

## **Brandeis Sample Resumes**

Explore the sample resumes created by the Hiatt Career Center staff to help you draft and highlight your professional experiences. You might want to start with the [First Professional Resume Student](#).

### **Arts**

[p. 6](#)

Acting Student

Arts Administration Student

Museum Student

Theater Student

### **Business**

[p. 10](#)

Advertising Student

BA/MA Student

Business Student

Consulting Student

Finance Student

General Business Student

Human Resources Student

Real Estate Student

### **Communication**

[p. 17](#)

Marketing Student

Media/Publishing Student

### **Education, Law, Non-Profit, Social Services**

[p. 20](#)

Counseling Student

Curriculum Vitae (CV) Student

Education Student

Law Student

Non-Profit Student

Politics/Government Student

Religious Work Student

### **Science & Technology**

[p. 26](#)

Biology/Chemistry Research Student

Computer Hardware Student

Computer Science Student

Environmental Services Student

Neuroscience Research Student

## Experiences Examples

There are multiple ways to highlight skills, activities, and achievements on your resume. Below are some examples and suggestions about how they might appear.

Activities/Involvement	<u>p. 3, 6, 11</u>
Athletics	<u>p. 6, 15, 23</u>
Computer Skills	<u>p. 3, 10, 27</u>
Course Project	<u>p. 8, 12, 14, 28</u>
Course Research	<u>p. 18, 26, 30</u>
Double Major	<u>p. 6, 8, 11</u>
Dual Degree (BA/MA)	<u>p. 4, 9</u>
Honors and Awards	<u>p. 8, 16, 18</u>
Interdisciplinary Major (IIM)	<u>p. 7</u>
Leadership	<u>p. 9, 10, 19, 22, 24, 27, 29</u>
Profile/Summary Statement	<u>p. 30</u>
Relevant Coursework	<u>p. 5, 12</u>
Scientific Skills	<u>p. 26, 30</u>
Senior Thesis	<u>p. 23</u>
Study Abroad/International Experience	<u>p. 10, 11, 13, 15, 24</u>
Transfer Student	<u>p. 17, 18, 24</u>
Two Positions at the Same Employer	<u>p. 17, 20</u>

# FIRST PROFESSIONAL RESUME STUDENT

415 South Street, MBxxx, Waltham, MA | 123-456-7890 | student@brandeis.edu | linkedin.com/in/DeisStudent

## EDUCATION

**Brandeis University**, Waltham, MA  
Bachelor of Arts

Expected May 20xx

**Highland High School**, Salt Lake City, UT  
High School Diploma, with honors  
National Merit Scholar, National Honor Society

May 20xx

## HONORS

**Edsel Ford Scholarship for Innovation in Design**, Best Project, National Science Fair  
**American Youth Leadership Conference**, Participant, San Francisco, CA  
**Westinghouse Science Talent Search**, Finalist

Mar 20xx

Jun 20xx

Jun 20xx

## EXPERIENCE

**Owner/Operator**

Jun-Aug, 20xx-20xx

**Greener Yard Care Service**, Granger, UT

- Established eco-friendly yard service, selling door-to-door resulting in 4 new clients annually
- Hired and supervised 3 employees to mow and maintain lawns and gardens
- Netted \$1,200 after costs in three months with 100% return customers each summer

**Student Body President**

Sep 20xx-May 20xx

**Highland High School**, Salt Lake City, UT

- Elected to represent interests of 400+ students at monthly faculty/administrator meetings
- Supervised heads of 6 student committees responsible for social, academic, and service activities and projects
- Led drive to raise \$5,000 to purchase new scoreboard for athletic fields

**Prom Committee Chair**

Sep 20xx-Apr 20xx

**Highland High School**, Salt Lake City, UT

- Organized committee of 8 classmates to raise \$2,000 from local merchants to fund event
- Planned and executed successful evening with over 250 students in attendance

## INVOLVEMENT

**Brandeis University Drama Club**, Member

Sep 20xx-present

**Brandeis University Women's Volleyball Team**, Member

Sep 20xx-present

**Habitat for Humanity of Broward County**, Construction Volunteer

Dec 20xx

**Highland High School Chess Club**, Social Committee Member

Sep 20xx-Jun 20xx

## SKILLS

**Computer:** Windows, Microsoft Word & Excel, HTML, Java

**Language:** German (intermediate)

# ACTING STUDENT

123-456-7890 | actorstudent@brandeis.edu | Waltham, MA | portfolio.website.com

## SELECTED ROLES

### **THEATER**

#### **Off Broadway Experience**

Name of Play	Name of Character	Name of Theater
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#### **Regional Experience**

Name of Play	Name of Character	Name of Theater
Name of Play	Name of Character	Name of Theater

#### **College Theater Experience**

Name of Play	Name of Character	Name of University
Theater		
Name of Play	Name of Character	Name of University
Theater		
Name of Play	Name of Character	Name of University
Theater		

#### **High School Theater Experience**

Name of Play	Name of Character	Name of High School
Name of Play	Name of Character	Name of High School
Name of Play	Name of Character	Name of High School

## FILMS/INDUSTRIALS

Name of Film	Role	Production Company
Name of Film	Role	Production Company

## SPECIAL SKILLS

Dialects/Accents (British, German, Spanish); Classical Violin (8 years); Classical and Modern Dance (5 years); Stage Combat

## EDUCATION & TRAINING

### **Brandeis University**, Waltham, MA

BA in Theater Arts, Expected May 20xx

### **Berkshire Theater Festival**, Stockbridge, MA

Summer Performance Training Program with teachers: Sally Smith, Rick Wilson, June-August 20xx

### **Sarah Lawrence London Theater Program**, London, England

Study Abroad program in conjunction with the British American Drama Academy (BADA), Sep 20xx-May 20xx

# ARTS ADMINISTRATION STUDENT

415 South Street, Brandeis University, Waltham, MA | actorname@brandeis.edu | 123-456-7890

## EDUCATION

**Brandeis University**, Waltham, MA

Bachelor of Arts in Theater Arts

Expected May 20xx

Minors: French and Anthropology, GPA: 3.54, Dean's List

**Relevant Coursework:** Public Speaking: The Art of Oral Communication, Psychological Anthropology, Cultural Representations, Global Economy, Communications and Media Statistics

**Improv Den**, Chicago, IL

May-Jun 20xx

6-week intensive acting workshop; received academic credit toward degree

## EXPERIENCE

**Freelance Actor**, Waltham, MA & New York, NY

Sep 20xx-present

- Build client base through targeted on-line resources, personal website, and strategic networking
- Expanded social media marketing resulting in offers for roles in 2 independent films
- Secured leading roles in 2 student films, including an official film festival selection

**Theater Arts Department**, Brandeis University, Waltham, MA

Oct 20xx-present

Manager, Main Stage Facility

- Lead 3-person student team to manage large performance venue including ticketing, staffing, procurement and event logistics
- Liaise with faculty and administration to plan academic year schedule

**Bella Theater**, Paros, CA

Jun-Aug 20xx

Intern/Performer

- Assisted administrative team in production management and audience outreach
- Performed roles in 5 regional productions reviewed by state-wide media outlets

**Neutron Theater Company**, West City, CT

Jun-Aug 20xx

Intern

- Selected as one of 15 students to participate in prestigious theater training program at renowned summer festival
- Placed in rotations in stage technology, marketing and development offices
- Won supporting role in company's main stage summer production, devoting additional 25 hours a week to rehearsal and performance

## ACTIVITIES

**Ballroom Dancing Federation**, Founder and President

Sep 20xx-present

- Conceptualized and documented club mission, managed all aspects of application process to receive official club status and financial support
- Recruit members, manage budget, and organize events calendar including campus-wide competition raising over \$400 for Haitian relief efforts

**Brandeis Karate Dojo**, Member (Black Belt)

Aug 20xx-May 20xx

Competed and taught all levels in 35-student studio as life-long martial arts practitioner

## SKILLS

**Language:** French (advanced), Spanish (beginning)

**Computer:** Microsoft Word Suite, SASS, Dreamweaver, Excel

# MUSEUM STUDENT

artstudent@brandeis.edu | 781-123-4567 | 415 South Street, Brandeis University, Waltham, MA

## EDUCATION

**Brandeis University**, Waltham, MA

B.A. in Business and Fine Arts (Studio Art)

Expected May 20xx

Minor: Education

**Relevant courses:** Modern Art and Modern Culture, Inventing Tradition: Women as Artists, Women as Art, Secondary School: Theory into Practice Intermediate French

## MUSEUM EXPERIENCE

**Rose Art Museum**, Brandeis University, Waltham, MA

Sep 20xx-present

*Museum Guard*

- Greet visitors; answer questions regarding facility and collection; maintain security and safety

**Museum of Industry**, Waltham, MA

Aug-Dec 20xx

*Development Intern*

- Collaborated with chief development officer in outreach to potential donors
- Followed up with current donors by telephone during annual fund drive
- Contributed data analysis and editorial support to grant-writing project for major museum expansion initiative
- Planned logistics and budget for museum's fall open house

**The Children's Museum**, Boston, MA

May-Aug 20xx

*Volunteer*, Education Department

- Interacted with children and families visiting the museum's highly interactive Discovery Space
- Supervised special events for young visitors, including children's theater, storytelling and arts and crafts activities
- Met weekly with education staff to plan teaching/learning goals and programming for current exhibits

## ADDITIONAL EXPERIENCE

**Admissions Office**, Brandeis University, Waltham, MA

Sep 20xx-present

*Office Assistant*

- Provide information about university admissions process to prospective applicants in person and by telephone
- Manage database of inquiries and up date website resources pages
- Create data reports on applications for admissions committee
- Communicate extensively with public and on-campus audiences

**Camp Lakeview**, Greenplace, NY

Jun-Aug 20xx

*Head Arts Counselor*, Cabin Coordinator

- Planned, coordinated and taught arts and crafts curriculum for 40 campers aged 5-13 years
- Supervised two junior arts counselors, sharing techniques to engage young people with varying artistic abilities
- Maintained safe and collaborative living environment for diverse group of xx cabin mates

## INVOLVEMENT

**Waltham Group**, Brandeis University, Tutor

Jan 20xx-present

- Create supportive environment for preschool children to interact in educational and social activities

**Club Soccer**, Brandeis University, Player

Sep 20xx-May 20xx

- Devoted 15 hours a week to practice and play; campus champions, 20xx

## SKILLS

*Language:* French (conversational), Spanish (reading knowledge)

*Computer:* Microsoft Word, PowerPoint, Excel, Lotus, PhotoShop, TMS

# THEATER STUDENT

Waltham, MA | student@brandeis.edu | (123) 456-7890 | portfolio.website.com

## EDUCATION

Brandeis University, Waltham, MA  
Bachelor of Arts in Visual Culture  
Minor: Computer Science

May 20xx

### Independent Interdisciplinary Major (IIM), Brandeis University, Waltham, MA

- Designed robust course of study for individualized major in visual culture
- Researched trends and curricula for degree programs in US and international universities
- Created detailed proposal approved by committee of faculty and administrators

## REGIONAL THEATER EXPERIENCE – Production and Performance

Year	Role	Name of Play	Name of Ensemble
Year	Role	Name of Play	Name of Ensemble

## COLLEGE THEATER EXPERIENCE – Production and Performance

Year	Role	Name of Play	Name of Ensemble
Year	Role	Name of Play	Name of Ensemble

## HIGH SCHOOL THEATER EXPERIENCE – Production and Performance

Year	Role	Name of Play	Name of Ensemble
Year	Role	Name of Play	Name of Ensemble

## WORK EXPERIENCE

**Freelance Actor**, Waltham, MA and New York, NY Sep 20xx-present

- Build client base through targeted on-line resources, personal website, and strategic networking
- Expanded social media marketing resulting in offers for roles in 2 independent films
- Secured leading roles in 2 student films, including film festival selection

**Spingold Theater**, Brandeis University, Waltham, MA

Aug 20xx-present

### **Lighting and Sound Assistant**

- Manage light and sound boards for performances and lectures in state-of-the-art main stage theater
- Collaborate and train with master technicians to design lighting and improve technical skills

**Camp for the Arts**, South Bend, IN

Jun-Aug 20xx

### **Drama Teacher**

- Taught acting to over 75 children of varying ages and levels of experience
- Selected and edited scripts, designed sets, and coached student performers for end-of-summer stage production attended by families and local community

**Library and Technology Services**, Brandeis University, Waltham, MA Sep 20xx-May 20xx  
**Technician**

- Assisted campus computer users to resolve technical questions by phone and in person
- Maintained, installed, and repaired full line of audio-visual and instructional equipment in classrooms and presentation spaces

## TECHNICAL SKILLS

Dance (modern and improv), Accents, English and Spanish

# Advertising Student

415 South Street, MB 1234, Waltham, MA | 123-456-7890 | student@brandeis.edu

## EDUCATION

**B.A. in Business and Psychology**, May 20xx  
Brandeis University, Waltham, MA

**Relevant Coursework:** Consumer Behavior, Social Media and Advertising, and The Art of Visual Narrative

**Inbound Marketing Certification**, Feb 20xx  
HubSpot Academy

## SKILLS

**Social Media:** Facebook, LinkedIn, Instagram, Tumblr, Twitter, Pinterest, Snapchat

**Software:** Adobe Creative Suite (Photoshop, Premiere Pro, Aftereffects, InDesign); STATA; Microsoft Office Suite, Basic Java Programming, WordPress, Wix

## RELEVANT EXPERIENCE

**Communications Coordinator**, Brandeis University Mountain Club, Waltham, MA, Sep 20xx - Present

- Oversee communications for 30+ member campus club, cultivating students' connections to the natural world
- Create and design weekly newsletters distributed to students using Canva and Mailchimp
- Lead interactive campaigns and contests in social media platforms that engage students through relevant content about travel and the outdoors
- Manage cross-channel communication through Facebook, Instagram and TikTok to promote trips and events increasing followers by 32%

**Advertising Intern**, The Advertising Agency, Fairfield, CT, May 20xx – August 20xx

- Edited digital and print materials including brochures, blogs, scripts for commercials and voiceovers to assist clients in building brand recognition
- Created new articles for company blog while developing skills on blog and web design sites such as Wordpress and Wix
- Researched and compiled background information on key audience demographics and assisted creative team brainstorming copy ideas for clients including Dunkin Donuts and Liberty Mutual

**Marketing Group Member**, BMW Analysis Project, Brandeis University, Waltham, MA, March 20xx

- Collaborated with 3 team members on class project analyzing BMW's advertising campaign, examining the influences of digital marketing
- Created and drafted 2 viral marketing campaigns for BMW to increase international market penetration with key demographics
- Presented findings and recommended digital marketing initiatives, received an A on the project

## ADDITIONAL EXPERIENCE

**Office Assistant**, Admissions Office, Brandeis University, Waltham, MA, Sep 20xx-present

- Communicate extensively with public and on-campus audiences, providing information on university admissions process to prospective applicants in person and by telephone
- Manage database of prospective applicants' inquiries and update website resources
- Create reports on applications for admissions committee to review

## AWARDS

Beta Gamma Sigma, International Business Honor Society, Sep 20xx  
Hunter Garner Scholarship, Project Yellow Light, Jan 20xx



## BA/MA Student

415 South Street, Brandeis University, Waltham, MA | name@brandeis.edu | 123-456-7890

### EDUCATION

**Brandeis University International Business School**, Waltham, MA

Master of Arts in International Economics and Finance

Expected May 20xx

*American Leadership Award Scholarship*

**Brandeis University**, Waltham, MA

Bachelor of Arts

Expected May 20xx

Major: International and Global Studies (Specialization: Global Economy); Minor: Economics

*GPA 3.2/4.0 Dean's List*

**BA/MA Relevant Coursework:** Financial Accounting, Statistical Analysis of Economics, Financial Theory, Calculus, Global Economic Environment, Microeconomics, Economics of Globalization, Business in the Global Economy

### EXPERIENCE

**New England Mutual Financial Network**, Waltham, MA

August 20xx – present

*Financial Intern*

- Provide comprehensive financial management to individuals and businesses
- Meet with clients daily to review and assess needs
- Design customized financial infographics to be used in reports and presentations to clients
- Develop personal clientele base of 15+ potential investors

**Goldman Sachs – Legal Division, Business Intelligence Group (BIG)**, New York, NY

Jun – Aug 20xx

*Summer Analyst*

- Conducted due diligence regarding new firm initiatives, proposed M&As, and financing
- Identified issues pertaining to reputation and financial or legal risks
- Discussed and evaluated risks and proposed mitigating factors to go forward with deals

**Citigroup – Global Wealth Management Division**, London, England

June – July 20xx

*Research Analyst Intern*

- Collaborated with team of analysts on ventures in the PECM (Power, Energy, Chemical, Metals/Mining) industry
- Performed financial calculations on all 80 companies in the PECM UK Portfolio
- Tracked company finances and built monthly reports using Excel
- Created PowerPoint presentations for weekly conference call with PECM Mumbai division

**James Altucher**, New York, NY

June – August 20xx

Research Analyst Intern

*Hedge Fund Manager, RealMoney.com Commentator, & Author*

- Wrote weekly summaries of headline updates for internet stock portfolio published on RealMoney.com
- Researched daily movement of stocks and performed sum-of-the-parts analyses
- Reported synopsis of quarterly earnings and future forecasts for potential portfolio acquisitions

### LEADERSHIP

Brandeis University Varsity Volleyball, Member

Aug 20xx – Sep 20xx

- Balanced 18+ hour practice, training, competition, and travel schedule, at NCAA Division III level, in addition to academics
- Selected by teammates as squad leader for the 20xx season, assisting in training drills and coaching

### SKILLS

*Computer:* Excel, PowerPoint, Access, STATA, Bloomberg, Morningstar

*Language:* Intermediate Spanish

## Consulting Student

consulting@brandeis.edu • Waltham, MA • (123) 456-7890 • linkedin.com/in/DeisConsultant

### EDUCATION

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**Brandeis University**, Waltham, MA

B.A. in Business and International Global Studies, Minor in Journalism

Expected May 20xx

GPA: 3.4/4.0

**Benjamin A. Gilman International Scholarship**, Recipient

Nov 20xx

**Relevant Courses:** Leadership Internships in Social Impact Organizations, Business Analytics, The Global Economy, Marketing Management, Competitive Strategy, Democracy in the Internet Age, Econometrics

**Chinese University of Hong Kong**, Hong Kong

Jan – May 20xx

Study Abroad, 12 hours of courses in business

### RELEVANT EXPERIENCE

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**Boston Consulting Group**, Boston, MA

Jun – Aug 20xx

Employee Experience Intern

- Collaborate with Experience Team on knowledge management strategy and implementation to facilitate effective and efficient communication practices
- Supported internal microsites with a unified library of resources covering multiple practice areas, drafted Knowledge Based Articles and developed training material to assist client and consulting teams navigate resources
- Participated in weekly Scrum meetings to manage multiple on-going projects, tracked progress and training, lead onboarding for 3 additional team members

**Global Intelligence Alliance**, Hong Kong

May – July 20xx

Case Team Assistant

- Analyzed working capital usage for a \$20B company across multiple business units to identify new value-creating opportunities in the payment collection process
- Identified multiple opportunities to unlock approximately \$4M in value, creating a 10-page summary report of findings

**Kantar Consulting**, Boston, MA

Jun – Aug 20xx

Consulting Intern

- Conducted qualitative and quantitative research on “The Future of Deodorant” by analyzing sales data of popular brands such as Degree, Dove, and Gillette; prepared slide deck and presenting findings
- Created 5 surveys using Qualtrics to gauge the consumer demand and perception of Beyond Meats and other artificial meat brands; piloted surveys in-house for use with future clients

### LEADERSHIP

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**Brandeis TAMID**, Waltham, MA

May 20xx – Present

*Vice President of Consulting*

- Supervise Consulting Executive Board by chairing meetings to discuss and create activities and events such as case competitions and networking opportunities for members
- Aid club President with strategic planning for the long-term success of the group by providing insight from club members through weekly updates

**Brandeis General Tutoring**, Waltham, MA

Sep 20xx – May 20xx

*Writing and Math Tutor*

- Mentored groups and individual students in office hours to answer questions about specific course material and assignments
- Customized lesson plans for students based on individual progress and weekly assignments

### SKILLS

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**Coding:** R, Java, Python (Proficient); SQL, SPSS, Qualtrics (Intermediate); STATA (Beginner)

**Software:** Salesforce, Tableau, Microsoft Office (Proficient)

**Languages:** Spanish (Fluent) & Cantonese (Intermediate)

## FINANCE STUDENT

415 South Street, MB XXXX, Waltham, MA | (123) 456-7890 | FinStudent@brandeis.edu

### EDUCATION

**Brandeis University**, Waltham, MA

Bachelor of Arts, double major in Economics and Politics; minor in Business

Dec 20xx

**GPA: 3.65**, *Dean's List*

**Relevant Coursework:** Corporate Finance, Money and Banking, Financial Economics, Financial Accounting

**Berlin Brandenburg International School**, Berlin, Germany

International Baccalaureate Diploma

Jun 20xx

### SKILLS

**Computers:** DealMaven; FactSet; Venture Source; Capital IQ; LexisNexis; KLD; RDC; World Check; Factiva; McDonald Information Services; Accurint; MS Office: Microsoft Word, Excel, PowerPoint

**Languages:** German and Hebrew (fluent); French (conversational)

### RELEVANT FINANCE EXPERIENCE

**JPMorgan Chase & Co.**, New York, NY

Jun – Aug 20xx

*Summer Analyst in Private Equity; Private Fund Investments Group*

- Conducted due diligence on primary, secondary and co-investment opportunities
- Contributed to valuation and financial analysis of private equity portfolios and private companies
- Prepared screening and investment committee memos and due diligence materials for investment committee
- Gathered information to make investment decisions with different groups in the firm and contributed suggestions at the weekly investment committee meetings

**Goldman Sachs & Co.**, Shanghai, China

Jan – May 20xx

*Financial Analyst in Goldman Sachs Investment Management Division; Private Wealth Management*

- Analyzed data, conducted research, and developed statistical models for senior management and Private Client Services team
- Prepared presentations and performance reviews of client portfolios
- Translated financial statements and correspondence from English to Chinese

**Morgan Joseph & Co. Inc.**, Miami, FL

May – Aug 20xx

*Summer Intern; Assistant to Managing Director*

- Prepared analysis of M&A and private placement activity in Florida and the healthcare industry
- Researched Capital Markets and M&A activity and prepared a presentation, “Current Capital Markets Environment for Middle Market Companies” for managing director

### ADDITIONAL EXPERIENCE

**Brandeis University Economics Department**, Waltham, MA

Sep 20xx – present

Teacher Assistant for Financial Accounting (Spring 20xx) and Global Economics (Fall 20xx)

- Hold weekly office hours and recitations on class material as well as reviews for midterm and final exams
- Grade problem sets and students' final research papers

**Sodexo Corporation**, Waltham, MA

Aug 20xx – Dec 20xx

Server, Brandeis University Faculty Club

- Provided catering services for special events on Brandeis University campus

### INVOLVEMENT

**National Society of Collegiate Scholars – President** (20xx – present); VP for Community Service (20xx)

**Brandeis Business Club – President and Founder** (20xx – 20xx)

**Fortè Foundation network, 85 Broads women's network – Member** (20xx – 20xx)

**Brandeis Emerging Leaders Series Program** – Completion with Excellence (20xx)

## GENERAL BUSINESS STUDENT

MBxxx 415 South Street, Waltham, MA | business@brandeis.edu | 123-456-7890

### EDUCATION

Brandeis University, Waltham, MA

Bachelor of Arts in Economics

Minors: Business and Mathematics

Expected May 20xx

**Relevant courses:** Econometrics, Functions of a Capitalist Enterprise, Financial Accounting, Entrepreneurship, and Innovation

### SKILLS

*Microsoft Office:* Word, PowerPoint & Excel

*STATA:* Data Analysis and Statistical Software

### COURSE PROJECTS

**Financial Statement & Strategy Project**, Brandeis University, Waltham MA

May 20xx

*Team Member*

- Analyzed decreasing sales of Microsoft phones, examining balance sheets and cash flow statements
- Researched strategic actions to increase market share and profitability
- Recommended practical steps to profitability in 20+ page paper and presentation

### EXPERIENCE

**The Gromwell Group, LLC**, New York, NY

May-August 20xx

*Talent Acquisition Intern*

- Oversaw billing and payment for over 5000 clients
- Designed reports in Excel for monthly accounting audits to identify revenue sources and ensure accuracy
- Developed and relationships with recruiters, clients and vendors to better promote company's services and talent

**Healthy Habits Kitchen**, Wellesley, MA

May-August 20xx

*Office Assistant*

- Organized and maintained Excel file of company's expenditures and inventory of 200+ items
- Updated website with meal options and nutrition information on a monthly schedule
- Created and distributed client order checklists to improve efficiency of order processing

**AT&T**, Morristown, NJ

May-August 20xx

*Contractor*

- Examined up to 1,100 domestic and international communications contracts
- Assessed contracts; extracted and recorded relevant agreements, annexes, and memorandums
- Created and maintained inventory of contracts in Excel spreadsheet, categorized by customer service choices

### VOLUNTEER EXPERIENCE

**Waltham Group**, Brandeis University, Waltham, MA

August 20xx-Present

*Volunteer*

- Multiple volunteer experiences including visiting senior citizens in nursing homes weekly, collecting canned goods for donation, and tutoring high school students

**Sunrise Assisted Living**, Randolph, NJ

May-August 20xx

*Volunteer*

- Interacted with residents to stimulate conversation, assist with mobility and ensure comfort

# Human Resources Student

415 South Street, MB XXXX, Waltham, MA | HR@brandeis.edu | (123) 456-7890

## Education

### Brandeis University, Waltham, MA

Bachelor of Arts in Business and Fine Arts, minor in Anthropology May 20xx

*Relevant Coursework:* Organizational Behavior, Data Analytics, Leadership and Management, Financial Accounting, Marketing Research, International Banking and Finance

### King's College London, London, UK

Study Abroad January 20xx-June 20xx

*Relevant Coursework:* International Economics and Trade, Organizational Psychology, The Psychology of Entrepreneurship

## Relevant Experience

### Human Resources Associate Intern

New England Construction and Development, Boston, MA May 20xx - Sept 20xx

- Assisted HR staff in recruitment and onboarding for 5,000-person construction management firm
- Conducted audits on 300+ personnel files for quality assurance, filing personnel and medical information, and scanning employee files into online personnel files
- Supported training and development teams by developing and co-leading onboarding sessions for new staff
- Utilized Workday to help review applications, forward materials to recruiters, assisted in scheduling interviews and maintaining correspondence with applicants

### Human Resources Intern

Connected Home Care, Framingham, MA May 20xx - August 20xx

- Coordinated interview schedules and assisted in the hiring process by interviewing potential caregivers
- Maintained relevant and required data including employee profiles and payroll timesheets
- Managed background checks and I-9 verification processes

### Orientation Leader

Department of Orientation Brandeis University, Waltham, MA August 20xx

- Selected as one of 50 leaders from a pool of 200 applicants, participated in 40+ hours of training in team building, ethics and integrity, resources and diversity
- Guided group of 7 first-year students through a week of orientation activities
- Counseled new students and families on topics including college life, safety and academics
- Provided resources to first-year students, answered questions, and introduced new peers to Brandeis

## Additional Experience

### Undergraduate Departmental Representative

Brandeis Undergraduate Business Program, Waltham, MA May 20xx - Present

- Selected to represent department at campus-wide functions and serve as liaison between department and students
- Developed 4 programs on academic and career topics, and provide departmental information for students

## SKILLS

**Computer:** Microsoft Office, Google Drive, Adobe Photoshop, Workday, Taleo

**Social Media and Technology:** Instagram, Facebook, LinkedIn, Slack, Zoom

## **Real Estate Student Name**

415 South Street, Waltham, MA | 123-456-7089 | student@brandeis.edu

### **EDUCATION**

**Brandeis University**, Waltham, MA

Bachelor of Arts in Business and Economics

May 20xx

*Relevant Courses:* Real Estate Finance, Asset Management, Financial Accounting, Marketing

### **RELEVANT EXPERIENCE**

**Field Project, Real Estate and Society Course**, Brandeis University, Waltham MA

*Team Member*

January 20xx – May 20xx

- Collaborated with 4 team members to identify potential Opportunity Zone for Boston-based multifamily development
- Evaluated acquisition by creating DCF models using ARGUS and Excel
- Performed competitive analysis on comparable sites, examined zoning ordinances and gathered rental comps data
- Collected and synthesized financial and operating information, utilized PowerPoint to deliver presentation of analysis and recommendations

**Douglas Elliman**, New York, NY

*Intern Agent*

June 20xx - August 20xx

- Compiled list of potential leads using database and community-specific market research, assisting the agency to secure 4 new clients over a 6-month period
- Analyzed market trends, conditions, and activities to advise clients and develop proposals
- Provided individualized follow-up, contributing to a 30% increase in repeat business and a 45% increase in personal referrals
- Developed relationships with banks, appraisers, mortgage lenders, and brokers to support agents' timely transaction goals

**Real Estate and Society Course**, Brandeis University, Waltham, MA

*Teaching Assistant*

January 20xx – May 20xx

- Conducted weekly office hours to provide students individualized instruction on class materials and case analysis
- Coordinated with professor to create quantitative tutorials such as discounted cash flow modeling, amortization tables, and sensitivity testing models

**Sotheby's International Realty**, New York, NY

*Real Estate Marketing Intern*

June 20xx - August 20xx

- Built prospect list for marketing campaign which resulted in three new listings for the team
- Conducted a targeted search to increase client base by analyzing data and cold calling for open house events
- Created 'Just Listed' graphics for the team's social media New Listings accounts

### **ADDITIONAL EXPERIENCE**

**Conference & Events Services**, Brandeis University, Waltham, MA

*Office Assistant*

October 20xx – May 20xx

- Supported 100+ internal and external campus events per semester
- Assisted in coordinating event booking, schedules, logistics, and billing for catering and equipment rental

### **COMPUTER SKILLS**

Moody's, Argus, Excel, R (intermediate), SQL (beginner), Stata (intermediate), Python (beginner)

# MARKETING STUDENT

415 South Street, Waltham, MA | 123-456-7089 | [student@brandeis.edu](mailto:student@brandeis.edu)

## EDUCATION

**Brandeis University**, Waltham, MA

Bachelor of Arts in Economics,

Minors in Business and Fine Arts (Studio) GPA: 3.58

May 20xx

**Princeton Summer in Ishikawa**, Kanazawa, Japan

Intensive Japanese language study

Jun-Jul 20xx

## SKILLS

**Software:** Mac OS X, Microsoft Office applications, Adobe Creative Suite, web content management

**Social Media:** Tumblr, WordPress, Facebook, LinkedIn, YouTube, Twitter, Instagram, HootSuite, Google Analytics

## RELEVANT EXPERIENCE

**Acceleration Partners (AP), Boston, MA**

Sep 20xx-present

*Social Media Intern*

- Manage and monitor AP's social media presence on LinkedIn, Facebook and Instagram
- Administer CEO's personal Twitter account to help grow followers by over 150% in three months
- Create and curate social media content (posts, photos, podcasts, blogs, downloadable content) to support company marketing objectives and initiatives
- Report on key metrics to Marketing Manager for end-of-month reporting

**Touchstone Research, Inc., Branford, CT**

May 20xx-Aug 20xx

*Market Research Intern*

- Used data-driven approach to help client companies develop products and target demographics
- Conducted quantitative and qualitative market research in an online and app-based setting
- Analyzed data, tested survey data for statistical significance, and synthesized data into recommendations for clients, advising on product development, product launches, and app development
- Recruited over 500 members to online community, expanding Touchstone's access to college-aged individuals

**CBS Boston, Boston, MA**

Jun-Aug 20xx

*Public Relations Intern*

- Wrote informational notices about upcoming events in Boston on CBS website
- Coordinated events and arranged speaking engagements for news talent
- Vetted, selected, and scheduled Public Service Announcements for on-air placement
- Supervised and trained three new interns

## LEADERSHIP

**Brandeis University Varsity Women's Basketball**

Aug 20xx-present

*Point Guard, Squad Leader*

- Dedicate 18 hours per week to play and practice competing at NCAA Division III level
- Designed team logo and ordered apparel for players and coaching staff
- Communicate team and university values to prospective recruits
- Coach and mentor young players weekly at Waltham public schools with teammates

**Waltham Group, Brandeis University**, Waltham, MA

Oct 20xx-present

*Tutor*

- Meet weekly with elementary school children to enhance skills in math

# Media/Publishing Student

415 South Street, Waltham, MA • 123-456-7089 • [media@brandeis.edu](mailto:media@brandeis.edu) • [www.mediastudent.wordpress.com](http://www.mediastudent.wordpress.com)

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## EDUCATION

**B.A. in American Studies; Minor: Journalism**  
Brandeis University, Waltham, MA

Expected May 20xx

## HONORS AND AWARDS

Dean's List

Robert C. Byrd Honors Scholarship for promise of excellence in post-secondary education

20xx

## RESEARCH PAPERS

**New Directions in Social Media**, The New Media Landscape Course

May 20xx

**Women and Journalism in Malaysia**, Women and Gender in Society Course

January 20xx

## RELEVANT EXPERIENCE

**The Brandeis Hoot**, Brandeis University, Waltham, MA

September 20xx-present

*Co-Editor-in-Chief*

- Monitor all aspects of student-run weekly newspaper including content, funding requests and advertising
- Contribute to all sections; write and edit articles, conduct research, oversee layout and desktop publishing

**Rent The Runway**, New York, NY

January 20xx-present

*Content & Marketing Strategy Intern*

- Write detailed product descriptions for over 10,000 items on fashion website
- Develop strategic engagement, traffic and lead generation campaigns on Facebook, Twitter, Pinterest, and Instagram, monitor analytics to measure success and determine ideas for future growth
- Create content for and schedule social media postings; actively maintain channels daily
- Deliver final branding presentation to C-suite executive team

**The New Straits Times Newspaper**, Kuala Lumpur, Malaysia

June-August 20xx

*Intern*

- Reported on events and ongoing news stories in Kuala Lumpur and outlying areas, often going solo to cover stories
- Wrote and submitted at least one news- or feature-length article weekly

**Watch City News**, Brandeis University, Waltham, MA

September 20xx-May 20xx

*Editor*

- Transformed bi-monthly publication with low circulation to weekly four-page cultural insert in local newspaper
- Arranged complimentary ticket plan with local movie theater to encourage campus writers to review new films
- Developed new creative writing section to provide forum for student written work
- Recruited writers to cover fashion, music, movies and cultural events on campus and in the Boston area

## ADDITIONAL EXPERIENCE

**Mosaic Diversity Leadership Program**, Brandeis University, Waltham, MA

September 20xx-May 20xx

*Participant*

- Strengthened personal leadership skills and understanding of cultural differences

**The Putnam County Historical Society/Foundry School Museum**, Cold Spring, NY

June-August 20xx

*Museum Manager/Guard*

- Managed museum on Saturdays and Sundays, including opening, closing, admissions and administrative work
- Welcomed and oriented visitors to museum, maintained collections security, and sold merchandise

## SKILLS

**Computers:** PC and Mac platforms, MS Office, Adobe Premier, HTML, Flash

**Social Media:** Tumblr, WordPress, Twitter, Facebook, LinkedIn, YouTube, Snapchat, Pinterest

**Editorial & Design:** Wix, Canva, Adobe InDesign



## Counseling Student

415 South Street, Waltham, MA • 123-456-7089 • [xxxx@brandeis.edu](mailto:xxxx@brandeis.edu)

### EDUCATION

**Brandeis University**, Waltham, MA

Bachelor of Arts in Psychology and Art History

May 20xx

GPA: 3.65

**Temple University**, Philadelphia, PA

Sep 20xx-Dec 20xx

Coursework in Developmental Psychology

### RELEVANT EXPERIENCE

**Students Talking About Relationships**, Brandeis University, Waltham, MA

Sep 20xx-present

*Peer Counselor*

- Trained to listen and respond to students regarding romantic, peer, family and academic relationships
- Plan and implement student support programming in conjunction with Psychology Department
- Attend weekly meetings to publicize organization, recruit members and assess program effectiveness

**New Undergraduate Student Orientation**, Brandeis University, Waltham, MA

Aug 20xx

*Orientation Leader*

- Participated in 40+ hours of training in team building, ethics and integrity, resources and diversity
- Counseled new students and families on topics such as college life, safety and academics
- Offered resources to all first-years, answered questions, and introduced new peers to Brandeis
- Guided group of 7 first-year students through a week of orientation activities
- Selected as 1 of 50 students from a pool of 200 applicants

**Littlefeet Too! Preschool**, Randomville, NY

May-Jul 20xx, 20xx

*Summer Program Assistant Teacher*

- Engaged groups of 9 to xx children in conversation, play and learning
- Organized and implemented classroom activities for and ensured safety of children 3-5 years of age

### ADDITIONAL EXPERIENCE

**Merritt Bookstore Volume II**, Randomville, NY

Jan 20xx-Aug 20xx

*Part-time Operations Coordinator*

- Processed billing accounts of up to \$12,000 and sent monthly statements to customers
- Supervised monthly updates of bibliographic PROfiche data system
- Ordered up to \$1,000 worth of merchandise for organizations and individuals

### SKILLS

Proficient in Spanish

Knowledge of Microsoft Word, Excel, PowerPoint, Simplicity, PROfiche

# CURRICULUM VITAE (CV) STUDENT

linkedin.com/in/DeisEducation • portfolio.wordpress.com  
student@brandeis.edu • Waltham, MA • (123) 456-7890

## EDUCATION

**Brandeis University**, Waltham, MA

Bachelor of Arts in Philosophy

Expected May 20xx

**Overall GPA: 3.3 | Major GPA: 3.8**

**Universidad de Buenos Aires**, Buenos Aires, Argentina

Sep-Dec 20xx

Coursework in Spanish language, Latin American history and culture

## HONORS AND AWARDS

- Dean's Award Scholarship for academic merit, Brandeis University, 20xx-present
- World of Work grant, Brandeis University, \$3500 award to pursue unpaid summer internship, 20xx

## COURSE WORK

Healthcare in America, Global Perspectives on Justice, Women and Children

Education and Human Rights, Latin American Social Movements, Advanced Spanish

## RELEVANT COURSE RESEARCH PAPERS

**Promoting Good Health: 1917-2017**, a review of changes and major trends in U.S. hospital services (Healthcare in America, January 20xx)

**Pre-school Education in Argentina**, a study of three urban early childhood programs, including in-depth interviews with teachers, students, and families (Education and Rights, May, 20xx)

## EDUCATIONAL ADMINISTRATION

**Community TODAY**, Boston, MA

Sep 20xx-present

Project Intern

- Track participant test scores and satisfaction ratings to assess effectiveness of bilingual (Spanish-English) instruction program in urban elementary classrooms
- Present summary of data at weekly meetings with project leaders and school representatives
- Visit classrooms to supplement quantitative findings with qualitative information from on-site observation and interviews

**Admissions Office**, Brandeis University, Waltham, MA

Sep 20xx-May 20xx

Office Assistant

- Responded efficiently and professionally to public inquiries about admissions procedures
- Managed appointment schedule for four interviewers and administrators
- Provided support such as web-based and archival research on special projects as needed

## RESEARCH EXPERIENCE

**Department of Education**, Commonwealth of Massachusetts, Boston, MA

Jun-Aug 20xx

Research Intern

- Served as co-liaison with focus groups to determine residents' concerns about public school systems' administration, testing requirements and resources
- Created 120-page report and delivered presentation to government officials based on focus group data and interviews
- Maintained large database of state-wide school testing results, analyzed data and ran reports as needed to support supervisor's work with educators and legislators

**TEACHING EXPERIENCE****Waltham Group**, Brandeis University, Waltham, MA

Jan 20xx-present

After-school Sports Aide

- Lead 20 middle school students in athletic activities
- Teach game rules and appropriate codes of conduct and sportsmanship

**Self-employed**, Waltham, MA

May-Aug 20xx

Tutor

- Instructed children aged 6 to 12 in beginning to advanced Spanish language
- Created curriculum and exercises complementary to Commonwealth of Massachusetts classroom requirements
- Built client base through personal website and word-of-mouth

**LEADERSHIP****New Undergraduate Student Orientation**, Brandeis University, Waltham, MA

Aug 20xx

Orientation Leader

- Selected as one of 50 leaders from a pool of 200 applicants, participated in 40+ hours of training in team building, ethics and integrity, resources and diversity
- Guided group of 7 first-year students through a week of orientation activities
- Counseled new students and families on topics including college life, safety and academics
- Provided resources to first-year students, answered questions, and introduced new peers to Brandeis

**Queer Resource Center**, Brandeis University, Waltham, MA

Jan – May 20xx

General Staff

- Supported students during weekly office hours on topics related to the intersection of gender and sexuality with religion, relationships, substance abuse and the law
- Presented diversity education programs to 200+ first-year students

**PRESENTATIONS & PUBLICATIONS**

Contributor, A. A., Contributor, B. B., Contributor, C. C., & Contributor, D. D. (Year, Month Day). *Title of contribution* [Description of contribution]. Title of Symposium/Conference, Location.

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. Title of Periodical, volume number(issue number), pages. <https://doi.org/xx.xxx/yyyy>

**SKILLS***Language:* Proficient in Spanish*Computer:* Strong computer skills in Microsoft Word, SAS, PowerPoint, Excel, Lotus**PROFESSIONAL AFFILIATIONS**

American Philosophy Association, Member

20xx-present

# EDUCATION STUDENT

Waltham, MA | student@brandeis.edu | 123-456-7890

## EDUCATION

**Brandeis University**, Waltham, MA

Bachelor of Arts in Sociology

Expected May 20xx

Minors: Education Studies, Near Eastern and Judaic Studies

**Related Coursework:** Secondary Curriculum Instruction and Assessment, Education and Social Policy, Critical Perspectives in Urban Education

## EDUCATION COURSEWORK RESEARCH PROJECTS

**The Anti-Bullying Project, Does It Go Far Enough?** Education and Social Policy Course Feb 20xx

- Researched effectiveness of the US Anti-Bullying Project through literature review and informational interviews with the Massachusetts Department of Education
- Analyzed research and integrated informational interviews and conclusions in 30-page paper and presented to faculty and peers

## TEACHING CREDENTIALS

**Massachusetts Tests for Educator Licensure (MTEL)**

Expected May 20xx

**Moderate Special Needs Certificate**

Expected May 20xx

**First Aid/CPR certified**

Sep 20xx

**Concussion certified, Heads Up online training**

Jun 20xx

## CLASSROOM TECHNOLOGY

Devices: Elmo, SmartBoard, iClicker, graphing calculator

Software: Adobe Creative Cloud, TI-Nspire

Grading: Praxi, Gradebook Wizard

## EDUCATOR TRAINING EXPERIENCE

**Pre-Practicum Experiences**, Brandeis University, Waltham, MA

Sept 20xx

**5th Grade Science**, Kehillah Schechter Academy, Norwood, MA

Sep - Dec 20xx

**3rd Grade Reading**, Eliot Elementary School, Boston, MA

Jan - May 20xx

- Observed teaching methods and classroom management skills
- Created interactive lesson plans supported by pre and post assessments, in collaboration with cooperating teacher
- Taught hands-on inquiry science lesson on starfish using the cooperative structure, think-pair-share

## ADDITIONAL TEACHING EXPERIENCE

**Har Zion Temple**, Penn Valley, PA

*Senior Camp Counselor*

Jun - Aug 20xx & 20xx

- Mentored and led groups of preschoolers (aged 3 to 5 years) in academic and recreational activities
- Communicated camp news to parents via newsletter and open houses

*Special Needs Teaching Assistant*

Jun - Aug 20xx

- Assisted teaching a class of 7 students about religious holidays, values and traditions

**Bryn Mawr Presbyterian Church, Bryn Mawr, PA**

May - Sep 20xx

*Substitute Shadow*

- Guided and assisted four-year-old diagnosed with autism in mainstreamed preschool classroom

**ADDITIONAL EXPERIENCE**

**WGBH Public Television, Boston, MA**

May - Jul 20xx

*Educational Productions Intern*

- Assisted in planning inaugural Summer Science Education Forum hosting xx national PBS stations and educational partners
- Performed maintenance and xml coding on national scale public television database for educators: [www.teachersdomain.org](http://www.teachersdomain.org)
- Organized and compiled legal clearances for an online media collection about civil rights

**Please Touch Museum, Philadelphia, PA**

Jun - Sep 20xx

*Community Services Intern*

- Organized and updated mobile exhibits for Montessori-based interactive museum
- Presented and interpreted exhibits and facilitated play at parenting workshops

**ACTIVITIES**

**Peers Educating about Responsible Choices, Brandeis University, Waltham, MA** Sep 20xx - present

*Publicity Chair*

- Present and moderate residence hall workshops educating students about effects and consequences of drug and alcohol use with a “just say no” approach

**Brandeis University Theater Arts Department, Waltham, MA**

Oct 20xx-present

*Main Stage Manager*

- Lead 3-person student team to manage large performance venue including ticketing, staffing, procurement and event logistics
- Coordinate with faculty and administrators to plan academic year schedule

**SKILLS**

Language: Italian (fluent), Spanish (intermediate), Hebrew (conversational)

Computer: Microsoft Word, TMS, Dreamweaver, PowerPoint, Excel, Lotus

## LAW STUDENT

415 South Street, MB xxxx  
Waltham, MA 02454

123-456-7890  
student@brandeis.edu

### EDUCATION

**Brandeis University**, Waltham, MA  
Major in Politics and Psychology  
Minor in Legal Studies

Expected May 20xx

**Relevant Courses:** Administrative Law, Constitutional Law, Topics in Law and Political Theory, Legal Foundations of American Capitalism, Power and Violence

### EXPERIENCE

**Greater Boston Legal Services**, Boston, MA

Aug 20xx - Present

*Legal Intern*

- Advocate for clients who are losing housing or need access to municipal and state services
- Research housing laws and case law to aid in specific cases
- Draft continuances, motions, affidavits, and other legal documents

**Law Offices of Robert Brady**, East Providence, RI

Jun20xx - Aug 20xx

*Summer Intern*

- Researched Rhode Island case law and statutes applicable to client cases
- Studied client files and organized materials for Requests for Production and Medical Affidavits
- Created arbitration binders for use in court-annexed arbitration

**Rhode Island Superior Court**, Providence, RI

May 20xx - Aug 20xx

*Law Clerk for Judge Judith Savage*

- Drafted letters and briefs based on legal research for pending cases
- Researched probate law, liability, state drug and alcohol statutes; composed memoranda synthesizing findings
- Observed cases both in court room and in judge's chambers with counsel

**Agency for International Development**, Washington, DC

May 20xx - Aug 20xx

*Intern, Office of Conflict Management and Mitigation, Bureau for Democracy*

- Edited internal and external reports fulfilling agency requirements to assess effectiveness of programs managing causes and consequences of conflict worldwide
- Generated office correspondence and tracked agency products/deliverables as member of 3-person team
- Collaborated with Technical Team member to provide scheduling and data support to project assessing countries at risk for conflict, instability, and violent extremism

### CAMPUS LEADERSHIP

**Politics Department**, Brandeis University, Waltham, MA

Sep 20xx - Present

*Undergraduate Department Representative*

- Serve as liaison between politics department faculty and students
- Develop programs of interest and provide departmental information for majors

### SKILLS & CERTIFICATIONS

Computer: LexisNexis, CaseMap, Westlaw Research, Microsoft Word, Excel and PowerPoint

Language: Proficient in Spanish

Certificate: Certified EMT, Commonwealth of Massachusetts

## NON-PROFIT STUDENT

linkedin.com/in/DeisSocialGood • student@brandeis.edu • Waltham, MA • (123) 456-7890

### EDUCATION

**Brandeis University**, Waltham, MA

BA in Politics and International Global Studies; Minor in Legal Studies

Expected May 20xx

**Senior Honors Thesis:** "Communities Working Together," a study of the collaboration of five urban groups in Boston to identify and advocate for needed neighborhood services, adviser: Prof. A. Smith

### RELEVANT EXPERIENCE

**Human Rights Campaign**, Washington, DC

Jun 20xx – present

*Board Relations Intern*

- Compile and edit contributions to Annual Report for nation's largest LGBTQ+ rights organization
- Plan board conferences, including securing speakers and researching venues
- Manage official correspondence between Board of Directors and Board of Governors

**Gay & Lesbian Advocates & Defenders**, Boston, MA

Jun – Aug 20xx

*Special Events Intern*

- Organized annual fundraising gala with 1000+ attendees for public interest legal rights organization
- Coordinated mass mailings and telephone bank to secure support from businesses and civic organizations
- Procured over \$5000 in auction items through direct appeal and donor stewardship
- Managed Excel databases of donor information and event details
- Provided on-site assistance for gala; delegated tasks to 20 volunteers and oversaw room set up

**Queer Resource Center**, Waltham, MA

Jan – May 20xx

*General Staff*

- Provided resources to students during weekly office hours on topics related to the intersection of gender and sexuality with religion, relationships, substance abuse and the law
- Presented diversity education programs to 200+ first-year students

**Triskelion (GLBTQSA Alliance)**, Waltham, MA

Oct 20xx – May 20xx

*General Coordinator*

- Developed policy manual to improve outreach, activism and education on campus
- Facilitated weekly club and e-board meetings for 40+ people
- Renewed alumni connections through email and video campaigns to enhance student-alumni networking and support
- Oversaw many successful events ranging from dances and speakers to protests and policy change

**Smith for Mayor Campaign**, San Antonio, TX

Aug 20xx – Jun 20xx

*Intern/Volunteer Coordinator*

- Mapped walking routes using GIS software to assist campaign canvassers
- Contacted local diversity center and high schools to encourage young voter support

### ADDITIONAL EXPERIENCE

**Sociology Department**, Brandeis University, Waltham, MA

Jan 20xx – present

*Research Assistant*

- Conduct research on social policy, religion and race to support professor's research area
- Identify and code themes in compiled fieldwork and interview transcripts for forthcoming book

**Men's Baseball**, Brandeis University, Waltham, MA

Sep 20xx – present

*Co-captain*

- Balanced 18+ hour practice, training, competition, and travel schedule at NCAA Division III level,
- Selected by teammates as squad leader for the 20xx season; plan training drills and motivate teammates

# Politics/Government Student

Waltham, MA 02453 | politics@brandeis.edu | (123) 456-7890 | linkedin.com/in/DeisPolitics

## EDUCATION

### **Bachelor of Arts in Politics**

Brandeis University, Waltham, MA

May 20xx

Cumulative GPA: 3.9/4.0, Presidential Scholar, Posse Scholar

**Relevant Coursework:** Introduction to Political Theory, Introduction to American Government, Comparative Politics, Civil Rights and Civil Liberties, Constitutional Law, Business Law

### **CIEE Study Abroad**

Yonsei University, Seoul, South Korea

August-December 20xx

**Courses:** International Relations in East Asia, Security and Social Media in South Korea, Intensive Korean Language 2, Cosmopolitanism and its Critics

## **AWARDS**

### **Outstanding Teen Volunteer for Texas League for Planned Parenthood**

March 20xx

*Chosen to speak at the Texas League for Planned Parenthood 2018 annual gala*

## EXPERIENCE

### **United States Department of Labor, Boston, MA**

May - Present

#### ***Data Analyst and Policy Intern***

- Compiled data and statistics on non-traditional apprenticeship programs and occupational licensure
- Briefed staff biweekly on current events and issues pertaining to wage inequality, work conditions and immigrant adversity
- Attended legislative hearings and interagency workgroups to understand regional constituent concerns and provide information on department's mission

### **ActBlue, Somerville, MA**

August 20xx – May 20xx

#### ***Intern***

- Communicated with 50+ donors per week via email, coordinating with Customer Services
- Assisted in donor response, check printing, reimbursements, and research projects for the Partnerships department

### **Texas State Senator's Office, Austin, TX**

#### ***Constituent Services Intern***

May 20xx – June 20xx

- Responded efficiently to constituent inquiries, answering letters and phone calls and filing them appropriately
- Managed and updated constituent case files and drafted correspondence
- Researched and wrote policy memos on gun rights and police reform

## CAMPUS LEADERSHIP

### **Department of Student Rights and Community Standards, Brandeis University, Waltham, MA**

Student Conduct Board Member

August 20xx- Present

- Educate the University about the Brandeis codes of conduct and personally advise students who are either victims or perpetrators of conduct violations
- Attend training sessions on diversity, sexual assault awareness, and conflict resolution
- Adjudicate alleged violations of University policy and impose sanctions when appropriate

## COMPUTER SKILLS

Microsoft Office, Microsoft Excel, Microsoft PowerPoint, Google Drive, Google Sheets, Lexis-Nexis, EBSCO database, Adobe Photoshop, Adobe Illustrator, iMovie, Canva, Trello, Slack



## Religious Work Student

415 South St. Waltham, MA | [religion@brandeis.edu](mailto:religion@brandeis.edu) | 123-456-7890.

### EDUCATION

#### Brandeis University, Waltham MA

Bachelor of Arts in Near Eastern and Judaic Studies; minor in Hebrew, May 20xx

Relevant Coursework: Advanced Intermediate Hebrew (Israeli Culture & Media), Biblical Hebrew Practicum, Sociology of Religion, Religion Identity & Conflict

### EXPERIENCE

#### Christianity and Antisemitism Thesis, Brandeis University, Waltham, MA

August 20xx – May 20xx

Researcher

- Conducted independent research under faculty supervision as part of senior thesis project titled, “Christianity and Antisemitism: An evaluation of Rosemary Ruether's faith and fratricide”
- Researched and analyzed over 50 individuals’ source materials and original texts, reviewing themes and synthesizing results
- Wrote 80-page thesis of original work and connected themes of historical and modern instances of Christianity and Antisemitism
- Defended thesis in front of committee and received High Honors

#### Yeshiva Ohr High School, Chestnut Hill, MA

September 20xx - June 20xx

Assistant Teacher

- Collaborated with master teacher on a year-long religious philosophy course for 25 5<sup>th</sup> grade students
- Translated lesson plans into experiential activities and created materials supporting a range of student learning styles and abilities
- Organized and maintained accurate Commonwealth-compliant subject, grading, and reporting records on student activities, achievement and attendance
- Selected and requisitioned books, instructional aids, and other supplies and equipment and maintained inventory records

#### Riverview Village, Oakwood, MA

June - August 20xx

Elder Companion Volunteer

- Supported 20 residents of hospice community through conversation and aid with daily needs
- Assisted recreation coordinator to offer music, arts and movement activities
- Shared observations on residents’ concerns with director and skilled care staff

#### Brandeis Hillel, Brandeis University, Waltham, MA

October 20xx – May 20xx

Communication Coordinator

- Collaborated with 8 other board members to develop Jewish programming for the Brandeis community
- Compiled Jewish social and cultural events to send in a weekly email to a listserv of over 2,000 people

#### Congregation Shalom, Short Hills, NJ

May – August 20xx

Volunteer

- Updated and transferred 200+ paper memorial records into new online congregant database
- Supported administrative assistant with daily tasks, answering phone calls and responding to inquiries

### SKILLS

**Language:** Hebrew (advanced intermediate)

**Computers/Technology:** Microsoft Office, SPSS, Adobe InDesign, Adobe Photoshop, WordPress, Social Media

## BIOLOGY/CHEMISTRY RESEARCH STUDENT

MBxx 415 South St., Waltham, MA 02454 | research@brandeis.edu | 123-456-7890

### Education

**Brandeis University**, Waltham, MA

B.A. in Biology, minors in Chemistry and Business

Expected Dec 20xx

**GPA: 3.55**, Dean's List

### Relevant Courses:

Cellular Structure and Function & Lab

Biochemistry

Biological Statistics

Environmental Chemistry

Genetics and Molecular Biology & Lab

Human Physiology

Human Anatomy & Lab

Organic Chemistry & Lab

### Laboratory Techniques and Computer Skills

- Bacterial transformation, mutagenesis, complementation, genetic mapping, restriction mapping, polymerase chain reaction, and microscopy
- Use and analysis of chromatography, MR, UV, IR, and mass spectroscopy
- Preparation, synthesis, and purification of a wide range of organic compounds
- SPSS, Microsoft Word, Excel, Access, Explorer

### Certifications

Boston-Consortium Chemical Hygiene Training & Environmental Health and Safety Training

Mar 20xx

### Research Experience

**Garrity Laboratory**, Brandeis University, Waltham, MA

Sep 20xx-present

*Drosophila Melanogaster Neurobiology Lab Assistant*

- Ensure the survival and maintenance of thousands of genetic strains of *Drosophila*
- Trained in autoclaving and the use and transportation of liquid chemicals and gaseous compounds
- Create detailed data reports to share with research team at weekly progress meetings

**Lovett Laboratory**, Brandeis University, Waltham, MA

Oct 20xx-May 20xx

*Escherichia coli DNA Research Lab Assistant*

- Retrieved, handled, reproduced, and shipped *E. coli* strains to support research into mechanisms by which cells preserve genetic information
- Practiced sterile techniques and microbial culture production to determine viable counts of bacteria
- Created and mixed nutrients for pouring plates and liquid media to explore cellular nutrition

### Additional Experience

**DJ Start-Up Business**, Waltham, MA

Jun 20xx-present

*Disc Jockey, Entrepreneur*

- Invested \$1300 in equipment; recovered expenses and created profitable business in six months
- Work night shifts and long weekends for large venues, over 20 events a year
- Coordinate and manage logistics with professional event planners to help develop events and themes

**Clubs for Children**, Boston, MA

Jul 20xx-May 20xx

*Marketing Consultant*

- Promoted services and special events for children and families through website and social networking sites
- Liaised with local media outlets to arrange feature stories, interviews, and organizational profiles

# Computer Hardware Student Resume

Waltham, MA | [student@brandeis.edu](mailto:student@brandeis.edu) | 123-456-7890 | [github.com/DeisStudent](https://github.com/DeisStudent)

## EDUCATION

**Brandeis University**, Waltham, MA

Bachelor of Science in Computer Science, Minors in Mathematics and History

Expected May 20xx

*Selected Courses:* Operating Systems, Data Structures and the Fundamentals of Computing, Autonomous Robotics

## TECHNICAL SKILLS

**Hardware:** Network configuration, WAN/LAN and routers, Security systems, Cloud management

**Programming:** Java, R, Matlab, SPSS, STATA, Python, Eclipse, Junit, PyUnit

**Systems:** Microsoft OS, Mac OS, and Microsoft Office Applications

## RELEVANT EXPERIENCE

**Information Technology Services**, Brandeis University, Waltham, MA

Sep 20xx-Present

*Level 2 Help Desk Consultant*

- Assist students and faculty with software and hardware issues, performing 15+ repairs per week
- Provide support for University applications including Workday, LATTE, JunosPulse and resolve Operating Systems and data backup issues using KACE, DROBO, and boot operations
- Consult on technical issue across campus, staffing university help line

**Brandeis Robotics Club**, Brandeis University, Waltham, MA

Sep 20xx-Present

*Captain*

- Coordinated weekly robotics workshops for 20+ students including soldering training, and 3D printing training
- Secured \$1,500 in funding and managed budgets for equipment, repairs, and educational events
- Collaborated with 3 team members to design and compete in regional robotics competition, designed robotic control system, and received 4<sup>th</sup> place

**MathWorks**, Natick, MA

Jun 20xx-Aug 20xx

*Desktop Support Intern*

- Installed and troubleshoot software packages across 1,500-person office on Mac and Windows OS machines
- Provided technical support to customers via email and cataloged inventory of customer requests into help system
- Reconfigured desktops and network equipment to increase functionality and addressed performance issues

## PROJECT EXPERIENCE

**Operating Systems**, Brandeis University, Waltham, MA

Aug 20xx-Dec 20xx

- Implemented a basic unix command shell and adapted it to build a concurrent unix command shell using Java with Java Threads for users to be able to process both foreground and background commands.

**Statistical Approaches to NLP**, Brandeis University, Waltham, MA

Jan 20xx-May 20xx

- Created three deep learning models (LSTM, LSTM with Char CNN, and LSTM-CRF) to find the accuracy of the POS tag assigned in the training data from the Penn TreeBank

## LEADERSHIP

**Girls Who Code**, New York, NY

May 20xx-Aug 20xx

*Teaching Assistant*

- Led activities to stimulate student interest in coding and computational thinking
- Provided individual and group support to students on coding projects
- Collaborated with head teacher to review lesson plans and establish productive and engaging environment
- Tutored students to reinforce their understanding of concepts and functions discussed during class time

**Computer Science Department**, Brandeis University, Waltham, MA

Sep 20xx-May 202xx

*Undergraduate Department Representative*

- Facilitate discussion and events centered around innovation and computer science, between faculty and students
- Supported and helped run Brandeis' Codestellation Hackathon

# Computer Science Student

cstudent@brandeis.edu | (124) 456-7890 | linkd.in/coscistudent | Waltham, MA 02454

## EDUCATION

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**Brandeis University**, Waltham, MA

B.S. in Computer Science and Business

Expected May 20xx

GPA: 3.5 (Dean's list for 4 semesters)

Relevant Coursework: Web Application Programming, Discrete Mathematics, Data Structures, Spoken Dialog Design, Software Entrepreneurship, Computation, Operating Systems

## SKILLS

---

**Programming:** Java, Maven, AngularJS, Java-script, Mongo Database, NodeJS, Express, Restful API's, Ruby, Gherkin/Cucumber, HTML, CSS, Github, Scheme, Subversion

**Software:** Eclipse, RubyMine, Microsoft Office, Excel, Autodesk

**Operating Systems:** Windows, Linux Ubuntu (certificate of experience with Linux)

## WORK EXPERIENCE

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**Software Engineering Intern**, Capital One, Richmond, VA

June 20xx – August 20xx

- Developed web-applications in Java that assembles and conditions data for scheduled integration, system, and performance testing of credit card services; automated process that previously took weeks to complete
- Built Ruby project to run a series of tests on the customer acquisitions platform for integration testing purposes
- Implemented the ATDD (Acceptance Test Driven Development) ideology by frequently constructing Ruby tests with the Gherkin/Cucumber framework to test the web application
- Frameworks: Java (Maven Project), Restful API's, MongoDB, AngularJS, Ruby, Gherkin/Cucumber (testing)

**Supply Chain Logistics Intern**, Signify, Bridgewater, NJ

June 20xx – Aug 20xx

- Automated twelve key performance indicator metrics from an excel sheet by creating tables and visuals on a dashboard by applying the tools Snowflake and Power Bi for the End to End Performance Team
- Participated in creating a code that helps warehouses in sorting LTL shipment and determine how many pallets to stack together
- Learned different tools like Microsoft Azure and Amazon S3 cloud storage to help with continuous data loading for faster connection to Snowflake

## PROJECT EXPERIENCE

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**Data Management for Data Science**, Brandeis University, Waltham, MA

Aug 20xx – Dec 20xx

- Cleaned data using the python re.package, configure entity resolution with the record-linkage package and process data with one-hot encoding
- Trained, tested, and validated data based on different Machine Learning algorithms (decision tree, K-nearest neighbors) and evaluate their performance using F1 score from Confusion Matrix

**Unsupervised Learning and Data Mining**, Brandeis University, Waltham, MA

Jan 20xx – May 20xx

- Implemented K-means clustering algorithm using built in python packages with two different types of initializations and compared the results the algorithm's implementation with Scipy packages

**Operating Systems, Brandeis University**, Waltham, MA

Aug 20xx - Dec 20xx

- Implemented a basic unix command shell and then adapted it to build a concurrent unix command shell using Java with Java Threads for users to be able to process both foreground and background commands.

## LEADERSHIP EXPERIENCE

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**Captain**, Brandeis Robotics Club, Brandeis University, Waltham, MA

Sep 20xx-Present

- Coordinated weekly robotics workshops for 20+ students including soldering training, and 3D printing training

# Environmental Services Student

415 South Street, Waltham, MA 025453 | 123-456-7890 | [ENVS@brandeis.edu](mailto:ENVS@brandeis.edu)

## EDUCATION

**Brandeis University**, Waltham, MA

Bachelor of Science in Environmental Studies, minor in Legal Studies

May 20xx

GPA: 3.7; Dean's List (all semesters)

*Relevant Coursework:* Fundamentals of Environmental Challenges, Applied Geographic Information Systems, Conservation Biology, Evolution and Biodiversity

## RELEVANT EXPERIENCE

**Office of Sustainability**, Brandeis University, Waltham, MA

Aug 20xx – present

*Sustainability Ambassador*

- Partner with multiple campus clubs to plan large-scale ecologically themed events
- Manage all aspects of campus Green Office and Green Room Certification Programs, educating departments and residence halls on institutional sustainability practices
- Present to groups of 10-45 peers on concrete ways to reduce personal carbon footprint

**Nkonzo Wildlife Research Center**, Mossel Bay, South Africa

May – Jul 20xx

*Wildlife Research and Conservation Intern*

- Collected field data on water quality and sea life diversity through sampling, dives and remote sensing techniques
- Organized data from past conservation research reports to create comprehensive review of organization's progress to date for comparison with regional advances
- Received instruction on conservation biology, animal behavior, ethics and wildlife tourism from center's staff of scientists

## LEADERSHIP EXPERIENCE

**Students for Environmental Action**, Brandeis University, Waltham, MA

Jan 20xx – Dec 20xx

*Vice President*

- Planned agenda and led weekly meetings for 35 members to share information, select priority topics and develop action steps/projects
- Co-led Brandeis Divestment Week events, including 4 educational and experiential events to promote fossil fuel divestment
- Assisted marketing team to create messaging on latest club sustainability initiatives

## INVOLVEMENT

**Brandeis Volleyball Club**, Member

Sep 20xx - present

**Brandeis Korean Student Association**, Member

Jan 20xx - present

**Up the Octave**, Member

Sep 20xx - present

## SKILLS

**Environment:** Environmental Impact Assessment, basic habitat management

**Computer:** Microsoft Word, Excel, PowerPoint, GIS, GPS, R, database management

**Language:** Spanish (advanced)

# NEUROSCIENCE RESEARCH STUDENT

Waltham, MA  
(124) 456-7890

student@brandeis.edu  
linkd.in/student

## PROFILE

Skilled laboratory technician exploring research and development opportunities in neuroscience. Experience working with human and animal subjects in clinical and medical environments

## EDUCATION

**Brandeis University**, Waltham, MA  
B.S in Neuroscience and Biology

Expected May 20xx

Relevant Course Work: Behavioral Neuroscience, Cognitive Neuroscience, Human Memory, Principles of Neuroscience, Psychology Statistics, Social Psychology

## LABORATORY SKILLS

- Research tools: Tobii eye-tracker, Matlab, autoclaving device
- Familiar with IRB review process
- Create and test yeast and bacterial plates
- Adhere to research and safety protocols

## EXPERIENCE

**Psychology and Statistics Laboratory**, Brandeis University, Waltham, MA

Aug 20xx-present

*Research Assistant*, Professor Avi Rodal, PI

- Research unconscious learning by extracting statistical regularities of unknown visual scenes
- Test human subjects to collect visual and learning data, supplementing with eye-tracker data
- Train and head-fix rats and observe visual learning in animals

**Foundation for International Medical Relief of Children**, Brandeis University, Waltham, MA

Sep 20xx-present

*President, Secretary*

- Oversee club members' execution of program responsibilities, keep in contact with national chapters
- Spread awareness of club's mission through student-professor discussion panels
- Write successful grant proposals and raise funds through corporate sponsorship and events
- Assisted with health education classes and community discussions in Costa Rican clinic; presented workshops on gender-related medical issues; managed day-to-day administration; assisted with minor medical procedures

**Waltham Volunteer Group**, Brandeis University, Waltham, MA

Aug 20xx-May 20xx

*Companions to Elders Coordinator*

- Provided weekly companionship and activities for up to 50 elderly adults in Waltham
- Supervised 30 volunteers: organized training at nursing home, scheduled weekly visitations, arranged transportation
- Communicated with administrators, faculty, and peers to problem-solve challenging situations

**Department of Ear, Nose, Throat (ENT)**, Kasturba Hospital, Manipal, India

Jun-Jul 20xx

*Clinical and Surgical Observer*

- Attended clinic teaching program given by the hospital's ENT department staff
- Observed procedures in outpatient department and surgeries including endoscopic sinus surgery and widefield total laryngectomy

## CAMPUS INVOLVEMENT

Brandeis Wind Ensemble (clarinetist)  
South Asian Culture Club (member)

Sept-May 20xx  
Aug 20xx-May 20xx