume that is crammed with information.

Try adding space between each section, and potentially between each position on your resume. You can change the font size of the blank lines on your resume to create whitespace without sacrificing too much of the page. For example, add a space between each section by hitting return or enter, put your cursor on the blank line, and then change the font size to point 5. Make sure your spacing is consistent throughout (i.e. the same size between each section/position).

## Emphasis (Bold, Italics, Underlining, Capitalization)

There are a number of ways to create emphasis on a resume by using **bold**, *italics*, underlining, and CAPITALIZATION. However, it's best to use emphasis selectively and not all at once. Overusing emphasis styles will make your resume hard to read and limit their effectiveness. It's best to avoid using underlining in a resume as underlining can make text difficult to read. Be sure to keep your use of emphasis consistent throughout—if you capitalize one section header, capitalize all of your section headers.

Good items to use emphasis for include your name, section headers, position titles, and organizations. Look through the resume templates to see examples of proper uses of emphasis.

## Header

The header of your resume tells the employer who you are and how to contact you. The font size of your name should be larger than the rest of the text on your resume.

### Sample Headers:

#### **YOUR NAME**

000-000-0000 • emailaddress@wesleyan.edu  
[www.linkedin.com/pub/your-name](http://www.linkedin.com/pub/your-name)

#### **Your Name**

Your Address, City, State Zip • 000-000-0000 • emailaddress@wesleyan.edu

#### **YOUR NAME**

Your Address, City, State Zip  
000-000-0000 • emailaddress@wesleyan.edu  
[www.linkedin.com/pub/your-name](http://www.linkedin.com/pub/your-name)

#### **YOUR NAME**

Your Address, City, State Zip 000-000-0000 emailaddress@wesleyan.edu

#### **Your Name**

000-000-0000  
emailaddress@wesleyan.edu

## Section Headers and Dividers

Organize your content by grouping similar experiences and activities together. The first (top) section of your resume should always be “Education.” Other section titles to consider include: “Experience,” “Leadership Experience,” “Related Experience,” “Honors and Awards,” “Activities,” “Research,” “Volunteer Work,” and “Skills and Interests.”

Consider using a larger font size and emphasis to make your section headers stand out. You may choose to divide the sections of your resume using lines. Rather than drawing a line with the shape tool, use Word’s auto-format feature.

On a blank line type the 3 characters in a row that correspond with the desired line style and press return/enter. The line will appear across the page.

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*The last line option should be reserved for headers only.*

## Bullet Points

Bullet points are a great way to make your key skills and accomplishments stand out and easy to read. The most related to the role you’re applying to/significant positions on your resume should have the most bullet points. Consider the following format for jobs, internships, fellowships, volunteer work, and activities:

*Title, Organization*, City, State Start Date – End Date • Accomplishment statement

- Accomplishment statement

## Alignment

- Dates should be right-justified on the page (in line with the right page margin)

May 2020

January 2017 – Present

June – August 2017

September 2016 – May 2017

## Final Thoughts:

- Print out a copy of your resume and hold it 3 feet in front of you. Does the most important information stand out first? Is your resume visually appealing? Easy to scan?



## Resume Overview

Make your name pop; type it in big bold letters  
Write out Bachelor of Arts (not BA)

List your GPA out of the 4.00 scale, either 4.00 or 4.0. For example, GPA: 3.76/4.00 or 3.7/4.0

You can include high school if you are a first year or sophomore, or if your high school is well known and could help for networking purposes.

The “Relevant Coursework” section is optional. If you choose to include this section, be selective about the courses (i.e. if you are Psychology major, it is apparent that you took Intro to Psychology). The courses you list should complement the position you are applying for and the skills you aim to showcase.

Experiences should be ordered in reverse chronological order. Place the most recent experience at the top of the section.

Write at least one bullet point for each experience you list. Certain experiences can have longer descriptions than others, if needed.

Begin your bullet points with an action verb in first person, but leave out the personal pronouns. If the experience is still in progress, write the verb in present tense, otherwise, use past tense.

Bullet points can be written in the following format: **Action, Project/Problem, Result**. This is called the APR formula. Additional information can be found in the “Accomplishments Statements” section.

The Leadership section could also be titled: “Volunteer Experience”, “Research Experience”, etc.

Date format should be consistent. Dates being aligned at the right-hand side margin is a common style.

For computer skills, be specific. Rather than indicating “Social Media”, list the social media platforms you are familiar with. Same with Microsoft Office.

The “Interests” section is a great way to inform a potential employer of your hobbies or to indicate you are a well rounded individual. This can be a great conversation starter.

### Your Name

Wesleyan University, 45 Wyllys Avenue, WesBox 11111, Middletown, CT 06459  
yourname@wesleyan.edu • (860) 685-2180  
www.linkedin.com/in/yourcustomurl

### EDUCATION

**Wesleyan University**, Middletown, CT May 2017  
*Bachelor of Arts*, Double Major: Psychology, Economics; GPA: 3.35/4.00

**Relevant Coursework:** Quantitative Methods in Economics, Economy of Japan, Econometrics, Social Psychology, Applied Data Analysis

**Phillips Exeter Academy**, Exeter, NH June 2013  
*Diploma*; GPA: 3.97/4.00; Awards: Illinois State Scholar, 2012

### PROFESSIONAL EXPERIENCE

**Wesleyan University**, *House Manager*, Middletown, CT September 2015 – Present

- Monitor the Psi Upsilon home and ensure the safety of residents to create a healthy and conducive living environment
- Promote awareness of the community standards and enforce university policies to hold residents accountable to the student code of conduct
- Communicate frequently with the House Advisor and Faculty advisor to organize campus wide events

**Wesleyan University**, *Research Intern*, Middletown, CT September 2014 – Present

- Communicate data at weekly meetings and analyze results with a team of 10 students and advisors
- Compiled and analyzed data to include in a poster presentation and published paper

### LEADERSHIP EXPERIENCE

**Cross Cultural Solutions**, *Volunteer*, Rochelle, NY June – August 2015

- Tutored six middle school students in mathematics to improve their understanding of course material
- Assisted in teaching English, Math, and Spanish courses at two elementary schools to improve students’ classroom experiences

### SKILLS AND INTERESTS

**Computer:** Microsoft Word, Excel, PowerPoint, Adobe Photoshop, Adobe

**Language:** Spanish (fluent), French (conversational)

**Interests:** Fringe Theater, Backpacking, Classic Rock

# Common Resume Experiences

*These are sample ways to describe common experiences that Wesleyan students tend to include in their resumes. Do NOT copy these bullets directly.*

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## Teaching or Tutoring:

*Peer Tutor, Dean's Tutoring Program, Middletown, CT* October 2021 – Present

- Tutored 3 students for 2 hours a week each, clarifying concepts and providing robust study techniques for calculus course, resulting in 100% of students improving academic performance by at least one letter grade

*Tutor, Wesleyan Middle School Tutoring Program, Middletown, CT* March 2020 - February 2021

- Served as a tutor at Woodrow Wilson Middle School, providing friendship and extra attention to struggling students by creating a safe environment that was conducive to learning and good habit formation
- Designed a unique curriculum focused on the fundamentals of calculus to respond to student's knowledge gaps, leading to increased performance by one letter grade within one semester

*Violin Teaching Assistant, Keigwin Middle School, Middletown, CT* November 2019 – April 2020

- Worked with groups of 6 students ages 8-12 to improve technique and facilitate their learning, supplementing in class instruction and resulting in students reporting greater enjoyment in class
- Designed a unique curriculum to fit the needs of each student, demonstrating significant improvement within one month of lessons

## Retail or Service Jobs:

*Sales Associate, American Eagle Outfitters, Middletown, NE* July 2019 – April 2020

- Provided personalized style recommendations to customers to facilitate warm and helpful experience
- Stocked and folded clothes hourly, maintaining neat displays and keeping shelves filled with all sizes
- Worked in a team of 4 other sales associates per shifted, managing weekly work schedules for team

*Sales Associate, Abercrombie & Fitch, Middletown, MA* September 2018 – June 2019

- Surpassed management's expectations for the units of clothing sold and membership sign-ups required of employees by over 50% for three consecutive months, awarded Employee of the Month five times
- Anticipated and responded to customer needs whilst demonstrating a keen awareness of the store environment by maintain approachable and warm demeanor, ensuring exemplary customer service
- Worked the cash register and randed up sales, operated the Abercrombie & Fitch computer system while assisting customers with alternative payment options

*Server, Northampton Country Dining Club, Northampton, ME* October 2017 – April 2018

- Served members at a private country club during a variety of shifts including busy dinners, happy hours, and early breakfasts, responsible for taking orders, serving food, and bussing tables
- Successfully organized and facilitated private parties of 75+ to provide members exceptional experiences and folded clothes hourly, maintaining neat displays and keeping shelves filled with all sizes
- Strived to provide a personalized experience by familiarizing and memorizing members' individual names, member numbers, and preferences to anticipate their needs

## On-Campus Jobs:

*Resident Advisor, Office of Residential Life, Wesleyan University* July 2019 – May 2019

- Fostered a safe living environment on the university's residence hall floor with 21 diverse residents

- Facilitated monthly events (e.g., game nights, 1:1 drop in hours) to promote socializing within roster
- Budgeted and allocated a \$100 fund to execute 3 community-building events; only 2 are required

## Research:

*Research Assistant, Sleep Adjustment Lab, Wesleyan University* August 2019 – Present

- Conduct one-hour interviews with 10 undergraduate students for the study of how COVID-19 affect differently to individuals with diverse socio-economic, cultural, religious, and sexual backgrounds
- Conduct qualitative and quantitative analysis of data obtained from interviews and questionnaires to inform research about student sleep habits and how it impacts academic performance
- Summarize 20 pieces of research related to the relationship between sleep and physical and psychological health, culminating in a 10-page literature review used to inform future research methods

## Student Athletes & Coaching:

*Assistant Coach, Elite Lacrosse, Basking Ridge, CT* March 2019 – April 2020

- Coordinated and facilitated training and practice plans for team of 8<sup>th</sup> grade female lacrosse team of 25
- Assisted the head coach with all aspects of team management: player and parent communication, game strategy, substitution, and player performance feedback
- Managed team equipment to ensure organization and preparedness

*Student Athlete, Women's Lacrosse, Wesleyan University* August 2018– April 2020

- Finished top-4 in the NCAA Division III lacrosse tournament 2019
- Participated and facilitated National Women and Girls in Sports Day which engages young females in the local community to promote athletics and to teach them about the positive influence sports can provide

*Team Representative, Student Athletic Advisory Committee, Wesleyan University* May 2018– May 2020

- Active Women's Lacrosse representative for the student athletic advisory committee to spearhead and promote participation of the whole team in SAAC events
- Serve as communication liaison between Women's Lacrosse Team, Athletic Board, and the Wesleyan Community to create a constant flow of information between each organization
- Manage committee Instagram accounts, posting motivational content weekly, increasing followers by 3x

## TA or CA positions:

*Teaching Assistant, Elementary Statistics, Wesleyan University* September 2017 – April 2018

- Led weekly help sessions to assist 7 students with problem set and content issues, provided mastery of experimental designs, statistical tests, and probability
- Graded and corrected weekly problem sets for 20 students, collaborating with professor to address potential learning gaps based on frequently incorrect problems
- Assisted professor with technical processes such as setting up zoom calls, troubleshooting issues and grade entry to ensure the smooth running of the class

*Course Assistant, Elementary Statistics, Wesleyan University* November 2017 – December 2017

- Participated in weekly course readings to successfully craft sample literary abstracts for 30+ students
- Graded students' weekly literary abstracts and assisted with grade book to provide students with quick and direct feedback

## **Volunteer Experience:**

*Volunteer, **Cross Cultural Solutions**, New Rochelle, NY*

September 2017 – April 2018

- Assisted and led English, Math, Spanish, Science, and Physical education classes at two elementary schools
- Worked with kindergarten through sixth grade with the number of students per class ranging from 7-40

*Hospice Volunteer, **Middlesex Hospital**, Middletown, CT*

February 2017 – April 2019

- Ensured visitors receive excellent service and support to create a positive customer experience
- Provided care to 4 patients, responsibilities included feeding, pathing, reading, speaking, and sitting with patients
- Responsible for making sure all patients rooms were stocked and well kept, working alongside a team of 5 other volunteers to maintain 15 rooms

*Volunteer, **Shining Hope for Communities**, Middletown, CT*

March 2017 – April 2018

- Raised awareness about girl's education in Nairobi, Kenya by putting up flyers and hosting events at Wesleyan
- Arranged a fundraising weekend event with a local restaurant in which proceeds went to SHOFCO; raised \$2K
- Fundraised by selling beaded bracelets and bags to Wesleyan students, raising over \$500 to support cause

***Continue below for full resume examples***

# YOUR NAME

Your Address, City, State Zip  
yourname@wesleyan.edu • (000) 000-0000

## EDUCATION

**Wesleyan University**, Middletown, CT

May 2017

*Bachelor of Arts*, Major: Psychology, GPA: 3.66/4.00

## MARKETING AND EVENT PLANNING EXPERIENCE

**The Next Step Realty**, *Head Brand Ambassador*, Middletown, CT

September 2015 – Present

- Plan and organize sponsored social events for seniors who are looking for city housing after graduation
- Market company to students through extensive use of social media techniques, such as Facebook and Twitter
- Recruit qualified representatives from Wesleyan and other universities to be Brand Ambassadors
- Lead team of Wesleyan Brand Ambassadors to accomplish outreach goals

**Rafanelli Events**, *Production and Set Up Intern*, Boston, MA

June – August 2015

- Sourced and priced specialty décor for upcoming events and created PowerPoint presentations to capture findings
- Created decorations for events in the supply warehouse
- Set up and broke down numerous events including non-profit events, corporate events, and special events
- Interacted with vendors and clients and supported event teams in the office and onsite at events

**Tory Burch**, *University Sales Representative*, Middletown, CT

March – June 2015

- Promoted special sales for Wesleyan students
- Marketed products to students by wearing Tory Burch products, sending mass emails, and creating Facebook events, resulting in \$10K additional sales for Tory Burch.

## ADDITIONAL WORK EXPERIENCE

**Psychology Research Laboratory** *Research Assistant*, Middletown, CT

March 2014 – Present

- Conduct experimental research in social psychology with an emphasis on prejudice and stereotypes
- Design and carry out research projects, analyze data, and present findings

**Woodrow Wilson Middle School** *Tutor*, Middletown, CT

September 2014 – Present

- Tutor two 7th and 8th grade students twice a week in Math, English, History, Spanish, and Science
- Mentor students who are having social issues at home or in school

**Shining Hope for Communities (SHOFCO)** *Volunteer*, Middletown, CT

September 2013 – March 2015

- Raised awareness about girl's education in Nairobi, Kenya by putting up flyers and hosting activities at Wesleyan
- Arranged a fundraising weekend event with a local restaurant in which proceeds went to SHOFCO; raised \$2K
- Fundraised by selling beaded bracelets and bags to Wesleyan students

**Vivi G. Shoes** *Retail Sales Associate*, Nantucket, MA

June – August 2014

- Operated cash register, store computer, fax machine, and telephone to ensure smooth daily operations
- Created window displays for specific holidays and seasons

**Self Employed** *Child Care Provider*, Nantucket, MA

June – August 2013

- Supervise young children's safety, activities, and nutrition
- Design creative games for the children to learn while having fun

## SKILLS/ACTIVITIES

**Computer:** Microsoft Word, Excel, PowerPoint, Facebook, Twitter and Instagram

**Language:** Proficient in Written and Spoken Spanish, Elementary Swedish

**Activities:** Wesleyan University Class Council, Class of 2015 and Varsity Women's Soccer (2014)

# YOUR NAME

Your Address, City, State Zip  
(000) 000-0000 | yourname@wesleyan.edu

## EDUCATION

**Wesleyan University**, Middletown, CT May 2017  
*Bachelor of Arts, Major: Government*

**New Hyde Park Memorial High School**, New Hyde Park, NY June 2013  
*Advanced Regents Diploma with Honors*

## WORK FOR POSITIVE SOCIAL CHANGE

**Columbia University Internship in Building Community**, New York, NY June – August 2015  
*Community Outreach Intern and Resident Advisor*

- Organized and led community service projects for children in local hospitals
- Facilitated TED-Style Talks and ethics discussions on topics such as *Income Inequality, Political Party Lines*
- Oversaw the well-being of ten students from around the globe; completed two weeks of sensitivity training

**Anti-Defamation League**, New York, NY July – August 2013, 2014  
*Intern, National Leadership Department*

- Facilitated diversity training exercises for middle school students in the area
- Authored a letter cosigned by all program interns urging New York senators to oppose SB-1070
- Represented the organization on an Anderson Cooper special on cyber-bullying
- Performed clerical work in the office of National Director Abraham Foxman

**Shining Hope for Communities (SHOFCO)**, Middletown, CT January 2014 – May 2014  
*Volunteer*

- Organized Valentine's Day Fundraiser to support SHOFCO's goal of providing tuition free education to impoverished girls in Africa's largest slum
- Raised \$2K in funds by selling bags, bracelets and kangas from Kibera, Kenya in Wesleyan's Campus Center

## LEADERSHIP EXPERIENCE

**National High School Model United Nations Conference**, New York, NY September 2013 – Present  
*United Nations Environment Programme, Assistant Director*

- Served on committee to direct a conference on behalf of the education NGO International Model United Nations Association (IMUNA)
- Published a 43-page research-based report: *Background Guide on Latin American Prison Conditions and Organized Criminal Networks in West Africa*
- Wrote a solution proposal and an update paper in regards to providing environmental sustainability in urban cities; assessed the role of the environment in conflict
- Co-ran a blog that kept delegates up to date on environmental issues pertaining to the debate topics

**Future Business Leaders of America**, New Hyde Park, NY September 2010 – June 2013  
*Chapter President*

- Prepared chapter's "Dress to Impress Breakfast" which procured cans to be donated to the Long Island Harvest
- Competed in the State Leadership Conference in Rochester, New York

## EXTRACURRICULAR ACTIVITIES

**Wesleyan Student Assembly (WSA) Member At-Large** Communicate student concerns to WSA Executive Board

**Invisible Men Member** Support programs to encourage open communication with men of color on campus

**Shakti Member** Promote cultural awareness amongst South Asians and the greater Wesleyan community

**Bollywood Dance Group Member** Participate in dance performances at campus-wide events

## SKILLS AND INTERESTS

**Languages:** Proficient in Spanish

**Interests:** Theater, Singing, Soccer

# YOUR NAME

Your Address | City, State Zip

000-000-0000 | yourname@wesleyan.edu | [www.linkedin.com/pub/your-name](http://www.linkedin.com/pub/your-name)

## EDUCATION

**Wesleyan University**, Middletown, CT

May 2017

*Bachelor of Arts* Major: Graphic Design *Dean's List: Fall 2015* GPA 3.90/4.00

Recipient: Creative Design Scholarship – for completion of 300 studio hours during junior year

**King's College London at University of London**, London, England

Spring 2016

*Study Abroad Experience*, took classes in English, Theatre

## RELATED COURSEWORK

Digital Photography, Editing and Color Correction Adobe Photoshop for the Gaming Industry Advanced Illustration and Design Flash Design and Animation

## DESIGN EXPERIENCE

**The Creative Corner**, Zebulon, NC

June – August 2016

*Graphic Design Intern*

- Created website for a small software company focusing on social media with a web 2.0 look and feel
- Developed and presented alternative artwork elements for a logo for a large pharmaceutical company
- Edited monthly internal newsletter; assisted in proofing process for five websites, and worked directly with developers to ensure that there were no wording or graphic issues in various browsers
- Received "Best Intern" Award for the season out of six interns

**Raleigh Area Youth Soccer League**, Raleigh, NC

July – August 2015

*Website Designer*

- Re-designed league website to reflect new organizational vision; increased site traffic by 30% in 6 months
- Administered survey to collect feedback about new design options and styles

## ADDITIONAL EXPERIENCE

**Staples**, Raleigh, NC

March 2013 – Present

*Associate*

- Utilize graphic and design skills at copy center to assist customers with projects
- Assist clients in paper selection and printing to achieve optimal outcome

## ACTIVITIES

**Raleigh Art Society**, Raleigh, NC

September 2013 – June 2015

*Committee Chairperson*

- Identified new events to attract additional members, planned the annual North Carolina Artists Exhibition

**Habitat for Humanity**, Raleigh, NC

Summer 2014, 2015

*Volunteer*

- Helped build new homes in Wake County neighborhoods

## SKILLS

### Computer

Microsoft Word, PowerPoint and Excel, Adobe Illustrator, Photoshop and Creative Suite, Flash, Acrobat, Dreamweaver

### Language

Highly Proficient Spanish, Conversational French

# Your Name

Your Address, City, State, Zip

(000) 000-0000 yourname@wesleyan.edu

## Education

**Wesleyan University**, Middletown, CT May 2017  
Bachelor of Arts, Major: Biology, GPA: 3.63/4.00

**School of the Holy Child**, Rye, NY June 2013  
Diploma, National Honors Society, GPA: 3.70/4.00

## Work Experience

**Seniors of Wesleyan Annual Gift**, *Class Director*, Wesleyan University September 2014 – Present  
Raise a substantial and meaningful gift from the graduating senior class to support the Wesleyan Fund. Recruit, select, and lead volunteer Class Committee members. Create and hold events for the senior class in aims of not only raising money but also educating the students on the importance of the annual gift.

**Usdan University Center**, *Information Desk Staff Coordinator*, Wesleyan University September 2014 – Present  
Collaborate with the Facilities Event Manager and Operations Graduate Intern. Lead and support a group of twelve student employees. Create and manage staff's work schedule. Create and maintain a supportive work environment.

**Office of Residential Life**, *Resident Advisor*, Wesleyan University August 2014 – Present  
Provide support to and act as a resource for all residents. Hold bi-weekly hall meetings. Enforce and maintain community standards. Handle conflicts and provide appropriate aid. Create and facilitate events designed to develop community. Establish a fun and safe environment for residents.

**Usdan University Center**, *Information Desk Staff*, Wesleyan University September 2013 – Present  
Provide excellent customer service to and attend to the needs of all visitors, students, and university staff. Utilize knowledge of events, policies, and procedures in Usdan and Fayerweather to ensure smooth operation. Answer questions in person and via phone, make room reservations, assist student manager, assure that events within the buildings occur as planned, assist in time of emergencies, and maintain a safe work environment.

**Rye Physical Therapy**, *Therapist Aid & Receptionist*, Rye, NY October 2011 – Present  
Support physical therapist by assisting patients with their exercises. Maintain a clean and safe work environment. Answer and make phone calls, schedule appointments, handle payments, file, and provide excellent customer service.

## Volunteer Experience

**Cross Cultural Solutions**, *Volunteer*, New Rochelle, NY August 2013  
Volunteered in Cartago, Costa Rica for three weeks. Assisted and led English, Math, Spanish, Science, and Physical education classes at two elementary schools. Worked with kindergarten through sixth grade with the number of students per class ranging from 7-40.

**Middlesex Hospital**, *Hospice Volunteer*, Middletown, CT February 2012 – Present  
Ensure visitors receive excellent service and support to create a positive customer experience. Help feed and bathe patients. Read to, speak with, and sit with patients. Bake and/or cook for residents, visitors, and staff. Provide nurses with support. Make sure all patient rooms are stocked and well kept. Maintain kitchen and family/reading area clean.

**Port Chester Middle School**, *Summer Enrichment Counselor/Office Assistant*, Port Chester, NY June 2011 – Present  
Tutor and mentor students ages 10-14. Assist the math, science, history, and English teachers. Facilitate afternoon activities such as physical education and art. Act as a resource to the students. Enforce and maintain school policies and regulations. Worked 1:1 with the director of the program. Take attendance, book and confirm Friday trips, handle finances and payment confirmations, file, and create documents such as permission slips and notices.

## Skills & Interests

**Computer:** Microsoft Word, Excel, PowerPoint, and Publisher; experience with Macintosh and Windows

**Languages:** Fluent in Spanish, Intermediate French

**Interests:** Running; Jazz Guitar; Figure Drawing



# YOUR NAME

Your Address, City, State Zip • 000.000.0000

yourname@wesleyan.edu

## EDUCATION

**Wesleyan University**, Middletown, CT

May 2017

*Bachelor of Arts* Double Major: Economics and Mathematics

**GPA:** 3.98/4.00 *Freeman Asian Scholar:* Full-tuition scholarship granted to one student from each of 11 Asian countries based on academic and leadership achievement

Relevant coursework: *Microfinance/Understanding Global Markets*

**Saint Andrew's Junior College**, Singapore

June 2012

Humanity Scholarship Program

## WORK AND LEADERSHIP EXPERIENCE

**Economics Department- Research Assistant** Wesleyan University

May 2014 – Present

- Analyze automobile accident data using Stata to evaluate the impact of crash testing on vehicle safety

**Dean's office – Economics Tutor** Wesleyan University

January 2014 – Present

- Provide one-on-one assistance to students on Economics coursework

**Southeast Asian Student Association - Co-chair** Wesleyan University

October 2014 – Present

- Organize cultural shows, festivals and forums to introduce the cultures of Southeast Asian nations to wider student community and to create a platform for Wesleyan students to resolve cultural barriers

**Model United Nations – Financial Head** Wesleyan University

September 2014 – Present

- Attend conferences on international topics such as world trade and International disputes
- Apply for funding and organizing fundraising events

**Freeman Asian Scholarship Association - Financial Head** Wesleyan University

September 2014 – May 2015

- Oversaw financial aspect of the organization, including applying for funding, allocating resources reaching out to potential donors and organizing fundraising events
- Raised USD 1,500 for Freeman Asian Scholarship funds

**Economics Department – Course Assistant** Wesleyan University

September – December 2014

- Provided professor with feedback on students' progress to improve the learning experience
- Conducted student information sessions and graded assignments

**Quantitative Analysis Center- Tutor** Wesleyan University

September – December 2014

- Assist students who need help with statistical analysis using EViews, R, SAS, SPSS and Stata

**Quantitative Analysis Center Apprenticeship Program- Participant** Wesleyan University

May – August 2014

- Attended classes and workshops in statistical analysis and statistical software
- Worked full-time on research project with the Economics Department for ten weeks and presented data to other students and faculty

## SKILLS AND INTERESTS

**Computer:** Microsoft Word, PowerPoint, Excel, Stata, R, SAS, Python, SPSS, EViews

**Languages:** Vietnamese - fluent

**Interests:** Soccer, macroeconomics, politics, public policy and monetary policy

## YOUR NAME

[yourname@wesleyan.edu](mailto:yourname@wesleyan.edu) | (000) 000-0000 | Your Address, City, State Zip

### EDUCATION

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#### Wesleyan University

*Bachelor of Arts, Major: Economics; Minor: Data Analysis*

Middletown, CT

May 2023

- **Cumulative GPA:** 3.68/4.00; **Major GPA:** 3.75/4.00
- **Relevant Coursework:** Multivariable Calculus, Vectors and Matrices, Elementary Statistics

### WORK EXPERIENCE

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#### Global Investors, Inc.

*Private Equity Summer Analyst*

New York, NY

Summer 2021

- Researched investment opportunities in Southeast Asian manufacturing markets
- Identified eight private companies ready for investment capital and expansion
- Wrote and presented analytical reports to senior management
- Recommended three companies; all three recommendations accepted by CEO

#### Institutional Investment Bank, Ltd.

*Summer Analyst Diversity Program (remote)*

New York, NY

Summer 2020

- Attended multiple training classes on finance, banking, and professional ethics
- Participated in group activities involving spreadsheet design and PowerPoint presentations
- Learned and utilized MS Excel to track incoming data on prospective European clients

#### Gap Kids, Inc.

*Assistant Floor Manager*

Bronx, NY

Summer 2019

- Supervised four Sales Representatives, overseeing shelf stocking and customer service
- Trained and mentored new staff; ensured a collaborative and respectful work environment
- Attended regional sales training sessions; accompanied Store Manager to monthly meetings
- Exceeded sales quotas over June, July and August, 10%, 13% and 16% respectively

### EXTRACURRICULAR ACTIVITIES

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- **Road to Finance:** run meetings; plan and coordinate weekly discussion topics; manage website
- **Wesleyan Investment Group:** research and present growth stocks; particular focus on tech
- **Wesleyan Club Soccer:** captain; arrange inter-college competition; plan social dinners

### SKILLS & INTERESTS

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- **Technical:** MS Office Suite, SAS, Stata, MATLAB, Python, R, SQL; proficient in all social media
- **Language:** proficient Spanish
- **Interests:** global equities markets, crypto, soccer, international relations

Updated: 2/11/22