

# RESUME GUIDE

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Dartmouth College Center for Professional Development  
63 S. Main Street, Suite 200 • Hanover, NH 03755 • 603-646-2215

[CPD@dartmouth.edu](mailto:CPD@dartmouth.edu)

***DARE TO BE DIFFERENT***

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## PURPOSE OF A RESUME

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*A resume serves as a prominent marketing tool highlighting key professional, educational and leadership experiences. Resumes are utilized for various reasons including applying to internship, employment, volunteer and on-campus opportunities. Further, resumes are used when cultivating professional relationships. A resume is a fluid and adaptive document which should be updated constantly and tailored accordingly.*

*This guide is intended to serve as a comprehensive resource for Dartmouth students in developing a thorough and well-written resume that best highlights you professionally. Please note that the samples are just that, samples. Each of you will need to individualize your resume through the Dartmouth format to present the best summary of your experiences, skills and knowledge competencies.*

## GETTING STARTED

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**Step 1:** Create a list of all your experiences (professional, extra-curricular, civic engagement, athletics, etc.)

- Include Organization Name, Location, Dates of Involvement and your Title.
- First-year & Sophomore students: There can be a greater focus on high school experiences and involvements.
- Juniors & Seniors: Begin to transition out high school information and have a primary focus on collegial experiences.

**Step 2:** Responsibility overview and skill identification:

- Map out a thorough overview of your roles and responsibilities in each position.
- Determine what skill sets and qualities you utilized and developed through each of these roles.
- Identify and rank order your most significant accomplishments and contributions.

**Step 3:** Craft strong bullet points:

- Utilize **ATOP**: utilize an **A**ction verb + **T**ask/project + the **O**utcome/**P**urpose when developing bullet points.
- While it's important to provide enough description to establish context, responsibilities and role, make sure that you focus on achievements and outcomes.
- Example: Collaborated with operations team to streamline order processing and reduce costs by 10% annually.

**Step 4:** Create a Master Resume:

- Contains all experiences with bullet points listing all skills and/or responsibilities.
- Use as a framework when developing a targeted resume.

## RESUME SECTIONS

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Subdivide your resume into a minimum of three to four prominent sections:

- NAME & CONTACT INFORMATION
- EDUCATION
- EXPERIENCE

<i>Relevant</i>	<i>Athletic</i>	<i>Specific Name Field Experience</i>
<i>Professional</i>	<i>Leadership</i>	<i>(Publishing Experience, Legal</i>
<i>Internship</i>	<i>Volunteer</i>	<i>Experience)</i>
<i>International</i>	<i>Extra-Curricular</i>	
<i>Research</i>	<i>Projects</i>	

- SKILLS (only if relevant; typically Computer/Technical and Language Skills)

<b>Analytical:</b>	ROI, P/L & New Market Opportunity Analysis; Ad Performance & Behavior, App Sales, Download and Subscription Tracking
<b>Business:</b>	Sales, Marketing, Customer Service, Training, Administration
<b>Computer:</b>	Microsoft Word, Excel, PowerPoint, HTML, PageMaker
<b>Creative:</b>	Dreamweaver, Flash, FrontPage, GoLive, Photoshop, InDesign, Illustrator
<b>Digital:</b>	Adobe Omniture (SiteCatalyst & Search Center); Dun & Bradstreet Market Insight; eDialog Email Marketing; Google Analytics & Webmaster Tools
<b>Language:</b>	Proficient Spanish, Intermediate Japanese, Basic French, Basic American Sign Language
<b>Marketing:</b>	Email Marketing; Search Engine Optimization (SEO); Search Engine Marketing (SEM); Display Advertising; Mobile App & Web Marketing; Site Traffic Generation; Event Marketing

## THE DO'S & DON'TS OF A RESUME

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There are many forms of advice that you will get when writing a resume. Below are a list of common do's and don'ts when writing your resume. It is important that you develop a detailed, yet succinct, document outlining your key accomplishments, skills and qualities, in your own voice.

### THE DO'S:

#### CONTENT

- **Be concise**, focus on your accomplishments and contributions opposed to listing your overall role and responsibilities.
- Include your GPA on your resume if it is a 3.00 or above; SATs/ACTs only when requested.
- Only include "Relevant Coursework" on your resume if particular courses are applicable to the use of your resume.
- When developing experience sections, only utilize a "Relevant Experience" section if your experience is relevant to the specific position(s) in which you are applying for.
- **Quantify** experiences, i.e. "Increased student membership by ~30% through innovative recruitment efforts...".
- **ATOP** = utilize an **A**ction verb + **T**ask/project + the **O**utcome/**P**urpose when developing bullet points.
- If you include an **Academic Citation**, have it read: "Citation for Academic Excellence in XXX" under your Education section.
- Utilize key **action verbs** (see pages 9 & 10) when developing bullet points for experiences.

#### FORMAT

- **Bullet** key accomplishments and contributions focusing on outcomes in experience section(s).
- Current experiences will have present tense action verbs, past/prior experiences will have past tense verbs.
- **Margins** should be between 0.50 – 1.0 inch.
- Choose a popular **font type**, such as Helvetica, Times New Roman, Arial or Calibri and **size** should be between 10 – 12 pt. fonts.
- Your name should be in slightly larger, bold font (14 – 18 pt. font) & **put in a Header** with contact information.
- Experience sections must be in **reverse chronological order** with most recent and present roles first.
- **CONSISTENCY** is key: Utilize the same font type, sizes and formatting throughout the document.
- Most often: keep your resume to one page (exceptions for Education and Public Sector resumes).
- Review your resume thoroughly for spelling and grammatical mistakes.

#### PROCESS

- Determine **the purpose** of your resume i.e. applying for a campus job, a summer term internship, leadership position.
- Have two people review your resume before submitting.
- **Save as a PDF** when submitting your document online or through email to insure the formatting stays the same.

**THE DON'TS:**

- *Do not stop with description alone – be sure to focus on key achievements and outcomes as well.*
- *Be aware of Dartmouth lingo and don't use words like "blitz" as it's not commonly known outside of Dartmouth.*
- *Don't use "I, me or my" or "duties included/responsible for" statements when developing bullet points.*
- *Don't include a "References available upon request" at the bottom of your resume.*
- *Don't specify whether positions were paid or unpaid.*
- *Don't include personal information, physical characteristics and photos of yourself (exception: certain arts/entertainment positions).*
- *Don't have an "Objective" statement at the top of your resume.*

**TIPS FOR INDUSTRY-SPECIFIC RESUMES**

When developing your resume for a specific industry there are particular areas that you will need to focus on from content, skill development and structure. Below are a few industry-specific tips:

**Arts/Entertainment:**

- Acting Resumes – require personal characteristics in order for Casting Director to determine physical fit for the role.
- Most Arts/Entertainment resumes want to see what work has been done; therefore, it is more of a listing of works completed as opposed to a narrative of skills developed.
- For the Business/Office side of the industry, follow the standard resume procedure.

**Education:**

- Two page resumes are acceptable to document the experiences you have had to interact with age-appropriate individuals and/or opportunities to teach in any setting (One exception: Carney Sandoe, an educational recruiting firm who regularly seeks candidates from Dartmouth wants a one page resume).
- Educational Portfolios should be created (include teaching materials created; learning outcomes/rubrics utilized) and link to resume.

**Computer Science/Engineering/STEM:**

- Technical projects and research experience should be well documented.
- Descriptions should include the purpose and impact of the work in layman's terms.
- Specific skills and coursework should be listed if relevant to position. When discussing skills, provide level of proficiency – don't say you have advanced skills if you don't.

**Public Sector (Government):**

- Explicitly state how you meet the hiring criteria.
- Pay special attention to what's included in "Specialized Experience" statements & "Qualifications".
- Assertions are checked against your resume; therefore, anything you say has to be backed up very explicitly on the resume, readers are not allowed to assume anything.
- Can be as long as 2 to 2 ½ pages.
- Include times frames; short narrative vignettes; outcomes, etc.
  - "Led Ivy Council for 12 months through innovative program, leading to a saving of \$950.00"

- Legally required to review in totality; however, are reviewed by Human Resources professionals NOT individuals in the job. Therefore you need to be very clear as to how you meet the hiring criteria.
- Include everything you do at Dartmouth College, both paid & unpaid.
- Include coursework where possible to explain your major (i.e. CIA requires specific content knowledge).

#### **International/Global:**

- Postings for International opportunities will often request a CV. It's common practice that the document be the same as a domestic resume; however, reach out and ask the contact person.

## **TYPES OF RESUMES**

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### Chronological (most-common)

- Most familiar and commonly used template for employers and Dartmouth students.
- Presents information in *reverse* chronological order (most recent experiences first).
- Focuses on experiences sections through descriptive bullet points outlining your accomplishments and contributions.

### Targeted

- Target your experiences and skills sets to the purpose of your resume – a job/internship application; networking/Informational interviews; job shadows, etc.
- Review the organization's website and position description to gauge key skills and keywords they use to integrate in your resume.
- Follow the chronological resume format.

### E-Resume ("Ugly" resume)

- Used when submitting through a company website or to a generic email.
- Change current resume to a text file (.txt); take "pretty" resume to interviews.
- Remove all formatting, such as tables, bullets, underlining, bold and italics.
- Use a 10 – 14 point font such as Helvetica, Arial or Times New Roman.
- Left justify the entire document; use spaces or dashes to emphasize important information.
- Use strong keywords from the posting.
- When emailing, paste E-Resume into email form itself in text mode.

### Curriculum Vitae (CV)

- Most commonly used in academic settings or for science research.
- CV's can be several pages in length and will often follow a similar flow to a chronological resume.
- Depending on the country, they may utilize the term CV but it is really intended to be a resume (1 – 2 pages maximum).

### International

- If seeking international opportunities, it is important to understand the different cultural hiring expectations for a resume. Certain style, content, language, etc. can differ when developing a resume.
- Useful resources:  
<http://www.expatexchange.com/lib.cfm?networkID=159&articleID=930>  
[http://www.quintcareers.com/culturally\\_competent\\_resume.html](http://www.quintcareers.com/culturally_competent_resume.html)

## ARTICULATING CAMPUS, PART-TIME & SEASONAL POSITIONS

### DARTMOUTH DINING SERVICES

#### BEFORE

Collis Market, Hanover, NH  
Student Supervisor

Fall 2012, Winter 2013, Spring 2013

- Sell merchandise to students, assess profit status on an hourly basis, stock shelves with products and ensured storied cleanliness.
- Helped prepare store for re-launch in Spring 2013.

#### REVISED

**Collis Market**, Dartmouth Dining Services, Hanover, NH  
*Supervisor*

**Sept. 2012 –  
June 2013**

- Partnered with staff and marketing professionals to develop new product placement program and launch branding campaign; resulted in 35% increase in student traffic.
- Cultivated relationships with vendors and product distributors to ensure just-in-time inventory delivery to meet student demands while optimizing market profitability.
- Provided customer-focused services and addressed problems and complaints; purchases increased by \$5,000/term.
- Created staff communication portal with team of 3 supervisors which resulted in a 15% decrease in missed shifts.

### DARTMOUTH OUTING CLUB FIRST YEAR TRIP LEADER

#### BEFORE

Dartmouth Outing Club, Hanover, NH, Trip Leader

August 2012

- Bagged three 4,000 foot peaks in White Mountains in five days with co-leader and group of 8 first year students.

#### REVISED

**Dartmouth Outing Club (DOC)**, Hanover, NH  
*First Year Trip Leader*

**March 2013 –  
Aug. 2013**

- Co-leader of hiking trip. Coached and mentored 8 students with varied skill levels, achieving trip goals of summiting four 4,000+ feet peaks in 6 days.
- Collaborated with fellow DOC "CROO" leaders to coordinate surprise fellowship and engagement event with upperclassmen enroute.
- Completed rigorous training program, earning certifications in CPR and First Aid; attended workshops on group facilitation, risk management and wilderness skills.



<b>LIFEGUARD</b>
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**BEFORE****Community Pool, Toms River, NJ, Lifeguard**

June 2012 – August 2012

- Served as primary lifeguard for pool with average of 75 visitors per day.

**REVISED****Township of Toms River Community Pool, Toms River, NJ****Summer 2013***Lifeguard*

- Designed and led educational program to increase awareness of risk factors associated with drowning and safety incidents.
- Proposed and launched new voluntary swim test program for children, elderly, and new swimmers. Over 190 participants in program during first summer.

<b>TUTORING ROLE</b>
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**BEFORE****Drill Instructor for SPAN 1 & 2, Dartmouth College, Hanover, NH**

Sept. 2011 – Present

- Drill students in the Spanish language

**REVISED****Department of Spanish & Portuguese, Dartmouth College, Hanover, NH****Sept. 2011***Drill Instructor***– Present**

- Following the Rassias Method, tutor and converse with students solely in Spanish to further acquire language proficiency, assessing student progress to interact according to their development
- Explain concepts in differing ways to accommodate student's personal learning style
- Successfully completed Apprentice Teacher Workshop training in the Drill Method

**BEFORE****Tutor for Physics, Dartmouth College, Hanover, NH**

Sept. – Dec. 2012

- Tutor students in Physics 1 & 2

**REVISED****Department of Physics & Astronomy, Dartmouth College, Hanover, NH****Sept. – Dec.***Tutor***2012**

- Assessed student progress in order to develop individual tutee schedules for learning
- Explained concepts in multiple ways to accommodate student's personal learning style
- Increased grades from 'B' to 'A' for 3 students in a single term.

## ACTION VERBS

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### ANALYTICAL SKILLS

Analyzed	Classified	Expedited	Recommended	Studied
Answered	Collected	Extrapolated	Reconciled	Surveyed
Appraised	Compiled	Forecasted	Resolved	Synthesized
Assembled	Critiqued	Interpreted	Reviewed	Systematized
Assessed	Estimated	Investigated	Specified	Validated
Clarified	Evaluated	Processed	Structured	

### COMMUNICATION/PEOPLE SKILLS

Addressed	Corresponded	Formulated	Negotiated	Resolved
Authored	Directed	Influenced	Persuaded	Spoke
Collaborated	Drafted	Interpreted	Promoted	Translated
Composed	Edited	Lectured	Publicized	Wrote
Contacted	Elicited	Mediated	Reconciled	
Convinced	Explained	Moderated	Recruited	

### CREATIVE SKILLS

Acted	Designed	Founded	Invented	Revitalized
Adapted	Developed	Illustrated	Modified	Shaped
Composed	Devised	Initiated	Originated	Solved
Conceptualized	Directed	Instituted	Performed	
Created	Established	Integrated	Planned	
Customized	Fashioned	Introduced	Revised	

### DATA/FINANCIAL SKILLS

Administered	Audited	Developed	Planned	Reduced
Allocated	Budgeted	Estimated	Projected	Researched
Analyzed	Balanced	Forecasted	Purchased	Tabulated
Appraised	Calculated	Managed	Quantified	Tracked
Applied	Computed	Marked	Reconciled	

### EDUCATION SKILLS

Advised	Demonstrated	Evaluated	Guided	Supplemented
Adapted	Designed	Familiarized	Informed	Taught
Corrected	Developed	Facilitated	Instructed	Trained
Coached	Enabled	Fostered	Persuaded	Tutored
Communicated	Encouraged	Graded	Solved	

### HELPING SKILLS

Advocated	Counseled	Facilitated	Motivated	Taught
Aided	Demonstrated	Familiarized	Referred	Volunteered
Assessed	Diagnosed	Guided	Rehabilitated	
Assisted	Educated	Informed	Represented	
Clarified	Encouraged	Instructed	Resolved	
Coached	Expedited	Intervened	Supported	

## ACTION VERBS (continued)

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### MANAGEMENT/LEADERSHIP SKILLS

Administered	Coordinated	Increased	Motivated	Reorganized
Analyzed	Delegated	Improved	Organized	Reviewed
Approved	Directed	Initiated	Overhauled	Scheduled
Assigned	Enhanced	Inspected	Oversaw	Spearheaded
Attained	Engineered	Instituted	Pioneered	Supervised
Chaired	Established	Led	Planned	Troubleshoot
Consolidated	Evaluated	Managed	Prioritized	
Contracted	Executed	Modeled	Recommended	

### ORGANIZATIONAL SKILLS

Accomplished	Consolidated	Ensured	Launched	Revitalized
Achieved	Controlled	Expanded	Monitored	Secured
Administered	Coordinated	Facilitated	Orchestrated	Streamlined
Arranged	Cultivated	Formalized	Overhauled	Surpassed
Assigned	Delegated	Generated	Persuaded	Synchronized
Attained	Demonstrated	Guided	Prioritized	Targeted
Collaborated	Dispatched	Implemented	Redesigned	Transformed
Communicated	Encouraged	Integrated	Reshaped	Upgraded

### RESEARCH SKILLS

Analyzed	Critiqued	Extracted	Located	Summarized
Clarified	Diagnosed	Identified	Organized	Surveyed
Collected	Evaluated	Interpreted	Researched	Synthesized
Compared	Examined	Interviewed	Reviewed	Systematized
Conducted	Gathered	Investigated	Solved	Tested

<b>DARTMOUTH RESUME GENERAL MODEL</b>
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## FIRST NAME LAST NAME

Mailing Address • Email Address • Phone Number  
 LinkedIn/e-portfolio link

### EDUCATION

<b>Dartmouth College</b> , Hanover, NH <i>Bachelor of Arts: Major in _____, Minor in _____</i> Relevant Coursework:	<b>June 20XX</b> <b>GPA: 3.xx/4.0</b>
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**Study Abroad Program**, Location

<b>High School</b> , City, State (Country if non-US) GPA or Academic Standing; SAT/ACT scores if required Honors	<b>June 20XX</b>
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### RELATED EXPERIENCE (or EXPERIENCE)

<b>Name of Organization</b> , City, State, (Country if non-US) <i>Position Title</i>	<b>September 20XX-Present</b>
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- Begin bullets with strong action verbs in present tense
- Incorporate keywords and skills for target career field or from specific position announcement
- Quantify accomplishments and results achieved wherever possible
- Don't stop with describing general duties or skills – be sure to demonstrate outcomes, impact, and you "value added"

**Name of Organization**, City, State, (Country if non-US)

*Position Title*

- Number of bullets/statements for each entry may vary depending on time at organization, level of responsibility or direct applicability of that experience to the position at hand
- Descriptions of responsibilities/contributions with strong action verbs in past tense
- At least two bullets/statements for each entry under Related Experience

**January – May 20XX**

### ADDITIONAL EXPERIENCE (or LEADERSHIP & ADDITIONAL ACTIVITIES)

<b>Name of Organization</b> , City, State, (Country if non-US)	<b>January – December 20XX</b>
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*Position Title*

- For experiences that are less directly related focus on transferrable skills
- Description of position not necessary; focus on skills

**Name of Organization**, City, State (Country if non-US)

*Position Title*

- For experiences that are less directly related focus on transferrable skills
- Be specific without being too narrow in your statements

**March 20XX – May 20XX**

### SKILLS

Technical/Computer: (Only include these if it is relevant and/or requested through the position)

Language(s):

Interests: If desired, briefly list research interests and/or hobbies

<b>FIRST-YEAR RESUME SAMPLE</b>
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## JEANNA H. WRIGHT

HB 1000 Dartmouth College, Hanover, NH 03755 • Jeanna.H.Wright.17@dartmouth.edu • 987-654-3210

Linkedin.com/in/jeannahwright

### EDUCATION

<b>Dartmouth College</b> , Hanover, NH	<b>June 2017</b>
<i>Bachelor of Arts: Intended Major, Biology</i>	

<b>Holderness School</b> , Plymouth, NH	<b>June 2013</b>
<i>Graduation Rank: 3/80, Cum Laude Society, Honors in Biology, Chemistry &amp; Physics</i>	

### LEADERSHIP & ATHLETIC EXPERIENCE

<b>The Picador</b> , Holderness School, Holderness, NH	<b>Fall 2011 – Spring 2013</b>
<i>Junior Editor</i>	

- Planned bi-weekly layout and content for the paper with six editors and solicited articles from peer writers
- Aided in the increased readership of the paper by intentionally targeting content of interest to the student body
- Interviewed Holderness alumni about their athletic experiences and wrote posts on advice they had for fellow Holderness students

<b>Holderness School, Women's Ice Hockey</b> , Holderness, NH	<b>Winters 2009 - 2013</b>
<i>Right Wing</i>	

- Demonstrated individual improvement over four years with an increased scoring rate of 10 goals and 13 assists in senior season and received Outstanding Senior Award in 2013
- Contributed to the team both on and off the ice demonstrating strong leadership and teamwork initiative
- Serve as a campus resource to students who have been confronted with issues

### EXPERIENCE

<b>Camp Birch Hill</b> , New Durham, NH	<b>Winters 2009–2012</b>
<i>Adventure Staff</i>	

- Educated children on how to safely use the Ropes Course
- Provided a friendly and safe environment for all children and instilled a strong sense of community
- Received high ropes course certification through a 6-week high endurance training program

<b>The Rinks at Exeter</b> , Exeter, NH	<b>Summer 2011</b>
<i>Youth Hockey Coach</i>	

- Instruct youth girls ages 6 – 13 and develop athletic ability through practice and team exercises
- Instituted camp rules and regulations and ensured safety and upkeep of facilities at all times

### SKILLS & INTEREST

Languages: Conversational in Spanish & French

Interests: Peer Mentoring, Community Service, Coaching and Athletics

<b>RECENT GRADUATE/ENTRY-LEVEL GENERAL SAMPLE</b>
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## James (Jimmy) Bow

HB 2504, Hanover, NH 03755 | 603-555-1212

[James.L.Bow.13@dartmouth.edu](mailto:James.L.Bow.13@dartmouth.edu) | [www.linkedin.com/in/jimmybow](http://www.linkedin.com/in/jimmybow)

### EDUCATION

<b>DARTMOUTH COLLEGE: HANOVER, NH</b> <i>Bachelor of Arts:</i> Major in Biology, Minor in Spanish <i>Awards:</i> The Grace and James Parkes 1920 Prize, Collis Center Manager of the Year Award <i>Citations for Academic Excellence:</i> History 25, Women's and Gender Studies 96, Computer Science 17 <i>Languages:</i> Spanish (fluent), Portuguese (conversational proficiency)	<b>June 2013</b> <b>GPA 3.50/4.0</b>
<b>ASSOCIACÃO CULTURAL BRASIL-ESTADOS UNIDOS: SALVADOR, BRAZIL</b> Portuguese Language study abroad program focusing on Portuguese Language, Literature, and History	<b>Summer 2011</b>

### EXPERIENCE

<b>DARTMOUTH COLLEGE COLLIS CENTER: HANOVER, NH</b> <i>Collis Manager</i> <ul style="list-style-type: none"> <li>Oversee daily operations of three buildings as the primary contact for facilities</li> <li>Prepare rooms for meetings and events with audio visual and general technical support</li> <li>Guide guests to different locations across campus and within Hanover and the Upper Valley area</li> </ul>	<b>Fall 2011 – Present</b>
<b>DARTMOUTH COLLEGE CAREER SERVICES: HANOVER, NH</b> <i>OUTREACH/PUBLIC RELATIONS INTERN</i> <ul style="list-style-type: none"> <li>Reach out to affinity groups across campus to increase the public perception of the Department</li> <li>Develop programs aimed at minority students to increase participation within the Career Services office</li> <li>Serve a diverse population of 4300 students across campus</li> <li>Represents office on campus in student outreach efforts including orientation events, fairs, and information tables</li> </ul>	<b>Fall 2012 – Present</b>
<b>DARTMOUTH ALLIANCE FOR CHILDREN OF COLOR (DACC): HANOVER, NH</b> <ul style="list-style-type: none"> <li>Coordinated weekly “play dates” for minority children that provided positive interactions among children in the Hanover and Upper Valley area and college students of color</li> <li>Organized cultural events including Black History Month festivities and “My Black is Beautiful” panels</li> <li>Implemented a mentorship program, Big Brother/Big Sister, that provided one-on-one interactions between Dartmouth students and DACC participants</li> </ul>	<b>Fall 2012 – Present</b>
<b>AFRO-AMERICAN SOCIETY COMMUNITY SERVICE CHAIR: HANOVER, NH</b> <ul style="list-style-type: none"> <li>Planned several large scale service events for the Afro-American Community such as a campus wide clothing drive and park beautification project</li> <li>Served as liaison between the Afro-American Society and the Volunteer Coordinators on campus</li> <li>Coordinated with student organizations such as the Red Cross Club to provide a campus blood drive</li> </ul>	<b>Fall 2011 – Spring 2012</b>
<b>ACCESS BY LEADERSHIP AND EQUITY (ABLE) CHAIR: HANOVER, NH</b> <ul style="list-style-type: none"> <li>Organized disability related awareness events and campaigns around campus</li> <li>Facilitated dinners and discussions surrounding disability and accessibility on campus</li> </ul>	<b>Fall 2011 – Spring 2012</b>

### CAMPUS ACTIVITIES

**DARTMOUTH BLACK ACAPELLA SINGERS, Fall 2010 – Present**  
**CLUB VOLLEYBALL, BASKETBALL, AND SOFTBALL, Fall 2009 – Present**

<b>RECENT GRADUATE/ENTRY-LEVEL TARGETED SAMPLE</b>
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# AMY JOB

11351 Via Adobo San Diego, CA 92124 | 408-555-1212

[amy.a.job.13@dartmouth.edu](mailto:amy.a.job.13@dartmouth.edu) | [www.linkedin.com/in/amyjob](http://www.linkedin.com/in/amyjob)

## ENTREPRENEURSHIP

## PROJECT MANAGEMENT

## SCIENTIFIC RESEARCH

Junior research assistant with strong administration, lab experience, and interpersonal skills. Entrepreneurial mindset with demonstrated aptitude for project management.

## EDUCATION

**DARTMOUTH COLLEGE**, Hanover, NH

June 2013

*Bachelor of Arts*: Major in Biology modified with Engineering Sciences.

**GPA 3.17/4.0**

**Entrepreneurship**: Won Phillip R. Jackson Prize for Introduction to Engineering team project.

Submitted design for solar composting latrine to "Reinvent the Toilet" competition sponsored by Gates Foundation.

## RESEARCH EXPERIENCE

**THAYER SCHOOL OF ENGINEERING AT DARTMOUTH COLLEGE**, Hanover, NH

*Undergraduate Research Assistant*

Sept. 2011 – Present

- Helped designed slit-lamp apparatus to digitally capture ocular abnormalities
- Analyze microcirculatory data and used MATLAB to create models for data visualization
- Proposed study correlating retinal and conjunctival abnormalities associated with Hypertension

**DARTMOUTH HITCHCOCK MEDICAL CENTER**, Ophthalmology Dept, Hanover, NH

*Laboratory Assistant*

Sept. 2009 – Dec. 2010

- Researched retinal changes following optic neuritis, maintaining records in lab books

**CLEAR FOCUS OPTOMETRY**, San Diego, CA

*Lab Technician for Optician*

Jan. 2004 – Sept. 2008

- Installed new Orthokeratology-fitting imaging system, increasing speed of service by 20%
- Facilitated lab operations, processing and filling 100+ in-house prescriptions per month

## ENTREPRENEURIAL & LEADERSHIP EXPERIENCE

**HIGH EYE COUTURE**, San Diego, CA & Hanover, NH

*Co-Founder and Designer*

Sept. 2006 – Present

- Fabricate eyeglass holders from re-purposed materials including broken chains, necklaces and recycled metals. Solder parts in machine shops and metal studios
- Products are sold in 15 optometry stores across California and New Hampshire. Donate 20% of profits to American Foundation for the Blind

## DARTMOUTH COLLEGE

Jan. 2011 - June 2013

**START-UP EXPERIENCE** (2012 – 2013): Served on committee bringing training program onsite

**MITOSIS** (2012 – 2013): Founding Member and Ex-Officio Advisor to student entrepreneurship club

**ALPHA THETA**, Co-Ed Business Fraternity (2011 – 2013): Served as President and Treasurer

ACTING INDUSTRY SAMPLE
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## LATESIA GOODRICH

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<i>Permanent Address</i>	<i>Secondary Address</i>
123 Fourth Avenue	Hinman Box 1234
Los Angeles, CA, 90012	Hanover, NH, 03755
818-555-1212	818-555-1212
Website or Online Portfolio ( <i>if applicable</i> )	Latesia.L.Goodrich.15@Dartmouth.EDU

**Hair:** Dark Brown  
**Height:** 5' 7"

**Eyes:** Green  
**Vocal Range:** fill in range (*if applicable*)

### EDUCATION

Dartmouth College, Hanover, NH  
B.A. in Theater modified with (*if applicable*), minor in (*if applicable*), expected June 2015

Tarenga High School, 2011 (year graduated)  
Los Angeles, CA 90012

### ROLES

<i>Les Misérables</i>	COSETTE	Dartmouth College Theatre Dept. Hanover, NH
<i>Annie Get Your Gun</i>	CHIEF SITTING BULL	Junior High School Theatre Dept. Nowhere, AS

### AWARDS/HONORS

Most Original Student Piece	Dartmouth, Hanover, NH	2012
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### PROFESSIONAL ORGANIZATIONS (*if applicable*)

*American Alliance for Theatre Education (AATE)*  
*Hispanic Organization of Latin Actors*

### RELATED SKILLS

*3-Octave Voice Range (Alto – High Soprano)*

### Notes:

-Each section has been set up in a table to assist with formatting; borders are then deleted.  
-Acting Resumes can also include a photograph at the top; should be a professional headshot.



<b>ARTS &amp; ENTERTAINMENT INDUSTRY SAMPLE</b>
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## ANDREW L. JUMP

HB 2345, Hanover, NH, 03755 ♦ 204-555-8029

Andrew.L.Jump.13@Dartmouth.EDU ♦ [www.AJPortfolio.com](http://www.AJPortfolio.com)

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### Education:

2013	Bachelor of Arts (Studio Art), Dartmouth College, Hanover, NH
2012	Emily Carr University of Art & Design, Vancouver, BC Canada - Transfer Term courses included: Wood Fabrication for Sculpture; Flexible Materials; and Moldmaking for Sculpture.
2010	St. John's High School, Merry Mount, AZ

### Awards:

2010	Merry Town Council on the Arts Scholarship, Merry Mount, AZ
2010	Most Promising Artist, Merry Mount Annual Art Exhibition, Merry Mount, AZ

### Exhibitions: *(includes solo, two-person, and group, if applicable)*

2012	<b>Solo Exhibition</b> , Studio Art Student Exhibition, Black Family Visual Arts Center, Hanover, NH
2011	<b>Two-Person Exhibition</b> , Hopkins Center, Hanover, NH
2010	Classic Sculpture, Studio Art Department, Dartmouth College, Hanover, NH
2009	<b>Solo Exhibition</b> , St. John's High School Art Department, My Town, AS

### Commissions:

2013	Dartmouth College Office of the President, Gift, large-scale sculpture (8 x 16 ft.), Hanover, NH
2010	St. John's High School, Development Office, medium-scale crest (3 x 5 ft.), Merry Mount, AZ

### **Other Sections may include:**

Client List or Gallery Affiliation

Media, Print, or Online Publications

Curatorial Projects

<p><i>Note: It is important for any type of Art related resume to show the work you have produced – be it visual or performing. Creating an on-line portfolio is also advisable with any type of artistic work.</i></p>
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<b>COMMUNICATIONS INDUSTRY SAMPLE</b>
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## JAMIE JONES

HB 3000 Dartmouth College, Hanover, NH 03755 • Jamie.L.Jones.14@dartmouth.edu • 876-543-2100

Linkedin.com/in/jamieljones

### EDUCATION

<b>Dartmouth College</b> , Hanover, NH	<b>June 2014</b>
<i>Bachelor of Arts: Double Major in English and Government</i>	<b>GPA: 3.45/4.0</b>

Relevant Courses: Public Policy, International Relations, Cultural Exposure

Languages: Spanish (fluent)

Computer: STATA, SPSS, Excel (Advanced Functions)

Study Abroad Program, Barcelona, Spain	Spring 2012
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Phillips Exeter Academy, Exeter, NH	June 2010
	GPA: 3.78/4.0

### INTERNSHIP EXPERIENCE

Google, Cambridge, MA	Summer 2013
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*Ad Qualities Operations Intern*

- Identified ads that violated Google's policies and endangered users
- Researched the affiliate and email spam economy and its links to low quality, non-functioning advertisements
- Collected feedback and incorporated it into resources used globally by the sales division resulting in a 30% immediate increase in purchases

Liberty Mutual Insurance, Boston, MA

*Marketing Intern*

Winter 2013

- Consulted with insurance agency to provide a custom digital marketing strategy and increased viewer capabilities by 65%
- Collaborated with three interns to develop a searchable database of sharable, social content for independent insurance to use on social networking platforms including Facebook and Twitter
- Storyboarded infographics to more concretely define how independent agents can leverage insurance products

### ADDITIONAL EXPERIENCE

Rye Public Beach, Rye, NH	Summers 2009
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*Life Guard*

- 2012

- Ensured the safety of all swimmers and supervised the beachfront facility with three other guards
- Communicated rule violations to swimmers and authorities as required
- Provided lifesaving care in case of emergencies; administered first aid for injuries

Suzy Q Ice Cream Shoppe, Merrimack, NH

*Scooper*

Summers 2008

- 2010

- Ensured timely, clean, and safe dispensing of ice cream as per orders from patrons
- Clarified components of menu items to ensure satisfaction of product consumption

### EXTRACURRICULAR INVOLVEMENT

Dartmouth College Special Olympics, *Committee Member*

Dartmouth Women in Business, *Member*

<b>CONSULTING INDUSTRY SAMPLE</b>
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## SARAH SMITH

HB 2000 Dartmouth College, Hanover, NH 03755 • Sarah.A.Smith.15@dartmouth.edu • 321-654-9876

Linkedin.com/in/sarahasmith

### EDUCATION

<b>Dartmouth College</b> , Hanover, NH	<b>June 2015</b>
<i>Bachelor of Arts: Double Major English &amp; Mathematics</i>	<b>GPA: 3.43/4.0</b>

<b>Fort Lee High School</b> , Fort Lee, CO	<b>June 2011</b>
Honors in English, Government and Spanish	<b>GPA 3.75/4.0</b>
<i>Activities: Student Assembly Vice President, The Fort Lee – Student Editor, Varsity Softball (state champions 2010, 2011)</i>	

### RELEVANT EXPERIENCE

<b>Brunswick Group</b> , New York, NY	<b>June – August 2013</b>
<i>Summer Associate Consulting Intern</i>	

- Participated on two client teams as an analyst focused on international media implementation
- Advised senior partners on a multi-million dollar public private partnership with a European nation focused on socioeconomic infrastructure limitations and the success/failure
- Designed memos and presentations for teams, clients and top-level managers

<b>Applied Predictive Technologies</b> , Washington, DC	<b>January – March 2013</b>
<i>Business Consultant Intern</i>	

- Served as analyst on client teams for a global investment management firm and national supermarket chain to implement new pricing/advertising structure and transaction analysis system
- Evaluated and modeled success of new initiatives using financial and transaction level data
- Led presentations on client site and maintained close working relations with client analyst team and management

### LEADERSHIP EXPERIENCE

<b>Dartmouth Light Weight Crew</b> , Hanover, NH	<b>September 2011 – Present</b>
<i>Varsity Oarsman</i>	

- Train and compete with the team for 25 hours a week and foster responsibility and training and teamwork
- Received Novice Award for most advanced player of the year

<b>DREAM Mentoring Program</b> , Hanover, NH	<b>January 2012 - Present</b>
<i>Programming Chair</i>	

- Plan and coordinate supply distribution and transportation for volunteers weekly
- Mentor a local 12 – year old boy 3 – 5 hours a week to provide academic support and personal stability

### SKILLS & INTERESTS

Technical/Computer: Mac and PC proficiency, knowledge in Microsoft Office Suite

Interests: Baseball, Soccer, Backcountry backpacking, Running and Film Studies

<b>EDUCATION INDUSTRY SAMPLE</b>
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## SEBASTIAN HOUSE

HB 234, Hanover, NH 03755 • Sebastian.A.House.16@Dartmouth.EDU • 213-555-1212  
www.linkedin/in/sebastianhouse

### EDUCATION

<b>Dartmouth College</b> , Hanover, NH	<b>June 2016</b>
<i>Bachelor of Arts: Major in History, Minor in English.</i>	<b>GPA: 3.78/4.0</b>
Relevant Courses: U.S. History 1760-1900; Elizabethan Literature; Modern Poetry; Western Civilization 1900-Present.	

Study Abroad Program, Dartmouth College Program, Rome, Italy	Jan – Mar 2014
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<b>Buenos Aires High School</b> , Los Angeles, CA Ranked 2/360 Presidential Honors, Student-Athlete Excellence Award	June 2012
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### TEACHING-RELATED EXPERIENCE

<b>The Haven</b> , White River Junction, VT <i>Volunteer Tutor</i> <ul style="list-style-type: none"> <li>• Assist students (aged 6 – 13) in homeless shelter with homework</li> <li>• Explain concepts to students in differing ways according to learning style</li> <li>• Assess student comprehension of subject in order to determine progress</li> <li>• Manage behavior of students in order to maintain a productive environment</li> </ul>	Jan. 2013- Present
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<b>Bongo Youth Summer Camp</b> , Buena Vista, CA <i>Camp Counselor</i> <ul style="list-style-type: none"> <li>• Create and facilitate daily activities for 20 campers aged 3 – 10</li> <li>• Explain rules and dynamics of activities; ensuring comprehension by all campers</li> <li>• Maintain appropriate behavior of camps to ensure enjoyment of activity</li> </ul>	June – Aug. 2011 & 2012
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### ADDITIONAL EXPERIENCE

<b>The Dartmouth</b> , Dartmouth College, Hanover, NH <i>Sports Editor</i> <ul style="list-style-type: none"> <li>• Write articles to inform and entertain readers on Dartmouth athletic events</li> <li>• Research upcoming and current sporting events to increase readership</li> <li>• Pitch ideas for upcoming issues to increase readership from students and alumni</li> </ul>	January 2013 – Present
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<b>Collis Student Center</b> , Dartmouth College, Hanover, NH <i>Event Manager</i> <ul style="list-style-type: none"> <li>• Manage details of student events including setup, food service, sound details, and teardown</li> <li>• Liaison between student organization and Collis Student Center Manager</li> <li>• Ensure safety of event according to all Collis Student Center regulations</li> </ul>	March 2012 – Dec. 2013
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### SKILLS

Technical/Computer: MS PowerPoint, MS Excel, STATA, MS Word  
 Language(s): Spanish (fluent), Mandarin (oral fluent)

## ENGINEERING & COMPUTER SCIENCE INDUSTRY SAMPLE

### BIYEN TINKER

Hinman Box 8000, Hanover, NH 03755 • [Biyeen.O.Tinker.13@dartmouth.edu](mailto:Biyeen.O.Tinker.13@dartmouth.edu) • 603-646-0000  
[linkedin.com/in/biyentinker](https://www.linkedin.com/in/biyentinker)

#### EDUCATION

**Dartmouth College**, Hanover, NH June 2014  
*Bachelor of Arts: Major in Engineering Sciences modified with Computer Engineering,  
 Minor in Digital Arts.*

**Relevant Coursework:** Digital Modeling, Programming for Interactive Digital Arts, Scientific Computing, Linear & Digital Circuits, Control Theory, Software Design.

**Memberships:** American Indian Science & Engineering Society (AISES).

**Chulalongkorn University**, Bangkok, Thailand Fall 2012  
**Relevant coursework:** Nano and Communication Engineering

**Red Cloud High School**, Pine Ridge Indian Reservation, SD June 2010  
 Gates Millennium Scholar. National Honor Society.  
 Member of Debate team. FIRST Robotics team. Anime and Chess Clubs.

#### TECHNICAL COMPETENCIES

**Programming:** iOS, C, C++, Java, Objective C, Perl, Python.  
**Office:** Microsoft Office, LaTeX

#### PROJECT EXPERIENCE

**Dartmouth College, Digital Arts Leadership & Innovation Lab** Jan. 2012 - Present  
*Advisor*

- Support and mentor 8 students in designing app (*DiscoverU*) as a "virtual college counselor" for Native American high school students
- Facilitate introductions to high school students and guidance counselors to provide programming assistance and troubleshooting

**Dartmouth College, Digital Arts** Sept. – Dec. 2012  
*Programmer*

- Collaborated with Psychology and Visual Arts majors to create an iPhone/iPad app (*Calm Encounters of a Fun Kind*) for individuals diagnosed with Autism and Asperger's
- Gathered visual and technical project requirements from team members.
- Programmed app with Python and C languages
- Secured funding from Computer Science Department to place free app in iTunes marketplace. Project completed to fulfill Digital Arts Minor requirement

**Thayer School of Engineering at Dartmouth College** Mar. – June 2011  
*Team Member*

- Designed a new safety sensing device that checks integrity of climbing ropes through auto feed and roll-up system that can be used in advance of climbs
- Patent pending: The Second Spotter: Gear Back-up System for Rock Climbers

#### EXPERIENCE

**Collis Market, Dartmouth Dining Services** Jan. 2010 – June 2013  
*Supervisor* (Jan. 2011 – Present)

- Shift and inventory manager for store with 900+ items
- Collaborated with operations staff at College for store redesign

*Cashier* (Jan. – Dec. 2010)

- Processed and accounted for 70+ cash and debit card transactions per shift

**The Heritage Center at Red Cloud Indian School**, Red Cloud, SD Aug. 2005 - May 2009

- *IT Assistant* (June 2007 – May 2009): Helped staff set up network of 20 donated computers
- *Procurement Intern* (Aug. 2005 – May 2007): Sourced copies of legacy software and helped write grant for new equipment

<b>ENVIRONMENTAL SCIENCE INDUSTRY SAMPLE</b>
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## IVANA B. GREEN

Hinman Box 1515, Hanover, NH 03755 • Ivana.B.Green.14@dartmouth.edu • 603-646-0000 • linkedin.com/in/ivanagreen

### EDUCATION

<b>Dartmouth College</b> , Hanover, NH	<b>June 2014</b>
<i>Bachelor of Arts: Major in Environmental Studies, Minor in Government</i>	<b>GPA: 3.23/4.0</b>

Relevant Courses: Environmental Problem Analysis, Conservation of Biodiversity, Marine Policy, The American Political System, Climate Change  
 Intramural Volleyball. Dartmouth on Purpose Conference Planning Committee.

<b>Dartmouth Environmental Studies Program</b> , Pretoria, South Africa Explored issues of conservation, population, land use, and water resource management in southern Africa. Worked with peers and staff at Kruger National Park to create educational tip sheets for conservation inside the park.	<b>September – December 2012</b>
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<b>Ridgewood High School</b> , Ridgewood, NJ Graduated in top 15% of class. National Honor Society. Dean's List. Varsity Volleyball. Received one of 50 Udall Scholarships in recognition of Environmental Stewardship.	<b>June 2010</b>
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### EXPERIENCE

<b>Connect123</b> , Cape Town, South Africa, <i>Environment &amp; Sustainability Intern</i>	<b>January - March 2013</b>
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- **Project Management:** Collaborated with staff and local NGO on expansion of urban food garden program. Procured gifts of plants and seed packets, recruited 10 volunteers to cultivate and plant gardens, and worked with government offices to ensure permit compliance
- **Biodiversity Management:** Cleared alien vegetation and worked with forestry staff at Kruger National Park to monitor and care for plot of 500 acres inside park

<b>National Wildlife Federation</b> , Virtual Position, <i>Volunteer</i>	<b>June - August 2010, 2011</b>
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- **Research:** Reviewed local college and university programs to create New Jersey Directory of Green Workforce Development Programs
- **Writer:** Wrote "From the Student's Perspective" pieces for newsletter

### LEADERSHIP EXPERIENCE

<b>The Big Green Bus</b> , Dartmouth College, <i>Logistics and Fundraising Coordinator</i>	<b>September 2012 – June 2013</b>
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- Traveled across the country in a former Greyhound bus retro-fitted by engineering students to run on recycled vegetable oil and solar power
- Helped team organize education stops and programs in eight U.S. cities and coordinate fundraising efforts resulting in donations of over \$54,000

<b>Student Environmental Action Club</b> , Ridgewood High, Ridgewood, NJ, <i>President</i>	<b>September 2008 – June 2010</b>
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- Grew student organization from 15 members to 50 through creation of new programs, including community garden and mural painting in local schools
- Transitioned club to new leadership, facilitating brainstorming session which led to new Students Saving Energy Campaign

### SKILLS

**Computer:** Microsoft Office, STATA, SPSS, GiS

**Language:** Proficient in French

<b>FINANCE INDUSTRY SAMPLE</b>
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## JAMES H. WRIGHT

HB 1000 Dartmouth College, Hanover, NH 03755 • James.H.Wright.15@dartmouth.edu • 987-654-3210

Linkedin.com/in/jameshwright

### EDUCATION

<b>Dartmouth College, Hanover, NH</b> <i>Bachelor of Arts: Double Major in Economics &amp; Government</i> Relevant Courses: Econometrics, Financial Intermediaries, Theory of Finance, Business Management & Principles of Marketing	<b>June 2014</b> <b>GPA: 3.74/4.0</b>
<b>Oxford University, Oxford, UK</b> Coursework Included: Quantitative Economics, Economics of Developing Countries & International Economics	<b>March – June 2013</b>
<b>Centerra Mirage School, Goodyear, AZ</b> SAT: Verbal 760 – Written 760 – Math 760 /ACT: 34	<b>June 2010</b> <b>GPA: 3.80/4.0</b>

### RELEVANT EXPERIENCE

<b>Lazard &amp; Co., Limited New York, NY</b> <i>Mergers &amp; Acquisitions Summer Investment Banking Analyst</i> <ul style="list-style-type: none"> <li>Identified 40 sources of share price non-performance of target and assisted in subsequent references to spin-off domestic assets to trigger value creation</li> <li>Developed an information memorandum and distributed to potential bidders for round one submissions</li> <li>Categorized suitable discount rates for DCF analyses of assets</li> </ul>	<b>June –August 2013</b>
<b>Economics Department, Dartmouth College, Hanover, NH</b> <i>Presidential Scholar, Research Assistant</i> <ul style="list-style-type: none"> <li>Conducted statistical analysis to determine the effects of YAD membership, polity scores, and exchange rate regime status on the change in trade for 132 countries from 2009 - 2012</li> <li>Utilized World Bank reports to determine rational between national and domestic trade reporting</li> <li>Assembled data sets and developed a full analysis report to project future outcomes for the 2013 – 2014 fiscal year</li> </ul>	<b>January – May 2012</b>

### LEADERSHIP EXPERIENCE

<b>Psi Upsilon, Dartmouth College, Hanover, NH</b> <i>Treasurer</i> <ul style="list-style-type: none"> <li>Manage a \$40,000 budget for 80 member organization and further developed efficiency measures resulting in a \$5,000 budget surplus</li> <li>Collaborate with fellow officers to raise \$20,000 for philanthropic events including the Prouty Foundation for oncology research</li> </ul>	<b>March 2013 – Present</b>
<b>Dartmouth Varsity Ice Hockey, Hanover, NH</b> <i>Defensemen</i> <ul style="list-style-type: none"> <li>Balance 35+ hours of athletics with full course load; determining priorities for completion</li> <li>Foster team mentorship opportunities for first and second year players instilling teamwork and leadership skills</li> <li>Set goals for individual and team ensuring consistency in meeting and exceeding stated goals</li> </ul>	<b>December 2010 – Present</b>

### SKILLS

**Computer:** Microsoft Office (Excel, Powerpoint and Word), STATA & Bloomberg

**Language:** Proficient in Spanish

<b>PUBLIC SECTOR (GOVERNMENT) INDUSTRY SAMPLE</b>
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**John A. Mash**

Hinman Box #3690, Hanover, NH • John.A.Mash.17@Dartmouth.Edu

214-123-4567 • <http://www.linkedin.com/in/johnamash/>**EDUCATION**

<b>Dartmouth College</b> , Hanover, NH	<b>June 2014</b>
<i>Bachelor of Arts: Major in English modified with History &amp; Government</i>	<b>GPA: 3.15/4.0</b>
Relevant Courses: Public Policy; Ethics of Public Policy; Econometrics; Policy Analysis & International Governance	

<b>Government Foreign Study Program</b> , Washington, DC	<b>Spring 2011</b>
Courses Included: <i>Myths and Realities in Public Policy Solutions</i> , and <i>The Size and Scope of the United States Government</i>	

<b>Gonzaga Preparatory School</b> , Spokane, WA GPA or Academic Standing	<b>May 2010</b>
Graduate 2/250 ; National Merit Society; National Honors Society	

**RELEVANT EXPERIENCE**

<b>American Enterprise Institute</b> , Washington, DC, <i>American Internationalism Project Fall Intern</i>	<b>September 2013 - Present</b>
<ul style="list-style-type: none"> <li>Research dynamics present in the global community that impact American foreign policy</li> <li>Concisely report findings in order to inform possible future decisions</li> <li>Attended 3 think-tank and 4 Congressional hearings pertaining to the project, summarizing proceedings for use by scholars in research and issue briefs</li> </ul>	

<b>PCI Media Impact</b> , New York, NY <i>Social Media Intern (Dartmouth Rockefeller Center Public Policy Special Project Grant)</i>	<b>June - August 2013</b>
<ul style="list-style-type: none"> <li>Designed a social media strategy to strengthen office outreach and relationships through Facebook, LinkedIn, Tumblr, and Twitter</li> <li>Assisted in revising an online resource toolkit for community building through social media; became Social Media Handbook for the office</li> <li>Collaborated with on- and off-campus stakeholders to determine key elements of Social Media</li> <li>Collaborated with coworkers to moderate a professional development workshop addressing social media issues of privacy and sensitive materials</li> </ul>	

<b>Rockefeller Center, Dartmouth College</b> , Hanover, NH <i>Management Leadership Development Program</i>	<b>September – December 2011</b>
<ul style="list-style-type: none"> <li>Developed core management and leadership competencies, including public speaking, professional workplace writing, presentation design, problem solving and decision making, negotiation, cultural competency, creativity, collaboration, and networking through a co-curricular program based in experiential learning</li> <li>Awarded "The Most Promising Entrepreneurial Project"</li> </ul>	



## John A. Mash (con't)

### ADDITIONAL EXPERIENCE

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#### **Psi Upsilon Fraternity, Hanover, NH**

*President (September 2013 – Present)*

**September  
2011- Present**

- Manage the house council resulting in an increased membership & revenue of \$5,000 for current year
- Actively support philanthropic opportunities suggested by the Philanthropy Committee
- Chair committee to create a successful virtual networking opportunity with alumni

*Philanthropy Chair (September 2012 – June 2013)*

- Sought opportunities to give back to the local community through needs analysis presented by agencies supported by the United Way
- Created inaugural "Take Back the Goods" campaign to raise awareness of poverty in the Upper Valley

*Summer Social Chair (June – August 2012)*

- Planned social events from conception through to inception
- Themed one event to coincide with a philanthropic opportunity to provide underprivileged children in the local communities with a fun experience

#### **Collis Market, Dartmouth Dining Services, Hanover, NH**

*Supervisor (September 2012 – June 2013)*

**September  
2010 – June  
2013**

One of three supervisors overseeing operations for student-run general store, providing a selection of over 900 grocery items, school supplies, first aid and beauty products.

- **Project Management:** Conferred with senior college administrators while participating on a committee for store redesign during Winter 2013. Partnered with staff and marketing professionals to develop new product placement program and launch branding campaign. Result: 35% increase in student traffic
- **Operations:** Managed orders for store, building relationships with vendors and product distributors to ensure just-in-time inventory delivery to meet student demands while optimizing market profitability
- **Customer Service:** Provided customer-focused client services and addressed problems and complaints

*Cashier (September 2010 – August 2012)*

- Reconciled 70+ cash and debit card transactions per shift
- Greeted customers and answered questions in order to ensure a satisfactory shopping experience

<b>HARD SCIENCE RESEARCH INDUSTRY SAMPLE</b>
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## WANDA HARRISON

HB1111, Hanover, NH • [Wanda.M.Harrison.14@dartmouth.edu](mailto:Wanda.M.Harrison.14@dartmouth.edu) • 949-555-1212

### EDUCATION

<b>Dartmouth College</b> , Hanover, NH <i>Bachelor of Arts: Major in Chemistry, Minor in Geography.</i> <i>Relevant Coursework:</i> Chemical Principles and Biological Processes I & II, Introduction to Materials Chemistry, Human Geography, Mapping Health & Disease.	<b>June 2015</b> <b>GPA 3.37/4.0</b>
<b>Ohlone Community College</b> , Fremont, CA Completed courses in Medical Terminology, General Chemistry, and English as a Second Language. Received California Chaffee Grant for Former Foster Youth.	<b>2010 – 2011</b>
<b>Robertson High School</b> , Fremont, CA Completed high school education in five semesters through school's accelerated study program. Honor Roll. Science Student of the Year Award.	<b>June 2010</b>

### RESEARCH EXPERIENCE

<b>Pletneva Research Group</b> , Dartmouth College, Hanover, NH <i>Research Assistant</i> <ul style="list-style-type: none"> <li>Assist with lab research analyzing structural changes during folding and function of signaling proteins, with a particular emphasis on heme proteins and their redox-linked transformations</li> <li>Evaluate samples under microscope and document changes. Research contributes to understanding of redox transformation, chemical reactions in which atoms have their oxidation state changed</li> <li>Present results for first year research project at Karen E. Wetterhahn Science Symposium hosted by Women In Science Program (WISP), receiving an honorable mention for poster presentation</li> </ul>	<b>2012 – Present</b>
<b>Stanford Institutes of Medicine Summer Research Program</b> , Stanford, CA <i>Laboratory Assistant</i> <ul style="list-style-type: none"> <li>Completed 8-week program designed to enable high school students from diverse backgrounds to participate in scientific research with Stanford faculty and graduate students</li> <li>Conducted data validation and maintained blind control studies for faculty research on whether gender is a factor in successful stem cell transplants</li> </ul>	<b>Summer 2009</b>

### WORK EXPERIENCE

<b>Dartmouth EMS</b> , Hanover, NH <i>First Responder</i> <ul style="list-style-type: none"> <li>Provide emergency medical support services to students and community members as part of a student run and state licensed BLS Non-Transport EMS Squad</li> <li>Collaborate with team to provide first responder support at Dartmouth College football and ice hockey games</li> </ul>	<b>Winter 2012 – Present</b>
<b>McDonald's</b> , Fremont, CA <i>Crew and Administrative Assistant</i> <ul style="list-style-type: none"> <li>Received and filled guests' orders accordingly and efficiently</li> <li>Promoted after 7 months to provide administrative office support to owner of 8 local restaurants</li> <li>Received Ronald McDonald House Scholarship to Dartmouth College</li> </ul>	<b>Fall 2006 – Spring 2011</b>

<b>INTERNATIONAL &amp; GLOBAL INDUSTRY SAMPLE</b>
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## DEBY DANDREA

5000 HB Dartmouth College, Hanover, NH 03755 • deby.y.dandrea.14@dartmouth.edu • 123-654-9876

LinkedIn.com/in/debyydandrea

### EDUCATION

<b>Dartmouth College</b> , Hanover, NH	<b>June 2014</b>
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Bachelor of Arts: Major in Anthropology, Minors in International & Arabic Studies	<b>GPA: 3.60/4.0</b>
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Relevant Courses: Intermediate Arabic, New Arabic Novel, Culture Places & Identities and Violence & Security

<b>Tangier American School</b> , Arabic Foreign Study Program	<b>Fall 2012</b>
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Coursework focused on language acquisition

<b>Drew School</b> , San Francisco, CA	<b>May 2010</b>
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Class Valedictorian, Honors in Foreign Languages, Government and History

### EXPERIENCE

<b>Middle East Institute</b> , Washington, DC	<b>Summer 2013</b>
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Language Intern

- Assisted in the management of the departments phone and email correspondence and respond to all inquiries
- Scheduled tutoring sessions between instructors and students and prepared transcript materials
- Updated and edited departmental materials to integrate a strong social media marketing approach for programs and expanded viewership by 30%

<b>Dept. of Asian &amp; Middle Eastern Languages &amp; Literature</b> , Hanover, NH	<b>Winter 2011 –</b>
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Office Assistant

**Spring 2012**

- Organized and collated course materials for each term
- Communicated in appropriate language with Faculty, Department Head and Administrators throughout the institution

### LEADERSHIP EXPERIENCE

<b>Dickey Center for International Understanding</b> , Hanover, NH	<b>Winter 2011</b>
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War & Peace Fellow

- Engaged in deliberate discussions with Washington DC leaders focused on Middle Eastern countries

<b>Spanish Cultural Society, Drew School</b> , San Francisco, CA	<b>Fall 2010 –</b>
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President

**Spring 2011**

- Developed a yearlong series of programmatic events to educate students on the Spanish culture through guest speakers, food festivals and social gatherings
- Increased attendance by an average of 35% per event, through targeted marketing and utilization of social media tools

### SKILLS

Language: Fluent in French and Spanish; conversational in Arabic

Computer: Proficient in Microsoft Word, PowerPoint, SPSS, Adobe Photoshop

<b>NONPROFIT &amp; NGO INDUSTRY SAMPLE</b>
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## KARA L. MARSH

HB 1200 Dartmouth College, Hanover, NH 03755 • Kara.L.Marsh.15@dartmouth.edu • 688-689-1235

Linkedin.com/in/karalmarsh

### EDUCATION

#### **Dartmouth College, Hanover, NH**

*Bachelor of Arts: Major in Religion, Minor in Jewish Studies*

**June 2015**

**GPA: 3.30/4.0**

#### **Merryweather High School, Syracuse, NY**

*Activities: Student Honors Society, Biology Society, Women in Religion Alliance*

*Honors: Top 5% of class, 2011 Principle's Leadership Engagement Award*

**June 2011**

### INTERNSHIP EXPERIENCE

#### **Women Work!, Washington, DC**

*Women's Resource Intern*

- Advocated for policies that increased educational and training opportunities to provide employment support for women
- Collaborated with fellow members to educate policy makers and the status of women in the workforce
- Developed resources to help in the process of women re-entering the workforce and started a Facebook campaign
- Created a comprehensive guide for women who have experienced sexual assault to provide resources for support and case resolution

**January –**

**March 2013**

#### **Jewish Women International, Washington, DC**

*Administrative Intern*

- Updated website content on a monthly basis and developed marketing materials for upcoming blog and media posts distribution
- Researched legislation and news regarding advocacy and philanthropic events for Jewish women

**June – August**

**2011**

### VOLUNTEER & LEADERSHIP EXPERIENCE

#### **Dartmouth College Sexual Assault Peer Advisors, Hanover, NH**

*Sexual Assault Peer Advisor*

- Advocate on behalf of sexual abuse victims on campus by participating in public discussion forums and distributing educational and support documents across campus
- Serve as a campus resource to students who have been confronted with issues

**January 2012**

**– Present**

#### **Kappa Delta Sorority, Dartmouth College, Hanover, NH**

*Vice President of Member Education*

- Organize 20 chapter-wide events a year to actively engage a chapter of 120 members.
- Adapt strategically the National Kappa Delta member education program to be relevant to the Dartmouth culture and sister needs
- Write quarterly reports for submission to national headquarters

**January 2013**

**– Present**

#### **First Year Student Enrichment Program, Hanover, NH**

- Encouraged appropriate study habits and provide guidance through the college transition process
- Provided academic and moral support to a group of 15 students from disadvantaged backgrounds

**September**

**2012 – June**

**2013**