

Your Name (Camp Counselor/Tutoring Examples)

yourname@umass.edu | (770) 555-5555

Amherst, MA

EDUCATION

University of Massachusetts Amherst, Amherst, MA

Bachelor of Arts in Sociology

GPA: 3.5

Anticipated May 2026

WORK EXPERIENCE

Spanish Tutor, *Mt. Tabor High School*, Winston-Salem, NC

November 2022 - Present

- Provide private tutoring twice weekly to two high school sophomores taking elementary Spanish
- Develop lessons and activities to teach students proper pronunciation and grammar
- Help students improve Spanish conversation skills and increase test scores by 20 percent

Camp Counselor, *Camp Butterfly*, Portland, ME

Summer 2021

- Supervised cabin of 10 female campers ages 10 to 12
- Taught basic wellness principles (nutrition, fitness, stress reduction) to campers in groups of 15
- Teamed with other counselors to organize and lead large group recreational and social activities
- Communicated with parents concerning homesickness and adjustment issues

Child Care Provider, *A+ Afterschool*, Atlanta, GA

April 2019 - January 2020

- Supervised and cared for children ranging in ages from 15 months to 6 years
 - Developed games and activities to both entertain and educate children
-

ACTIVITIES AND VOLUNTEER EXPERIENCE

Participant, *Wake 'N Shake*, Amherst, MA

March 2022

- Participated in 12-hour dance marathon with students from a wide variety of campus organizations
- Utilized teamwork skills while engaging in group competitions and encouraged team morale throughout the event which raised \$50,000 for cancer research

Volunteer, *Habitat for Humanity*, Amherst, MA

February 2023 - May 2023

- Worked with team of 20 fellow college students to build home for lower-income family
- Assisted health educator in teaching a six-week smoking cessation class

Volunteer, *Fulton County Health Department*, Atlanta, GA

September 2021 - April 2022

- Scheduled client appointments and answered general questions about services

Recipient, *Girl Scout Gold Award*, Atlanta, GA

May 2019

- Led troop in collecting over 1,000 pounds of canned goods for local food bank
-

SKILLS

Language: Bilingual in English and Spanish

Computer: Proficient in Microsoft Word, PowerPoint, Excel, and Publisher, Canva, Adobe Creative Suite

Your Name (PR/Restaurant Examples)

yourname@umass.edu (336) 555-3333

Education

University of Massachusetts, Amherst, MA

College of Social & Behavioral Sciences

Bachelor of Arts in Communication & Journalism

Expected May 2025

Public Relations Concentration

Financing 100% of education through athletic scholarship

Experience

Public Relations Assistant, YMCA, Winston-Salem, NC,

Summer 2023

- Wrote 18 press releases for local newspapers promoting summer programs
- Initiated and maintained 25 professional broadcast and print media contacts
- Assisted in planning and implementing a fundraising event for over 500 invited guests resulting in \$200,000 in charitable donations

Assistant, Communications and External Relations, UMass

Spring 2022

- Gathered information about campus news, wrote press releases, and distributed reports to local media outlets
- Assisted editorial staff with editing and proofreading draft of alumni magazine
- Wrote a week-long series of posts for the University blog about being a student athlete

Server, Magnolia's, Winston-Salem, NC

Summers 2020, 2021

- Demonstrated ability to multitask by effectively prioritizing and managing service for 10 to 15 tables per shift in busy four-star restaurant
- Developed excellent customer service and sales skills through thorough knowledge of menu, food and beverage preparation, and chef's specials
- Cooperated with other staff when catering parties and events to maximize efficiency

Activities

Co-Captain and Member, Varsity Volleyball Team, UMass

2022-Present

- Led practice in absence of coach and serve as liaison between coach and team members
- Displayed teamwork and leadership skills by communicating plays during matches
- Developed strong time management skills while spending up to 30 hours per week in practice, play, and travel

Representative, Student Athlete Advisory Committee, UMass

2021-Present

- Chosen by coaches and teammates to represent student athletes in administrative meetings
- Communicate student athlete requests and concerns to Athletic Director

Volunteer, Athletes Care Team, UMass

2021-Present

- Provided individual and group tutoring in math and reading to children ages 8 to 10 years old
- Built relationships with children through support and encouragement

Skills & Interests

Microsoft Word, Excel, PowerPoint, Publisher, Mac and PC Operating Systems, Canva

Proficient in Spanish

Classic films, hiking, photography

Your Name (Customer Service/TA Examples)

Worcester, MA • email@gmail.com • 413.555.5555

EDUCATION

University of Massachusetts, Amherst, MA

Expected May 2025

Bachelor of Arts in Communication

Minor: Public Health

EXPERIENCE

Teacher's Assistant, Elisabeth W. Amen Nursery School, Amherst, MA

Spring 2023 - Present

- Aided teacher during all classroom activities, meals, and pick up
- Fostered learning, social skills, and play between children
- Enforced classroom rules and handled student conflicts and break downs

Camp Counselor, Wyonegonic Camps, Denmark, ME

Summer 2021

- Mentored and guided teenage girls in daily and nightly activities
- Instructed and supervised high rope courses
- Created, taught and directed games, dances and plays

Sales Associate, Frigo's Specialty Food Services, East Longmeadow, MA

Summers 2018, 2019

- Managed cash, credit card, and check transactions
- Provided high level of customer service by answering questions and addressing concerns of customers
- Maintained clean and safe food preparation area in compliance with local state regulations

EXTRACURRICULARS AND LEADERSHIP

Athletic Mentor, UMass, Amherst, MA

Spring 2023 - Present

- Serve as a liaison between the student-athletes and administration at the academic and athletic levels
- Design and implement programs to encourage academic achievement, health promotion and social responsibility

New Student Orientation Leader, UMass, Amherst, MA

Fall 2023 - Present

- Assist new students during orientation, effectively communicated information to first year students
- Facilitate workshops and one-on-one meetings on class selection, major exploration, and campus involvement
- Hold monthly events for students to get involved in the UMass community

Love Your Melon Campus Crew, UMass, Amherst, MA

Winter 2022 - Fall 2024

LYM is a company devoted to giving a hat to every child battling cancer in America and raising money for pediatric cancer research

- Planned and coordinated fundraisers around campus to promote LYM and its products
- Participated in household visits to children battling cancer to show support and present LYM apparel

Dorm Proctor, Brewster Academy, Wolfeboro, NH

Fall 2020 - Spring 2021

- Served as a senior advisor and campus leader while living among freshmen and sophomores
- Administered room checks and oversaw community chores, to ensure cleanliness of dorm
- Planned and organized student events to foster community and build relationships
- Interviewed incoming applicants during 2017-2018 leadership team application process

SKILLS & INTERESTS

Computer skills: Microsoft Office Suite, Adobe InDesign, Social Media; Instagram, Facebook, Twitter

Foreign Language skills: Proficient in speaking, reading and writing in Spanish

Interests: Hiking the Green Mountain peaks, classic films, watercolor painting

Your Name (Finance/Business Examples)

City, STATE

name@umass.edu | 000.000.0000

EDUCATION

University of Massachusetts, Amherst, MA | *Bachelor of Arts*

Expected May 2024

- Double Major in Economics and Psychology
- Relevant Coursework: Corporate Finance, Advanced Macroeconomics, Multivariable Calculus, Statistics
- Major GPA: 3.90/4.00 Cumulative GPA: 3.82/4.00

EXPERIENCE

J.P. Morgan Corporate and Investment Bank, NY, NY | *Summer Analyst in Treasury Services* June-August 2023

- Acted as project lead of surveys initiative, analyzing 45 client feedback reports to propose actionable steps
- Organized team of 9 interns: assigned roles, fielded questions, and was accountable for project's outcome
- Gathered team's data, devised summary pages, edited final project, and presented to senior management
- Received strong support from senior leaders; final project summary slides used in global town hall meetings
- Developed wallet-sizing methodology to determine the most suitable client and product targets
- Used cash-to-revenue ratios from firms' annual 10-K reports to estimate wallet-sizes

MAStorage, Amherst, MA | *Co-Owner, Head of Finance & Operations* September 2021-December 2022

- Provided student-run, full-service summer storage to students at five colleges
- Managed company bank account, approved uses of corporate funds, and determined worker compensation
- Represented MAStorage owners in negotiating and successful acquisition by All College Storage (ACS)
- Developed and executed valuation methodology for MAStorage using projected discounted cash flows
- Appointed to ACS senior management team; worked as ACS Campus Head until 1/20

Primary Wave Music, New York, NY | *Summer Intern* June-August 2021

- Worked directly with CMO of pioneering music publishing company, developed innovative promotional ideas
- Developed and executed strategy to acquire sponsorship for Earth, Wind, and Fire Latin Tribute Album
- Designed multiple compensation packages for advertising agencies and closed sales

ATHLETICS

UMass Men's Varsity Soccer, Amherst, MA

2020-Present

- 2012 co-captain

LEADERSHIP AND ACTIVITIES

Business Group & Business Leadership Seminar, Amherst, MA | *Officer*

2023-Present

- Selected to be one of four student-officers of student-run, pre-professional business group
- Learn business essentials from high-ranking corporate executives in annual three-day lecture series

UMass Leads Futures Program, Amherst, MA | *Member*

2021-2022

- Admitted to prestigious leadership program that prepares student-athletes to lead on and off the field
- Participate in a variety of symposia, workshops, and interactive lectures with revered leaders in sports
- Chosen to be one of seven students athletes on advisory panel aimed at increasing UMass Leads' effectiveness

SKILLS AND CERTIFICATIONS

- Highly conversational in French; familiar with German
- Proficient in Excel and PowerPoint; familiar with SPSS
- Certificate in Career Management, SBS Career & Professional Development Summer Webinar Series 2022
- Certified in CP

Your Name (Research/Study Abroad Examples)

soandso@umass.edu | (508)xxx-xxxx

EDUCATION

University of Massachusetts, Amherst, MA

Expected May 2024

Bachelor of Arts in Sociology

Relevant Coursework: Research Ethics; Civil Liberties; International Law, Sociology of Indigenous Peoples

SIT Study Abroad, Nicaragua: Youth, Culture, and Literacy, Managua, Nicaragua

Fall 2022

- Studied youth culture and expression, historical and contemporary challenges for youth, and Nicaraguan literature, advocacy, social change, and expression
- Traveled to Cuba for a week to gain comparative perspectives on Cuban and Nicaraguan youth
- Lived with two different host families and learned to speak Spanish in every day interactions

RESEARCH EXPERIENCE

University of Wisconsin Madison, Madison, WI

Summer 2022

Undergraduate Research Fellow

- Collaborated in an investigation of the mechanisms of values-affirmation-mediated achievement gap reductions
- Identified specific research questions to target with an existing data set
- Cleaned, transformed, and interpreted data, as well as crafted a compelling presentation of results
- Developed a code to gauge cognitive engagement in student essays in collaboration with Professor

UMass Department of Sociology, Amherst, MA

Research Assistant

Spring 2022

- Tested a Pashto language instruction software and determined its potential for use in an experiment looking at the relationship between musical training and language-learning aptitude

ADDITIONAL EXPERIENCE

Vela Scholars Program, Amherst, MA

Fall 2020-Present

Instructor at Amherst Regional Middle School

- Teach study strategies and math concepts to students of all skill levels

Green UMass Project, Amherst, MA

Events Coordinator

Spring 2022-Present

- Support student-led sustainability initiatives by managing social media accounts, arranging speaker engagements, and organizing major campus events
- Promote high-level dialogue between students, administrators, and leadership

Casa de Madre, Managua, Nicaragua

Fall 2022

Volunteer

- Taught beginning English to residents between the ages of 5-10 years old through games and activities
- Helped prepare and serve meals to the residents

ACTIVITIES

The Daily Collegian, Editor, Amherst MA

Spring 2022-Present

- Write and edit opinion pieces for UMass student publication

UMass Outing Club, Member, Amherst MA

Fall 2021-Present

- Attend weekly meetings and outdoor excursions to foster community

SKILLS

Language: Intermediate Spanish, written and spoken

Technical: Microsoft Excel, NetLogo, SPSS

Your Name (Journalism Examples)

www.linkedin.com/in/mname | mname@gmail.com
mname.wordpress.com | (508)-855-5555

Education

University of Massachusetts, Amherst
College of Social & Behavioral Sciences

Bachelor of Arts in Journalism

Candidate May, 2024

Relevant Coursework: Media Strategies, Newswriting, Public Relations, Public Speaking

Skills

Editorial: AP Style, Interviewing, Reporting, Meets Deadlines

Languages: Fluent in English; Conversational in Spanish

Technical: Advanced in Adobe Premiere, Canva, Microsoft Word & PowerPoint Proficient in WordPress, Adobe InDesign, iMovie, Google Suite

Relevant Experience

Daily Collegian, Amherst, MA

Writer & Editor

Spring 2021 - Present

- Published 2 articles each semester
- Cover mental health and wellness beat
- Edit articles while collaborating in a team of seven

Liberty Mutual, Boston, MA

Marketing Intern

Summer 2022

- Create strong bullet points the begin with action verbs that represent your skills
- Utilize transferable skills that relate to the jobs you are applying to next
- Convey the impact you made at each experience, use metrics if possible
- Created TikTok account to attract new customers, grew followers to over 5,000

Additional Experience

Market Basket, Fitchburg, MA

Cashier

Aug 2021 - Jun 2022

- Include more than just the tasks you performed, share *how* you did them
- Share any major accomplishments, accolades, and awards
- Effectively communicated with customers to provide a positive shopping experience

Bright Future Daycare, Worcester, MA

Assistant Teacher

Summers 2020 & 2021

- When experiences are in the past use past tense verbs to start bullet points
- Pivoting into different industries means pulling out the overarching skills you learned
- Led classroom of 20 students, utilizing age-appropriate lesson plans to aid development