

Your name may be larger than the rest of your text, but don't overdo it.

ELLIS YALE

PO Box 2xxxxxx
New Haven, CT 065xx
(555) xxx-xxxx
first.last@yale.edu

EDUCATION

Yale University, New Haven, CT

Bachelor of Arts in Psychology, expected May 20XX

Current GPA: 3.9/4.0

Awards: Psi Chi National Honor Society in Psychology; Richter Fellowship for Summer Research

Public Speaking Prizes: Teneyck Prize, runner-up, 20XX; Buck-Jackson Prize, runner-up, 20XX

Relevant Coursework: Statistics; Multivariable Calculus; Game Theory; International Trade Theory and Policy; Psychology and the Law; International Monetary Theory and Policy

Institute of Public Administration, Dublin Ireland

Irish Studies Program, GPA: 4.0/4.0, Summer 20XX

Lived with host family and completed coursework in Irish political history and culture

EXPERIENCE

Jan. 20XX – present

Student Researcher, Alzheimer's Disease Research Unit, Yale University

Investigate whether certain key genes can predict differential courses of decline in Alzheimer's Disease. Build and analyze spreadsheet of cognitive and behavioral data using linear and logistic regression models. Conduct brain image analysis for PET and SPECT studies at the Veterans Affairs Hospital neuroimaging lab. Interpret results and co-author manuscripts for publication, collaborating closely with clinic directors.

Dec. 20XX – present

Chief Master's Aid, Pierson College Master's Office, Yale University

Act as liaison between the Pierson College Master's Office and students, parents and faculty fellows. Make decisions about policy, purchasing and hiring, to improve the service the Office provides to the community

LEADERSHIP

Jan. 20XX – present

President (20XX-present), Representative (20XX – 20XX), Pierson College Council, Yale University

Set council agenda and lead meetings with representatives with the goal of enhancing the quality of life in the residential college. Oversee all council activities, namely hosting study breaks and social events, purchasing new equipment for the college, disbursing an annual budget of approximately \$14,000, and publishing a newsletter for students.

Sept. 20XX – present

Recruiter (20XX-present), Participant (20XX-20XX), Yale University-New Asia College Exchange

Participate in a cultural exchange program with students from the Chinese University of Hong Kong. Organize talks, events and activities for Chinese peers as part of a team of Yale student representatives. Travel to Hong Kong to speak at a symposium on the subject of public service in America. Promote the program, host information sessions and interview prospective participants.

Sept. 20XX-April 20XX

Financial Coordinator, Youth Together Mentorship Program, Yale University

Led fundraising drive that yielded nearly \$10,000 in grants and private donations to support teen mentoring program. Managed finances of program that encompasses approximately 140 members and has an annual budget of \$5,000.

Jan. 20XX-May 20XX

Member, Yale College Course of Study Committee, Yale University

Worked with faculty to approve all new undergraduate courses and uphold academic standards in existing programs.

Oct. 20XX – May 20XX

Crossword Writer, Yale Herald Newspaper, Yale University

Composed only student-written weekly crossword at Yale. Published on-line versions of the puzzles.

SKILLS

Language: Proficient Spanish

Computer: SPSS, Adobe PhotoShop, Microsoft Word, Excel, PowerPoint

When including computer skills,
list less common programs first.

Font size for the body of your résumé should be between 10 and 12 pt.
Don’t make employers strain their eyes to read your résumé.

Eliau Yale

PO Box 2xxxxx • New Haven, CT 06xxx
(555) xxx-xxxx • first.last@yale.edu

xx Any Avenue• Littleton, CO 80xxx
(555) xxx-xxxx • first.last@gmail.com

Education

Yale University, New Haven, CT

- Bachelor of Arts, Double Major Political Science and Philosophy • Expected Graduation May 20XX.
- Undergraduate Member, Brady-Johnson Studies in Grand Strategy Graduate Seminar.

Cherry Creek High School, Littleton, CO

- High School Diploma, Graduated w/ Honors, May 20XX.
- Activities/Awards: National AP Scholar, Two time AP Scholar with Distinction, National Merit Scholarship Program Commended Student, Two time Varsity Basketball Captain, Senior Class Senator, Peer Counselor.

Experience

The United States Treasury Department, Washington, DC, Summer 20XX

Intern, Domestic Finance Division, Office of Federal Finance

- Authored numerous detailed reports on internal matters including the composition of internationally-owned Treasury securities and the historical interrelationship between receipts, outlays, GDP and total outstanding marketable debt.
- Closely followed daily market trends as a foundational member of the newly reinstituted Treasury Markets Room and formulated morning, afternoon and evening “Market Updates” for widespread internal distribution.
- Compiled and delivered briefing materials on daily market activities to Secretary Paulson, Under Secretary Steele and other senior Treasury officials while receiving and responding to market inquiries throughout the trading day.

The White House, Washington, DC, Summer 20XX

Intern, Office of Presidential Personnel, National Security Portfolio

- Worked on behalf of the President to search for, research and screen candidates for Presidential appointed positions at the Departments of State, Homeland Security, Defense, Justice, Veteran’s Affairs, and in the CIA and FBI.
- Assisted the Special Assistant to the President for Personnel in a variety of tasks including gathering background information on potential candidates, coordinating interviews and guiding candidates through the selection process.
- Developed briefing material and talking points used by the President to pick candidates for Presidential appointments.

The Federalist Society, Washington, DC, Summer 20XX

Research Associate

- Completed multiple writing projects on topics ranging from states’ rules of evidence to the Supreme Court.
- Performed detailed legal research on numerous additional Federalist Society initiatives.

Obama/Biden 2008, Littleton, CO, Summer 20XX

Full-time Intern / Assistant to the Executive State Director for Colorado and Louisiana

- Acted as campaign Press Coordinator for both state wide Parties for the President and the Colorado Rally for Freedom.
- Researched new Help America Vote Act guidelines and helped write recommendation to cut down on voter fraud.

Activities

Co-President and Treasurer, Senior Class Council, Yale University, Spring 20XX-Present

- Led a council of 24 members while allocating nearly \$200,000 for Senior Class activities and events.
- Organized and directed Yale’s Senior Week and the Class of 20XX Commencement Ceremony that follows directly after.

Director, Yale Alumni Fund Board of Directors, Yale University, Spring 20XX-Present

- Coordinated fundraising efforts as the class of 20XX’s appointed representative to the Yale Alumni Fund Board of Directors.
- Recruited and managed a team of 30 college co-chairs solicit contributions for the yearlong Class Gift campaign.

President, Calhoun College Council, Yale University, Spring 20XX-Spring 20XX

- Planned activities and events within Calhoun College while directing a team of 20 representatives on issues pertinent to undergraduates in Calhoun.

Representative, Yale College Council, Yale University, Fall 20XX-Spring 20XX

- Developed “Campus Cash” program, which will allow undergraduates to use declining balance accounts on their student IDs in New Haven at dining and retail opportunities.

President, Freshman Class Council, Yale University, Fall 20XX-Spring 20XX

- Worked with top Yale University officials on issues and concerns related to the Freshman Class.

Choose fonts that are professional and easy to read when viewed on screen and printed out. Using a common font is safer when saving your résumé as a Word document. If using a less common font, save your document as a PDF.

The higher up something is on the page, the greater the likelihood of it being read. Don’t put your most relevant experiences or achievements at the bottom of your document.

Elaine Yale

xx Any Avenue, Vancouver, B.C., V6M 4C8, Canada, (555) xxx-xxxx

Yale University, PO Box 2xxxxx, New Haven, CT, 065xx, (555) xxx-xxxx, first.last@yale.edu

Education

Yale University, New Haven, CT

- Bachelor of Arts in English, graduation expected May 20XX, GPA 3.74
- Writing Concentration (selective English track with extra writing courses and final project)
- Coursework includes “Literature of Fact” (journalism), “Non-Fiction Writing: Voice & Structure” (creative non-fiction reportage), and “Daily Themes” (daily creative assignment)

Yale-in-London, London, UK (Summer 20XX)

- Participated in study-abroad program with two full-time Yale courses in art history and literature.
- Visited London-area theaters and museums and Oxford and Cambridge universities.
- Traveled during free weekdays and weekends around London, the UK, and Europe.

Crofton House School, Vancouver, BC (June 20XX)

- First Class Honours with Distinction, GPA 4.0

Journalism Experience

Yale Herald weekly newspaper, Staff, Yale University, New Haven, CT (20XX-Present)

- Editor-in-Chief (Dec. 20XX-Present): approve and edit all content, arrange printing and distribution, oversee event planning, delegate responsibilities to 10-person team, liaise with publisher and Yale administration, run weekly production, plan special issues, appoint next editorial board.
- Managing Editor (Sept.-Dec. 20XX): monitored and advised section editors, managed cover stories, edited pages for content and layout, helped run weekly production, wrote articles.
- Editor-in-Chief, 20XX Freshman Issue (Mar.-Aug. 20XX): led production, appointed staff, edited and approved all content, liaised with publisher and Yale administration.
- Section Editor (Sept.20XX.-May. 20XX): assigned, wrote, and edited articles, laid out section.
- Copy Editor and Staff Writer (Sept. 20XX-May. 20XX): proofread, wrote various articles weekly.

Yale Record magazine, Staff Writer, Yale University, New Haven, CT (20XX-present)

- Write 1-2 articles and contribute to group pieces monthly.

Reputations Corporation, Intern, Vancouver, BC (Summer 20XX)

- Attended press conferences, helped prepare and run conference media room, accredited and liaised with journalists and media outlets from around the world.
- Compiled press coverage, organized and edited databases.
- Wrote and edited documents such as award applications, fresh sheets, brochures, letters, press releases, proposals, final reports, presentations, and business announcements.

Media Writing Week, University of British Columbia, Vancouver, BC (Summer 20XX)

- Learned tips on pitching and writing freelance humour, lifestyle, and travel articles.

Crofton Chronicle, Staff Writer and Copy-Editor, Crofton House School, Vancouver, BC (20XX-20XX)

- Wrote monthly student life column and proofread articles

Additional Experience

Spry Hawkins Micner, Legal Assistant, Richmond, BC (Summer 20XX, 20XX, 20XX)

- Answered phones, faxed, photocopied, sorted mail, and typed and edited client bills and letters.

Activities

Yale Taps dance troupe, Treasurer, Yale University, New Haven, CT (20XX-present)

- Co-coordinate yearly performance, organize workshops and social events, and manage all finances.

Speech and Debate Team, Member, Crofton House School, Vancouver, BC (20XX-20XX)

- Participated in monthly debates with regional schools

Skills

Foreign languages: Proficient in French and Spanish, Basic knowledge of Hebrew

Technology: PageMaker, Photoshop, Microsoft Word, SMART Boards, Windows and Mac OS X

This is a good example of how to illustrate growth and advancement with an employer or activity.

Avoid using personal pronouns in your descriptive statements.

elena yale

designer: product, ux, graphic

e-mail first.last@yale.edu
cell 555 xxx xxxx

experience

December 20XX
- present

Design for America at Yale
Studio Co-Founder and Leader

- + Co-founded DFA Yale and successfully applied to the national Design for America network.
- + Managed seven project teams within DFA Yale.
- + Led ideation and prototyping workshops.
- + Grew DFA Yale from 5 students to 50 active members.
- + Planned events and regional conferences in conjunction with DFA Headquarters.

August 20XX
- present

Yale Center for Engineering
Innovation and Design

Design Aide

- + Ran 3D printing workshops and training at the CEID.
- + Designed posters, banners, and signage for the CEID.
- + Monitored studio space and assisted CEID members in need of fabrication, CAD, or design help.

May 20XX -
September 20XX

Yale Human-Machine Interface Lab
Research Assistant

- + Developed prototype of posture correcting mechanism.
- + Designed and fabricated pressure actuation devices.
- + Built a system for retrofitting Aeron chairs with pressure actuators for human testing.

May 20XX -
August 20XX

Astrid Inc.
UX Design Intern

- + Designed iOS and Android interfaces for popular productivity app.
- + Collaborated with software engineers to execute and implement new designs.
- + Worked with design consultants to create a more positive user experience.

education

August 20XX
- present

Yale University, New Haven, CT
B.A. Fine Arts, Sculpture Concentration

August 20XX
- May 20XX

John Doe High School, Anywhere, NY
AP Scholar with Distinction, National Merit Finalist

relevant coursework

+ Mechanical Design Capstone

+ Mechatronics

+ Typography

+ Metal sculpture

+ Architectural Drawing

skills

+ Adobe Creative Suite

+ SolidWorks

+ Graphic Design

+ Rapid Prototyping

+ Welding (Arc, MIG, TIG)

+ Machining

+ Sketching and Drafting

+ HTML/CSS

+ Arduino

+ Mac OSX, Windows, Ubuntu

interests

+ 3D Scanning and Printing

+ Illustration

+ Robotics

+ Animation

+ Badminton

Within each category list positions in reverse chronological order with the most recent listed first.

When used in moderation, format variations, such as bold, italics, and capitalization, create visual appeal.

Elias Yale

PO Box 2xxxxxx, New Haven, CT 065XX
(555) xxx-xxxx

first.last@yale.edu

xx Any Avenue, Anytown, OH 4xxxx
(555) xxx-xxxx

EDUCATION

Yale University, New Haven, CT

- B.S. in Biology, Concentration in Neurobiology expected May 20XX
- Cumulative GPA: 3.71

Jackson High School, Jackson, OH

- *Diploma*: 20XX, Cumulative GPA: 4.80/4.00, 1st in class of 448 (*Valedictorian*)
- *Awards*: Mr. Jacksonite (awarded to senior who most excels in academics, extracurriculars, leadership, and service), National Merit Commended Scholar, Canton Repository Teen of the Month
- *Activities*: Class President, National Honor Society Vice-President, Captain of Varsity Basketball Team

EXPERIENCE

UCB Pharmaceuticals Health Policy Office, Washington DC (May 20XX – Aug. 20XX)

- Researched current health trends, prepared briefs, and presented information to supervisors
- Attended Congressional hearings and other health-related meetings on Capitol Hill
- Designed a health initiative to prevent MRSA outbreaks in universities

Directed Research – Taylor Psychiatry Lab, New Haven, CT (Sept. 20XX – May 20XX)

- Designed and conducted experiments to elucidate the function of various signaling molecules in learning and memory pathways in rodents
- Wrote a research paper on the role of the guanine exchange factor EPAC in learning and memory and presented data to lab members

Research Assistant – Santos Primate Cognition Lab, New Haven, CT (Jan. 20XX – May 20XX)

- Explored the evolutionary origins of various cognitive processes by studying capuchin monkeys
- Wrote a research paper discussing differences between human and primate notions of fairness

ACTIVITIES

Nutrition Detectives – Program Co-Founder and Co-Director, New Haven, CT (Sept. 20XX – Present)

- Educate children on the importance of healthy eating and how to make better food choices
- Established relationships with local elementary schools and youth groups to coordinate teaching sessions
- Recruit and train new teachers

Yale Daily News Staff Reporter and Columnist, New Haven, CT (Sept. 20XX – Present)

- Beat reporter for both football and men's basketball (three articles per week)
- Interview players and coaches at press conferences
- Biweekly column exploring and analyzing a wide range of sports-related issues

South Asian Society, New Haven, CT (Sept. 20XX – Present)

- *Treasurer* (May 20XX – May 20XX) – Fundraised and managed finances of entire organization
- *Social Chair* (May 20XX – Present) – Organize and advertise various social events, including annual cultural show, Harvard-Yale mixer, and membership meals
- Helped pioneer, design, and establish the South Asian Studies major at Yale

Elder-Horizons Intern, New Haven, CT (Oct. 20XX – Present)

- Record patient histories, enroll patients into the program, and present information at rounds
- Visit elderly patients at Yale-New Haven Hospital and administer social, cognitive, and physical intervention to prevent delirium

Leeway AIDS Clinic Volunteer, New Haven, CT (Jan. 20XX – Present)

- Meet with and provide companionship for long-term care patients weekly
- Assist patients with basic needs and provide social intervention

Luther House Tutors, New Haven, CT (Oct. 20XX – Present)

- Tutor and mentor local 2nd through 6th graders weekly

Sophomore Class Council – Davenport College Representative, New Haven, CT (Oct. 20XX – May 20XX)

- Elected as *Council Publicist* and *Communications Committee Chair*
- Managed and publicized various class-building academic and social activities including major-information night, charity events, parties, and a beach trip

SKILLS

Computer: Microsoft Word, Excel, PowerPoint

Languages: Fluent Hindi, Proficient Spanish

The major listed on your résumé should be an official Yale College major. For example, Neurobiology is a concentration within the Biology or Psychology major, not a major.
Incorrect: Bachelor of Science in Neurobiology
Correct: Bachelor of Science in Biology, Concentration in Neurobiology

Your résumé is a fluid document that can and should be updated and modified regularly to reflect new experiences and responsibilities, and to best market yourself for the opportunity to which you are applying.

Emery Yale

PO Box 2xxxxx, New Haven, CT 065xx
xx Any Avenue, Anytown, TX xxxxx

first.last@yale.edu
(555) xxx-xxxx

EDUCATION	<p>Yale University, New Haven, CT; Class of 20XX Bachelor of Science, Computer Science and Mathematics; Cumulative GPA X.XX CT Educator Certification, secondary-level mathematics</p> <p>ABC High School, Anytown, TX; Class of 20XX Valedictorian, Cum Laude; Cumulative GPA X.XX <u>First in nation</u>, National French Contest; <u>First in state in oral proficiency</u>, TX World Language Festival <u>Rensselaer Math/Science Medal</u>: a scholarship given to the student who excels in math and science</p>
EXPERIENCE	
Summer 20XX	<p>MathPath, <i>Camp Counselor</i>, Colorado Springs, CO</p> <ul style="list-style-type: none">Assumed responsibility for the social and academic wellbeing of 100 gifted middle schoolersWrote in-depth end-of-term evaluation letters for each of 10 campers in residential groupFacilitated mathematical learning in academic contexts and managed student behavior
Summer 20XX	<p>Canada/USA Mathcamp, <i>Camp Counselor</i>, South Hadley, MA</p> <ul style="list-style-type: none">After qualifying to participate in this intensive five-week program in 20XX and 20XX, returned as staff to assume responsibility for 120 highly motivated high school studentsOrganized field trips and activities, created room assignments based on student preferences, collaborated with fellow staff members at regular meetings, and wrote assessments of students
Summer 20XX	<p>Bellefontaine Cemetery, <i>Technology Intern</i>, St. Louis, MO</p> <ul style="list-style-type: none">Spearheaded the search for brand new cemetery management software and online databaseCreated evaluation rubric, orchestrated vendor product demonstrations, and recommended a custom software solution which was ultimately implemented to manage over 85,000 records
LEADERSHIP	
20XX – present	<p>The Future Project, <i>Team Captain</i>, New Haven, CT</p> <ul style="list-style-type: none">Coach local high school students in both individual and group meetings in their goal to create meaningful, lasting community projects of their own scope and designFacilitate weekly meetings at New Haven Academy of a team of students and their coaches and collaborate with other Team Captains to share and develop best coaching practices
20XX – present	<p>Singing Group Council, <i>Co-Chair and Treasurer</i>, Yale University</p> <ul style="list-style-type: none">Coordinate with 15 undergraduate a cappella groups, university administration, and potential clients to determine optimal singing schedules and rules for efficiently selecting new membersCollect and administer funds transparently to support public concerts and social events
20XX – 20XX	<p>Undergraduate Madrigal Singers, <i>Musical Director</i>, Yale University</p> <ul style="list-style-type: none">Organized, developed, and broadened musical repertoire for two a cappella singing groupsLed frequent rehearsals, designed and executed audition protocols, and devised retreat agendasConducted concerts in Hong Kong as well as eleven US states tailored to a variety of venuesNegotiated with potential clients to secure over 20 contracts totaling over \$10,000
SERVICE	
20XX – 20XX	<p>MathCounts Outreach, <i>MathCounts Coach</i>, Yale University</p> <ul style="list-style-type: none">Enriched disadvantaged middle schoolers’ mathematical skills in an afterschool programSupported MathCounts competitions administered by Yale MathCounts coaches
20XX – 20XX	<p>Hunger and Homelessness Action Project, <i>Volunteer</i>, Yale University</p> <ul style="list-style-type: none">Supported the unemployed and homeless as a case manager for this non-profit organizationBuilt relationships with underserved residents of New Haven at various soup kitchens
SKILLS	<p>Computer Programming: Java, C, Python, Perl, Scheme Foreign Language: Advanced French</p>

Begin your descriptive statements with action verbs. Verbs should be past tense if you are no longer at the position or participating in the activity.

ELLISON YALE

PO Box 2xxxxx, New Haven, CT 065xx
(555) xxx-xxxx
first.last@yale.edu

EDUCATION
<p>Yale University, New Haven, CT <i>Bachelor of Science in Chemical Engineering</i> (ABET-accredited), Expected: May 20XX; GPA: X.XX/4.0 Representative Coursework: Chemical Engineering and Process Modeling, Chemical Engineering Thermodynamics, Chemical Kinetics and Chemical Reactors</p> <p>National University of Singapore, Singapore <i>Yale Summer Session in Singapore</i>, June – July 20XX, International Alliance of Research Universities Summer Program Coursework: Southeast Asia in Context (International Studies), Introduction to Southeast Asian History</p> <p>ABC High School, Anytown, CA <i>Diploma</i>, 20XX; GPA: X.XX/4.0 Awards and Honors: Princeton Book Award, Heifermann Family Scholarship, Academic Decathlon, National Merit Semi-Finalist, Peer Counselor and Mediator, AP Scholar with Distinction</p>
EXPERIENCE
<p>Yale School of Engineering and Applied Science – Nanotube Lab, <i>Undergraduate Researcher</i>: January 20XX – Present Area: synthesis and superconductive analysis of copper oxide nanotube and nanorods; <i>publication on research pending</i> Faculty Advisers: Gary Haller & Lisa D. Pfefferle</p> <p>Yale Center for British Art, <i>Student Assistant to the Director and Head of Research</i>: September 20XX – Present Maintain and update U.S. and U.K. museum contacts, compile library and archival materials for the Head of Research, facilitate travel and lodging arrangements for visiting lecturers, post-docs, and other guests of the center</p> <p>Jet Propulsion Laboratory - National Aeronautics and Space Administration, Pasadena, CA <i>Software Engineering and Knowledge Management Intern</i>: June-August 20XX Beta-tested NASA networking tools and software to promote inter-center knowledge and data sharing, created reviews and collected commentaries on efficacy of such tools and sites, attended seminars on space engineering research and workshops on development of space missions</p>
ACTIVITIES AND LEADERSHIP
<p>Science and Math Achiever Team, <i>Mentor, Day-Coordinator (20XX), Treasurer (20XX)</i>: September 20XX – Present Mentor and introduce middle school students to research and experimentation, integrate program into various New Haven schools, manage organization costs and budget</p> <p>Yale Scientific Magazine, <i>Feature and News Staff Writer</i>: September 20XX – Present Conduct interviews with science and engineering professors, graduate students, and independent researchers on current projects and. Representative titles: “Pegasus Project Takes Flight”; “History of Sterling Chemistry Laboratory”; “Book Review: Stephen Hawking’s <i>The Grand Design (2010)</i>”; “A Gain-Frame Approach to Smoking Cessation”</p> <p>Q Magazine, <i>Business Associate</i>: September 20XX – Present Build publication name via advertisements and marketing, solicit local and national businesses; prepare and edit grant applications, collaborate with businesses on advertisement design and placement</p> <p>Ivy Council, <i>Student Delegate</i>: September 20XX – Present Formulate and integrate volunteering and service projects throughout the Ivy League, expand inter-Ivy programs and workshops</p>
SKILLS
<p>Languages: Advanced Spanish, fluent in Bahasa Indonesia (native speaker) Computer Software: FORTRAN, C++, Mathematica, MATLAB, POLYMATH, XCode, MacOSX, Microsoft Office Suite, Photoshop, CAD Laboratory: Proton NMR, mass spectrometry, infrared spectroscopy, gas chromatography, SEM, TEM</p>

Most, but not all, job/internship application résumés will be one page in length. A UCS Counselor can help you decide if yours should be longer.

Quantifying your accomplishments enhances your descriptive statements. Make statements results oriented. Provide numbers, percentages, and amounts raised.

Ellen Berkeley

PO Box 2xxxxx, New Haven, CT 065xx
xx Any Avenue, Anywhere, MN 10xxx

first.last@yale.edu
(555) xxx-xxxx

- EDUCATION
- Yale University, New Haven, CT

B.A., major: Cognitive Science, Expected graduation, May 20XX

Cumulative GPA: 3.65; Major GPA: 3.8
- ABC High School, Anywhere, MN

Diploma 20XX

Honors in Mathematics, English, French, History, and Art; National Merit Society

Activities: Captain Tennis and Track Teams; Vice President Model UN
- EXPERIENCE
- TBWA/Chiat/Day, New York, NY

Account Management Intern, Summer 20XX

- Led intern team in conducting market research to develop a new product for ABC Company
 - Coordinated development of a fully integrated advertising campaign for the product, including print, television and interactive components
 - Created new project status report to clearly outline the status of ongoing projects for all agency departments working on the ABC Company account
- Edelman Worldwide Public Relations, Chicago, IL

Summer Intern, Summer 20XX

- Received Award of Excellence and served as team leader for winning PR proposal
 - Assisted in making pitch phone calls, organizing campaigns, and collecting data
 - Attended weekly lectures and workshops on public relations strategy
 - Participated in brainstorming meetings for new campaign ideas
- ABC Foundation, Washington, DC

Journalism and PR Intern, Summer 20XX

- Lobbied Congress on women’s issues including reproductive rights and wage fairness
 - Co-coordinated outreach efforts for a briefing on women’s voting, featuring prominent Congresswomen speakers
 - Reported on groundbreaking news for the Foundation News Wire
- ACTIVITIES
- Debate Team, Yale University, New Haven, CT

Member, Fall 20XX - Present

- Chosen in selective process to compete in intercollegiate tournaments
 - Won novice speaking awards in two tournaments
 - Attended lectures on rhetoric and debate tactics
 - Assist in organizing and judging Yale debate tournaments
- ABC A Cappella Group, Yale University, New Haven, CT

Co-Tour Manager and Event Planner, Fall 20XX - Present

- Booked 12 concerts for four city European tour for 16 member a cappella group
 - Organize biannual gala parties attended by over 100 alumni to raise money to support tour; raised over \$18,000 to date from alumni donors
- ABC Tutoring Program, Yale University, New Haven, CT

Volunteer Tutor, Fall 20XX-Present

- Instruct class of 20 fourth-grade students weekly on writing and mathematics
- SKILLS
- Computer: Adobe Creative Suite, Microsoft Office Suite, SPSS

Language: Advanced French

Résumé templates are difficult to modify and customize; they are also easily recognizable by recruiters and imply an inability to design your own document. We do not recommend using them.

Elton Yale

PO Box 2xxxxx, New Haven, CT 065xx (555) xxx-xxxx first.last@yale.edu

EDUCATION

- Yale University, New Haven, CT
- B.A. Political Science, Expected Graduation May 20XX
 - G.P.A. 3.4/4.0

EXPERIENCE – Rowing Highlights

- United States National Team (Princeton, NJ) Summers 20XX-20XX
- Represented the U.S. in national and international competition at the junior pre-elite and elite levels.
- Pan American Games (Bona0, Dominical Republic), Men’s Eight, Gold Medalist (August 20XX)
 - US Rowing National Championships (Camden, NJ), Men’s Elite Pair, Gold Medalist (July 20XX)
 - World U23 Regatta [under-23 world championships] (Genoa, Italy), Men’s Pair, Bronze medalist (July 20XX)
 - Nation’s Cup [under-23 world championships] (Ottensheim, Austria), Men’s Pair, 4th Place (July 20XX)
 - Junior World Championships (Zagreb, Croatia), Men’s Coxed Four, Bronze Medalist (August 20XX)

- Yale University Heavyweight Crew Team (New Haven, CT) September 20XX – Present
- Team Captain for the 20XX-20XX season
- Member of the Varsity boat (20XX-20XX), practicing over 25 hours a week
 - Recipient, George Pew Award, “given to the team member who distinguishes himself through hard work, dedication and loyalty to Yale Crew.” (June 20XX)
 - CRASH-B World Indoor Championships (Boston, MA), Silver Medalist, Collegiate Division (February 20XX)
 - Recipient, Jerry Romano Bowl, “annually awarded to the oarsman who most thoroughly enjoys the freshman experience.” (June 20XX)

- Community Rowing Program (New Haven, CT) Winters 20XX-20XX
- Teach basics and fundamentals of rowing to middle and high school-aged kids from schools around New Haven

EXPERIENCE – Work

- Yale Law School Library (New Haven, CT) January 20XX – Present
- Research Assistant
- Assist professors in finding and retrieving materials from the entire Yale library system
 - Perform library administrative tasks

EXTRACURRICULAR ACTIVITIES

- Senior Class Council (New Haven, CT) September 20XX-May 20XX
- Member-at-large
- Assist in the planning and execution of senior class events (parties, competitions, exhibitions, Class Day and other social events) using a budget of \$135,000
- Yale Outreach Program (New Haven, CT) November 20XX-Present
- Visit middle schools around New Haven to discuss the value of participation in sports

SKILLS

Computer: Reason, Cubase, Peak (music programs); Adobe Photoshop, Pagemaker, Microsoft Excel

Language: French Proficiency

Avoid overstating your role and responsibilities. Give yourself credit for what you have accomplished, but don’t exaggerate.

Eliana Yale
PO Box 2xxxxx, New Haven, CT 065xx | xx Any Avenue, New Haven, CT 065xx
Cell: (203) 555-xxxx | E-mail: first.last@yale.edu

EDUCATION
Yale University, New Haven, CT: Bachelor of Arts expected in 20XX. Double Major in Theatre Studies and Psychology
Cumulative GPA: 3.80
Theatre Studies coursework: Survey of Theatre and Drama, Intro to Performance Concepts, Politics of Performance, Intermediate Acting, 20th-Century French Theatre (conducted in French), Problem Plays, W. African Dance, Playwriting, Directing, Shakespeare: Histories and Tragedies
Hemingway High School, New Haven, CT: Diploma
Cumulative GPA: 4.00; Graduated June 20XX
Theatre Concentration coursework: Playwriting, Acting, Theatre History, Voice and Speech, Directing, Dance

THEATRICAL AND PLAYWRITING AWARDS

- Winner, Hemingway Hill Playhouse John Smith Scholarship (20XX)
- Winner, Award for Outstanding Achievement & Dedication to the Performing Arts (20XX)
- Winner, Hemingway Community College Young Playwrights Festival: *Downstage* produced (20XX)
- Finalist/First Prize Winner, Fidelity FutureStage/Billy Elliot Playwriting Contest: *Paintstrokes* (20XX)
- Finalist, Young Playwrights/Governor’s Award in Arts Education (20XX)

DIRECTING EXPERIENCE

- *Desire Under the Elms* (Yale, 20XX)
- *The Glass Menagerie* (Yale, 20XX)
- *Our Town* (Yale, 20XX)
- *Beautiful American Soldier* (Hemingway High School, 20XX) (about the experiences of three Iraqi citizens during the war)
- *For Colored Girls Who Have Considered Suicide When the Rainbow is Enuf* (Hemingway High School, 20XX)
 - Benefit performance for a local women’s organization
- *Stage Door* (assistant director under a faculty director) (Hemingway High School, 20XX)

PLAYWRITING EXPERIENCE

- *Downstage* (Hemingway High School, 20XX)
- *Paintstrokes* (Hemingway High School, 20XX)
- *Mind Matters* (Hemingway High School, 20XX)
- *Sharon* (Hemingway High School, 20XX)

DRAMATURGY EXPERIENCE

- *Romeo and Juliet* (Yale, in production)
- *All My Sons* (Yale, 20XX)
- *The Cradle Will Rock* (Hemingway High School 20XX)

ACTING EXPERIENCE (SELECT ROLES)

- Portia, *The Merchant of Venice* (filmed in 20XX, editing in process)
- Ensemble, *Guys and Dolls* (Yale, 20XX)
- Celia, *Iolanthe* (Yale, 20XX)
- Messenger, *Oedipus* (Yale, 20XX)
- Rapunzel, *Into the Woods* (Hemingway High School, 20XX)
- Professor Mamie, *The Cradle Will Rock* (Hemingway High School, 20XX)
- Mary Lennox (understudy), *The Secret Garden* (Hemingway High School, 20XX)

WORK EXPERIENCE

- Theatrical Internship (Literary Dept) with the Clapping Hands Company (300 W 55th St., NYC Summer 20XX)
- Theatrical Internship with Thoughtful Theatre Productions (200 W 60th St., NYC, 20XX-20XX)

LEADERSHIP

- Vice President, Yale Theatre Collaborative (January 20XX-present)
 - Conduct meetings (with the President), collaborate with university administrators, coordinate with alumni, plan events
- Workshop Coordinator, Yale Theatre Collaborative (January 20XX-December 20XX)
 - Organized workshops with guest artists in various theatrical disciplines
- Elected Representative, Theatre Council: governing body for the Theatre Program (Hemingway High School, 20XX-XX)
 - Organized events for the Theatre Program community, conducted meetings, managed care and keeping of the studio

COMMUNITY SERVICE AND HUMAN RIGHTS ACTIVISM

- Amnesty International member (20XX-present):
 - Organizer of street theatre event (Yale, 20XX); Artists for Amnesty group leader (Hemingway High School, 20XX-20XX)
- Ambassador, Bleshman School (20XX-20XX): working with special needs students through the performing arts

Use category headings to your advantage. Group relevant and related experiences together in their own category to bring them to the attention of the reader.

ELISA YALE
first.last@yale.edu

PO Box 2xxxxx | New Haven, CT 065xx | (555) xxx-xxxx

EDUCATION

YALE UNIVERSITY, New Haven, Connecticut. **May 20XX**
B.A., History, expected. GPA: 3.5 (Overall) / 3.8 (History).
Preliminary Thesis Topic: *Brinkmanship: Native American and Colonial Treaty Negotiation, 1730-1754*

Activities: Club Archery Team (20XX-present)
Yale Residential College Seminar Selection Committee (20XX)
Yale Elementary School Tutoring Program (20XX)
Yale Student Microfinance Initiative (20XX)

INSITUT DE TOURAINE, Tours, France. **Summer 20XX**
Completed six-week full-immersion French language and culture program.

SPANISH RIVER HIGH SCHOOL, Anytown, Florida. **May 20XX**
Diploma, GPA: 4.0 / HPA: 5.12. Class Rank: 7 of 709.

Activities: Editor-in-Chief, *The Galleon* (Student Newspaper)

EXPERIENCE

YALE LIBRARY SYSTEM, Student Supervisor & Independent Projects Manager. **May 20XX - Present**

- Design and execute independent circulation management projects for the Access Services Supervisor
- Produce and coordinate daily and weekly student employee budget schedules
- Develop data projections for future student labor needs and conduct associated budgetary analyses
- Administer and monitor quality control protocols for computerized library circulation systems

YALE POLO TEAM **20XX - Present**
Advisor (20XX - Present)

- Provide guidance on fundraising, team management, and Yale Athletic Department relations

President (Fall 20XX)

- Oversaw all aspects of alumni relations, fundraising, and day-to-day club management
- Acted as primary club liaison between team members and the Yale Athletic Department
- Designed and implemented \$3000 fundraising campaign
- Managed Yale’s hosting of the annual Harriman Cup; coordinated 30-person event staff
- Organized fundraising, match logistics, and social events for annual 50-person Alumni Weekend
- Supervised publication and distribution of semi-annual alumni/club member newsletter
- Recruited new players from the freshman class

YALE DRAMA COALITION, Associate Producer, *The Pillowman*. **Fall 20XX**

- Supervise 20-member cast and crew
- Administer and manage production budget of \$1200
- Coordinate logistics with university administration on behalf of production team.

YALE INTRAMURAL SWIMMING, College Captain. **Spring 20XX**

- Organized intra-college competition matches; scheduled and ran biweekly practices.

INTERESTS

Dutch warmblood show horse training, Dostoevsky novels, running, dressage/combined training.

Ellen Yale

Campus Address: PO Box 2xxxxx, New Haven, CT 065xx; Cell Phone: (555) xxx-xxxx; E-mail: first.last@yale.edu

EDUCATION

Yale University, New Haven, CT
Bachelor of Arts in American Studies, Expected May 20XX,
Cumulative GPA 3.4; Major GPA 3.75
Coursework Includes: Directed Studies – One of 120 students selected to participate in competitive freshman program focusing on intensive study of major works of the Western Canon; Computers and Society; Environmental Politics and Law; American Consumer Culture in the Twentieth Century

Mesa High School, Mesa, AZ
Diploma, June 20XX, Cumulative GPA 4.0
Awards/Honors: Harvard Book Award; Senior English Award; National Merit Finalist; AP Scholar with Distinction; City of Mesa Academic Scholar Award

EXPERIENCE

New Generation Energy, *Development and Outreach Intern*, Boston, MA, Summer 20XX
Identified and contacted potential donors for environmental non-profit promoting the use and benefits of renewable energy. Developed and maintained a schedule of grant reporting deadlines and requirements. Updated and oversaw database of donors and granting agencies, including all contacts and outcomes.

Integrated Computer Solutions, Inc., *Administrative Assistant*, Gilbert, AZ, Summer 20XX
Maintained customer and inventory files for information technology consulting firm. Answered phones and assisted with general administrative duties. Shadowed consultants during client meetings and on-site visits.

LEADERSHIP

Yale University Freshman Class Council, *Representative*, Fall 20XX-Spring 20XX
Elected by peers as one of 24 representatives of the freshman class. Served as liaison between the administration and special events committee. Assisted in planning and promoting class-wide recreational events; oversaw budget for class barbeque and class Olympics.

National Honor Society – Mesa High School Chapter, *President*, Fall 20XX-Spring 20XX
Coordinated monthly community service events for 150-member organization. Formalized a mentoring program for new members and future society leaders. Ran weekly meetings and coordinated monthly guest speakers to discuss topics including civic engagement, service learning and leadership.

Mesa High School Varsity Soccer Team, *Captain*, Fall 20XX-Spring 20XX
Led daily warm-up and cool-down sessions for 20-member team. Represented team at games and coordinated social activities to promote team bonding.
Awards: State Champions, 20XX; Most Valuable Player, 20XX; 2 Varsity Letters

VOLUNTEER WORK

Salvation Army, *Soup Kitchen Volunteer*, 20XX-20XX
America Reads, *Reading Tutor*, 20XX-20XX; *Volunteer Instructor*, 20XX-20XX
AIDS Walk Phoenix, *Volunteer Coordinator*, 20XX-20XX

SKILLS

Languages: Proficient Spanish, Intermediate French
Computer: Microsoft Office Suite, Photoshop, In Design, Lexis Nexis
Interests: Running, Waterskiing, 19th Century Novels, Environmental Activism, Horseback Riding

Print your résumé - How does it look? Is it easy to read and visually appealing? Can you quickly pick out key information? Does it look cluttered?

ETHAN YALE

PO Box 2xxxxx, New Haven, CT 065xx
xx Any Avenue, Media, PA 19xxx

first.last@yale.edu
(555) xxx-xxxx

EDUCATION

Yale University, New Haven, CT
Bachelor of Arts, projected major: Economics. Expected graduation: May 20XX.
Media High School, Media, PA
Salutatorian, Diploma 20XX. SAT: 780 Math, 750 Verbal.

College Experience

ACTIVITIES

Yale Entrepreneurial Society, Fall 20XX - Present

- Co-wrote mid-year financial report for executive board as Finance Department member
- Co-planned annual educational event in New York City attended by over 100 people

Yale College Intramural Sports, Fall 20XX - Present

- Compete in intramural soccer, basketball and ultimate Frisbee games

High School Experience

AWARDS

National Merit Scholarship

- Scored in 99th percentile on the PSAT, 1 of 2500 students nationwide to receive scholarship

Principal's Leadership Award

- Awarded to senior with best leadership skills, reflected through ability, style, and success

Yale Book Award

- Awarded to junior who best reflects excellence in academics, extracurriculars, and service

Department Award, *French*

- Awarded to senior who best reflects excellence in a specific subject

Optimist Oratorical Contest, *State Competition*

- Competed in state speaking contest after winning local and regional competitions

LEADERSHIP

Hi-Q Team, *Captain*, Fall 20XX – Spring 20XX

- Developed competition strategy, led daily practices, managed budget and schedule for the oldest continuous academic quiz competition in the United States
- Award: Won second place in the Hi-Q championship
- Award: First student selected from high school to join the All-Delco Hi-Q Team

Envirothon Team, *Captain*, Fall 20XX – Spring 20XX

- Led daily practices, motivated team members, managed oral presentations for the largest academic science competition in the United States
- Award: Team won first place in North America after winning county and state competitions
- Award: Personally won first place in North America in individual category

Physics Olympics Team, *Co-Captain*, Fall 20XX – Spring 20XX

- Led daily practices, motivated team members, managed schedule, coordinated logistics
- Award: Won first place in Physics Olympics competition to continue longest national record

National Honor Society, *President*, Spring 20XX – Spring 20XX

- Coordinated service opportunities and events
- Led annual induction ceremony and managed monthly meetings
- Award: Received the NHS Service Award for school and community service

Theatre, *Secretary/Treasurer*, Spring 20XX – Spring 20XX

- Co-directed fall production for three years: wrote scripts, led daily rehearsals
- Award: Awarded 4-Star Thespian in International Thespian Society for dedication to theatre

World Language Honors Club (French), *Co-President*, Fall 20XX – Spring 20XX

- Coordinated service opportunities and events
- Led annual awards and induction ceremony and managed monthly meetings

ACTIVITIES

Philadelphia Inquirer, Summer 20XX – Spring 20XX

- Wrote bi-weekly article for newspaper's "Neighbors" section as a student contributor

The Lion's Roar, Penncrest High School Newspaper, Fall 20XX – Spring 20XX

- Wrote one feature article for each quarterly publication as a staff writer

Assistant Principal Office Aid, Spring 20XX

- Answered phones and assisted with general administrative tasks

Have your Yale education at the top of your résumé.

Margins can be adjusted to fit your needs, though typically range between .5 and 1 inch on all sides, leaving your top margin slightly larger than your bottom margin.

EDWARD YALE

first.last@yale.edu || PO Box 2xxxxx, New Haven, CT 06xx0 || (555) xxx-xxxx

Yale University, New Haven, CT Class of 20XX
B.S. Electrical Engineering and Computer Science
GPA X.XX

Work Experience
Microsoft Hardware Verification Intern (Summer 20XX)
Worked on VLSI Hardware verification and testing for Microsoft

Leadership Activities
Yale Formula Hybrid FSAE Team (20XX – Present)
20XX-20XX
Helped design and build the Electrical system on 20XX car
Placed 10th in the competition overall with 4th place in the Design presentation
Placed 2nd in GM Award for Best Engineered Hybrid system
20XX-20XX:
Led Electrical and Computer team
Developed skills related to project management and product testing while making improvements in last year's car
20XX-Present:
Vice President of team and Electrical Team Lead
Creating a new model based on test results from previous car

Yale Entrepreneurial Institute Summer Fellow (20XX)
Co-Founder and CTO of The Guide Finder – an online tech startup
Backend Developer, and Database Administrator and Manager

Notable Class Projects
Implementation and design of LZW compression, and UNIX shell-like interface
Design, layout and fabrication of a custom DES encryption chip

Other Organizations
Member of Yale C2 Club Soccer Team (20XX-Present)
Peer tutor for Computer Science courses at Yale (20XX-Present)

ABC School, Anytown, India Graduated 20XX
Excellence Award Winner
GPA X.XX

World Robot Olympiad (20XX)
National Champion at the Indian Robot Olympiad (20XX)
Participated at the World Robot Olympiad (20XX) in Taipei, Taiwan
Developed innovative solutions to complete missions at competition

Skills
Computer Languages: C, C++, Scheme, SQL, Python, MATLAB
Engineering Design: Cadence Chip Layout Suite
Language Proficiency: Fluent in Bengali and Hindi, Beginner Mandarin

ELLIOT YALE

xx Any Avenue, Anytown, MA 01xxx; cell: (555) xxx-xxxx
first.last@yale.com

EDUCATION
Yale School of Music, MM candidate, 20XX-20XX. Composition with Martin Bresnick, Chris Theofanidis, Ingram Marshall, Aaron Kernis, David Lang and Ezra Laderman.
Yale University, BA candidate, 20XX-20XX. Music major. Musical theater composition with Andrew Gerle and Jeanine Tesori.

COMPOSITION PROGRAMS
Bowdoin International Music Festival, with Samuel Adler and Claude Baker, ASCAP Foundation Young Composer Fellowship, 20XX.
Freie Universität Berlin, with Samuel Adler, 20XX.
Norfolk Chamber Music Festival, New Music Workshop, with Martin Bresnick. Fellowship in composition, 20XX.
Boston University Tanglewood Institute, Young Artists Composition Program, with Martin Amlin and Richard Cornell, 20XX.
Yellow Barn Young Artists Program, Amherst, Mass., with Stephen Coxe and guest composers Sebastian Currier, Howard Frazin, Lewis Spratlan, and Chris Theofanidis, 20XX.
New England Conservatory Preparatory School, private lessons with Rodney Lister, 20XX.

SELECT COMPETITIONS, AWARDS, AND HONORS
Albany Symphony Orchestra Composer to Center Stage Program, 20XX; one of three young emerging composers selected; included mentoring by John Corigliano, resident composer.
ASCAP Foundation Young Composer Fellowship, 20XX; Bowdoin International Music Festival.
ASCAP Foundation Morton Gould Young Composer Award, Winner, 20XX; Honorable Mention, 20XX; Finalist, 20XX, 20XX, 20XX.
Abraham Beekman Cox Prize, 20XX; awarded by the Yale Department of Music for composition.
Cambridge Chamber Singers 12th annual Composition Competition, Winner, 20XX.
Vancouver Chamber Choir 20XX Young Composers Competition, Second-Place, 20XX.
youngARTS, sponsored by the National Foundation for Advancement in the Arts; Honorable Mention, 20XX; Merit Award, 20XX.
From the Top, 20XX; a National Public Radio program, interview and performance of *Serenade for Strings*.

MUSICAL THEATER
Composer for *Wise Blood*, full-length musical performed at Yale, 20XX; an upcoming project *Funk Pond* (with Marshall Paillet); and co-composer for three annual *Yale Shows* (parodies).
Musical Director for numerous productions at Yale, including *Where It's At* by M. Paillet (20XX); *Office Space The Musical* by Zak Sandler (20XX); and conductor for *Pippin* (mainstage production, 20XX).
Orchestrator for *Bunkerville* (20XX, music by Mark Sonnenblick) and *Usher* (“Outstanding Musical,” FringeNYC 20XX).

RECORDING
From the Top at the Pops, Telarc CD, 2009. Serenade for Strings performed by Cincinnati Pops Orchestra, conducted by Erich Kunzel.

CONCEIVER, CONDUCTOR, AND CO-COMPOSER
SIC InC, a classical ensemble of Yale College musicians whose performances combine amplified chamber music with contemporary rock-concert lighting and video projections. Performances at the Off-Broadway Theater, Yale; Trinity School, New York City; Le Poisson Rouge, New York City; and Beinecke Rare Book and Manuscript Library, Yale. Supported by a Sudler Grant from the Office of Masters, Yale College.

ELIHU STILES

PO Box 2xxxxx
New Haven, CT 065xx
(555) xxx-xxxx
first.last@yale.edu

xx Any Avenue
Anywhere, CO 77xxx
(555) xxx-xxxx

EDUCATION

Yale University, New Haven, CT
B.A. Mechanical Engineering and Economics, expected May 20XX
Cumulative GPA: X.XX
Coursework Includes: Finance, Investment Analysis, Multivariable Calculus, Game Theory, Data Analysis, Physics, Material Science, Computer Programming, Fluid Mechanics, and Mechanical Design Studio
Nominated for the National Scholar-Athlete of the Year

ABC High School, Anywhere, CO
Graduated with Highest Honors, June 20XX, GPA: X.XX
Varsity Sports: Football (captain) and Lacrosse (captain)
Awards: Roosevelt School Athlete of the Year (20XX), All-County Football (20XX), All-American Lacrosse (20XX)

EXPERIENCE

- Kontiki, Inc.**, Sunnyvale, CA
Summer Intern (20XX)
- Financial Analysis: worked with CEO, CFO, and Director of Finance
 - Created research tools to evaluate the cost/benefits of Kontiki’s software for clients
 - Researched financial records of prospective clients
 - Managed accounting of expense reports and client billing
 - Product Marketing: designed and created HTML websites for Kontiki’s software solutions
 - Q&A Department: tested and resolved software bugs on our clients’ operating systems
 - Coordinated the encoding of video tapes from the AlwaysOn Conference at Stanford University

- Yale University Admission’s Office**, New Haven, CT
Dean of Admission’s Assistant (Summer 20XX)
- Acted as travel coordinator for Admission officers
 - Interviewed prospective students as part of the admission process
 - Coordinated group tours of 30-80 people around the campus

- Yale University Athletic Department**, New Haven, CT
Coordinator (Academic year of 20XX, 20XX, 20XX, 20XX)
- Coordinated setup of varsity gymnastics and track meets
 - Worked Men’s and Women’s varsity basketball games
 - Stake Boater for Crew Meets

YALE UNIVERSITY ACTIVITIES

Varsity Football: Four year starter (20XX, 20XX, 20XX, 20XX)
Youth Day Volunteer for underprivileged students (Spring 20XX)
Engineering Program for prospective students (Academic year of 20XX, 20XX, 20XX)
Residential College Activities Coordinator (Fall 20XX)

SKILLS

Computer: Microsoft Excel, Word, and PowerPoint; Fortran; C++; Mathematica; Macromedia Dreamweaver
Language: Advanced Spanish

ELLISON YALE

DIRECTOR

first.last@yale.edu

(555) xxx-xxxx

NEW YORK		
<i>Independents**</i>	Keegan, Feigenbaum & Sonnenblick	Soho Playhouse (FringeNYC 20XX)
<i>ANIMALS*</i>	Cory Finley	Ars Nova ANT Fest 20XX
<i>Cow Play</i>	Matthew George	Dixon Place (FringeNYC 20XX)
<i>The Private Sector</i>	Cory Finley	Theater for the New City, 20XX

YALE UNIVERSITY		
<i>Bunkerville: A Post Apocalyptic Musical</i>	Mark Sonnenblick & Brendan Ternus	Yale Dramat Commencement (UT)
<i>Metamorphoses</i>	Mary Zimmerman	Yale Dramat (Iseman Theater)
<i>Richard 20XX*</i>	Devised Project	Yale College Senior Project
<i>Ugly People*</i>	Cory Finley	Yale College Senior Project
<i>Hedwig and the Angry Inch</i>	John Cameron Mitchell&Stephen Trask	Yale College Senior Project
<i>Independents*</i>	Keegan, Feigenbuam &Sonnenblick	Off-Broadway Theater
<i>Gutenberg! The Musical!</i>	Scott Brown & Anthony King	Off-Broadway Theater
<i>Fates*</i>	Sarah DeLappe	Site Specific
<i>The Private Sector*</i>	Cory Finley	Nick Chapel
<i>Cow Play*</i>	Matthew George	Whitney Theater
<i>I Guess, I Wish*</i>	Jeremy Lloyd	Nick Chapel

ASSISTANT DIRECTING		
<i>Triassic Parq</i>	Dir. Marshall Paillet	Off Broadway Workshop
<i>RENT</i>	Dir. Mike Donahue	Yale Dramat Mainstage
<i>Lulz*</i>	Dir. Ethan Heard	Calhoun Cabaret
<i>Machinal</i>	Dir. Tomi Tsunoda	NY Stage & Film/Powerhouse
<i>Iphigenia at Aulis</i>	Dir. Cooper Lewis	Site Specific

ACTING		
Edward 3	Richard 3	FringeNYC 20XX
Calisto/Clindor/Theogenes	The Illusion	Yale Dramat
David	Company	Yale Off-Broadway Theater
Barnaby	Hello Dolly	Rockville Musical Theater

PRODUCING		
<i>Little Town Blues*</i>	James Presson & Rachel Buethe	The Wild Project
<i>Hedwig and the Angry Inch</i>	John Cameron Mitchell, Stephen Trask	Yale College Senior Thesis

* World Premiere
**Winner of Fringe Excellence Award for Best Overall Production and Extended as part of Fringe’s Encore Series

MANAGEMENT
Less Than Rent Theatre: Co-Artistic Director, emerging NY theatre company dedicated to new work
Yale Dramat: Elected Member of the Executive Board, Yale’s largest theatre organization
Control Group: Co-Artistic Director, Yale’s experimental theatre company

EDUCATION/TRAINING
Yale University, BA in Theater studies, expected 20XX
New York Stage and Film/Powerhouse Theater, Directing Apprentice, Summer 20XX
Studied with: Robert Woodruff, Paula Vogel, Donald Margulies, Ming Cho Lee, and Deb Margolin

E. LI MORSE

PO Box 2xxxxx, New Haven CT 065xx email: first.last@yale.edu (555) xxx-xxxx
xx Any Avenue, Anytown, NJ 10xxx (555) xxx-xxxx

EDUCATION	<div>Yale University, New Haven, CT B.A., Literature, expected May 20XX GPA X.XX</div> <div>Anytown High School, Anytown, NY Diploma, June 20XX GPA X.XX, Cum Laude Society</div>
SKILLS	<div>Computer Programs: Microsoft Word, PowerPoint, Excel, SPSS Adobe Photoshop, InDesign, Macromedia Dreamweaver</div> <div>Computer Language: HTML, Java, C++, SML Language: Fluent Mandarin Chinese and Proficient Spanish</div>
EXPERIENCE	<div><i>Pre-Professional Co-op Engineer, IBM TJ Watson Research Center</i> Yorktown Heights, New York (Summer 20XX to Fall 20XX)<ul style="list-style-type: none">Researched scientific journal findings concerning computer speech synthesisDesigned and conducted an independent research project titled, <i>Using Hidden Dynamic Models to Predict Pitch in English and Mandarin</i>Created interactive presentations and presented findings to 20 members of the speech recognition team</div> <div><i>Volunteer, Family Health Clinic, Northern Westchester Hospital</i> Mount Kisco, New York (Summer 20XX to Summer 20XX)<ul style="list-style-type: none">Handled patient questions about appointments, payment, and referencesOrganized patient files and prepared preliminary charts for incoming patientsTranslated hospital forms and documents from English to Spanish</div> <div><i>Student Web Designer, Cavendish College</i> London, England (Summer 20XX)<ul style="list-style-type: none">Attended workshops on graphic design, html coding, and internet safetyWorked closely with a group of six other students to develop a web site for the Inter Exchange International 20XX program</div>
AWARDS	<div>Siemens Westinghouse Semi-Finalist (20XX)</div> <div>New York Science Talent Search Finalist (20XX)</div> <div>US Army Bronze Medal for Engineering (20XX)</div> <div>Intel’s Excellence in Computer Science Award (20XX)</div> <div>New York High School Journalism Award – Second Best Website (20XX)</div> <div>National Merit Commended (20XX)</div> <div>AP Scholar with Honor (20XX)</div>
ACTIVITIES	<div>Secretary, Publicity manager, Jonathan Edwards College Council (20XX-present)</div> <div>VP of Information Technology, AIESEC (20XX-present)</div> <div>Webmaster of Alpha Phi Omega (20XX-present)</div> <div>Staff, Yale Daily News (20XX-present)</div> <div>Executive Editor and Webmaster, <i>ABC Tribune</i>, Anytown, NY (20XX-20XX)</div> <div>Student President, XYZ Chinese School (20XX-20XX)</div>
TRAVEL	<div>United Kingdom, France, Spain, Mexico, China, Hong Kong, Japan, Malaysia, Thailand, Singapore</div>

ELLY YALE

PO Box 2xxxxx PO Box 2xxxxx
Anywhere, PA 11xxx New Haven, CT 065xx
(555) xxx-xxxx first.last@yale.edu (555) xxx-xxxx

EDUCATION	<div>YALE UNIVERSITY, NEW HAVEN, CT B.A., Literature, 20XX (expected) GPA X.XX/4.00</div> <div>NATIONAL OUTDOOR LEADERSHIP SCHOOL (NOLS), LANDER, WY (SUMMER 20XX) Month-long backpacking course in the Olympic Mountains in Washington State, with an emphasis on rigorous off-trail travel through remote sections of the Olympic National Park, outdoor leadership skills, and the Leave No Trace wilderness ethic. Grade: A, with endorsements from both leaders to apply to be a NOLS leader in the future.</div> <div>ABC SCHOOL FOR THE SCIENCES, ANYWHERE, PA (SUMMER 20XX) Intensive, college-level coursework in the sciences, mathematics, and computer sciences.</div> <div>ANYWHERE HIGH SCHOOL, ANYWHERE, PA Graduated 20XX; Class rank: 1 in 471; GPA: X.XX/4.00 Awards/Honors: President, National Honor Society; National Merit Finalist; Recipient of Taylor Publishing Company Scholarship; National Council of Teachers of English (NCTE) Writing Award</div>
EXPERIENCE	<div><i>THE YALE HERALD</i> (FALL 20XX-SPRING 20XX)<ul style="list-style-type: none">SENIOR EDITOR (FALL 20XX-PRESENT) Worked as part of the senior advisory board of weekly newspaper, circulation 5,000. Duties included evaluating overall content and design of paper, developing story ideas, training new editors, assisting with editing and production, revising bylaws, corresponding with faculty and administration, and writing feature articles, including 2,400-word fronts on such topics as grade inflation at the Ivies and the Teaching Assistant program at Yale.MANAGING EDITOR (WINTER-SPRING 20XX) Devoted approximately 40 hours/week to position on five-person executive board. Duties included developing story ideas, corresponding extensively with faculty and administration, managing front-page feature articles, overseeing production, designing and laying out pages, and organizing and running editorial meetings.ARTS & ENTERTAINMENT EDITOR (FALL-WINTER 20XX) Served as one of three editors for the A&E section, working approximately 15-20 hrs./week on editing and layout.CALENDAR EDITOR (FALL-WINTER 20XX) Redesigned and expanded Calendar section of newspaper.</div> <div>PSYCHOLOGY TODAY MAGAZINE, EDITORIAL INTERN (SUMMER 20XX) Worked closely with the editorial board on a daily basis as one of four editorial interns, for approximately 30 hours/week. Published four short articles in the September/October and November/December 2001 issues of a national magazine. Duties included developing story ideas, interviewing psychology researchers, and conducting internet research and polling.</div> <div>CASHIER, <i>EAST SIDE BAGEL & APPETIZING</i>, NEW YORK, NY (SUMMER 20XX)</div> <div>FIGURE SKATING COACH, YORK FIGURE SKATING CLUB, YORK, PA (19XX-19XX)</div>
ACTIVITIES	<div>PHI BETA KAPPA, MEMBER (FALL 20XX-SPRING 20XX) Elected to the Connecticut Chapter of PBK based on academic placement during first six semesters. Awarded to only the top 5% of each graduating class in the fall of senior year.</div> <div>SENIOR CLASS GIFT REPRESENTATIVE (SPRING 20XX) Served as a student liaison between the administration and the student body in order to raise funds for the Yale Alumni Fund.</div> <div>YALE COALITION FOR PEACE, MEMBER (FALL 20XX-SPRING 20XX) Helped to organize activities as part of a student protest group committed to peaceful resolution of global problems.</div>
SKILLS	<ul style="list-style-type: none">LANGUAGE: Fluent French and Basic KoreanCOMPUTER: Adobe Photoshop, Adobe PageMaker, MS Word, MS Excel,EMT-Basic training

Jonathan Edwards

PO Box 2xxxxx, New Haven, CT 065xx
xx Any Avenue, Anytown, MN 11xxx
Email: first.last@yale.edu
(555) xxx-xxxx

EDUCATION: Yale University, New Haven, CT
Projected Major in History, B.A. expected May 20XX. Cumulative GPA: X.XX
Coursework Includes: American Military History (1775-Present), Espionage (Projected), World War II (audit), Evolution of International Relations, Revolutionary France 1789-1879, Fashion & Costume in the Western World

ABC High School, New York, NY
Diploma: 20XX, GPA: XX.XX/100.00
Awards and Honors: National Merit Finalist, Secretary to Counter-Clockwise Magazine, Scholarship to MAP program at Bloomingdale School of Music: studied Bassoon

EXPERIENCE: Yale Summer Housing, New Haven, CT (Summer 20XX)
Guest Services Assistant

- Managed and supervised five other Housing Assistants
- Notified Housing manager of any reported problems within rooms, see that they and any other tasks that arose were immediately addressed
- Ensured university properties were kept up and un-damaged by completing daily inspections of commonly used areas in the college
- Ran check-ins and check-outs for the various programs that occupied Yale during the summer

Saybrook Squiche, New Haven, CT (Fall 20XX – present)
Short Order Cook/Waiter

- Run the residential college buttery one night a week, serving students late-night snacks
- Create awareness of the buttery through weekly emails to the students
- Receive several concurrent orders that require ability to multi-task
- Interact with customers to make their visit pleasant and encourage future business

American Cancer Society, Flushing, NY (Summer 20XX – Summer 20XX)
Fundraising Coordinator

- Oversaw fundraising for the Daffodil Days and making Strides Against Breast Cancer events at Stuyvesant High School
- Raised\$1400 total for two years’ worth of these events

SKILLS: Advanced Chinese and Basic French

ACTIVITIES: WYBC Yale Radio, New Haven, CT (Fall 20XX – present)

- Produce weekly Blueline Report news show, highlight story is interviewing Alex Trabeck and Jeopardy Clue Crew when Jeopardy visited Yale October 20XX

Yale Tae Kwon Do, New Haven, CT (Fall 20XX – present)

Yale Political Union (YPU), New Haven, CT (Fall 20XX – Spring 20XX)

- Member of the YPU as well as a member of the Yale Party of the Right
- Participate in weekly debates and assist with brining prominent political guests to campus

ELLIE YALE

Cell Phone: (555) xxx-xxxx
xx Any Avenue
New York, New York, 11xxx
Email: first.last@yale.edu

EDUCATION
Yale University, New Haven, CT
Bachelor of Arts in Psychology with Distinction in the Major
Graduation May 20XX, GPA, X.XX

ABC High School, Dallas, TX
Diploma, Cum Laude, GPA X.XX

ARTS/MEDIA EXPERIENCE
Renaissance Woman Magazine, New Haven, CT, Summer 20XX
Intern: Researched articles on psychological and physical health, organized training sessions for professional models, assisted photographers in modeling sessions

Women’s Center of Dallas, Dallas, TX, Summer 20XX
Head Student Editor of the Moira Awards: Interviewed, researched, wrote, photographed, and edited for a project honoring fifty women who have contributed significantly to the Dallas Community

Vibrato: A Magazine of Literature and Art, Dallas, TX, 20XX-20XX
Editor: Selected, contributed, and edited pieces of literature and art, organized lay-out using PageMaker, created advertisements and promotional videos

Photography Lab of Richard Jones, Dallas, TX, 20XX-20XX
Lab Assistant: Developed negatives and prints, dark room maintenance, assisted in gallery exhibitions, formatted photographs using Adobe Photoshop

CLINICAL PSYCHOLOGY EXPERIENCE
Fellowship Place (a clubhouse for the severely mentally ill), New Haven, CT, 20XX-present
Activities Leader: Tutored in a GED program, led a drumming circle, participated in a one-on-one Buddy Program designed to reintegrate the mentally ill back into the community through friendship and cultural activities

Yale Child Conduct Clinic, New Haven, CT, 20XX
Intern: Conducted diagnostic interviews for children with conduct disorder, researched correlation of conduct disorder and substance abuse, collated and analyzed data

AWARDS
National Council of Teachers of English Award for excellence in writing, 20XX
Poetry Society of Texas, First Place, 20XX

SKILLS
Computer: Adobe Photoshop, PageMaker, SPSS, and Microsoft Office including Word, Excel, and PowerPoint
Language: Advanced Spanish: speaking, reading, and writing
Photography: developing, printing, and taking photographs

ACTIVITIES
Art Night: founded a society to improve student life at Yale through the joy of sculpture, dance, music, and paint, 20XX-20XX
Yale Women’s Waterpolo Team, 20XX-present

Elle E. Yale

email: first.last@yale.edu

xx Any Avenue
Anytown, NJ 11xxx
(555) xxx-xxxx

PO Box 2xxxxx
New Haven, CT 065xx
Cell: (555) xxx-xxxx

Education

Yale University, New Haven, CT
B. A., expected May 20XX
Major: Ethics, Politics, and Economics
Cumulative GPA: X.XX/4.0
Coursework includes: microeconomics, macroeconomics, multi-variable calculus, linear algebra, and political philosophy

XYZ High School, Anytown, NJ
Diploma, May 20XX GPA X.XX/4.0

Skills

Computer: Excel, Microsoft Word, PowerPoint, Minitab, SPSS
Language: Fluent Spanish and Advanced French

Experience

Yale Child Study Center, New Haven, CT
Survey Administrator: Worked under the direction of a Yale Child Study Center Research Team. Administered the SAHA (Social and Health Assessment) survey to middle and high school students in New Haven. Debriefed students at the end of each survey. Documented and discussed student reactions with Child Study Coordinators. (Spring 20XX)

American Red Cross, Anytown, NJ
Receptionist: Provided information about Red Cross services. Handled questions and concerns about the Red Cross over the phone and in person. Greeted donors and assisted clients with inquiries at the front desk. Performed word-processing, data-entry, and filing/copying as needed. (20XX-20XX)

Activities

Independent Research, Yale University
Designed and conducted independent study of natural resource policy. Researched literature on the economic consequences of pollution, waste management, and energy planning. Wrote a critical research paper on microeconomic consequences of implementing different policies. (20XX-20XX)

Environmental Club President, XYZ High School
Organized general assembly and executive board meetings. Supervised volunteers in the Adopt-a-Trail program. Coordinated the Annual Environmental Conference. (20XX-20XX)

National Honor Society Treasurer, XYZ High School
Kept accurate account of income and expenditures. Allocated funds to projects and activities within budgetary constraints. Proposed new policies to improve structure of the organization. Prepared financial reports upon every meeting. (20XX-20XX)

Literary Magazine Editorial/Advertising Assistant, XYZ High School
Edited poetry and short stories. Assisted with layout and design. Consolidated submissions and sorted them by category. Helped coordinate coffeehouse fundraisers. Publicized the magazine through rigorous advertising. (20XX-20XX)

ESLTutor, XYZ High School
Mentored children of diverse cultures and backgrounds to promote leadership qualities and enhance their academic performance. (20XX-20XX)