

# Résumé

*This is your opportunity to make a great impression!*

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## Résumé Parts

### Header

- Include your name in a larger font than the rest of your résumé (16 font is typically large enough; don't go overboard).
- Include your address with your zip code, phone number and e-mail address.
- If you have an online portfolio that you would like to share, it is important to add the URL link at the top of your résumé.
- If you have a unique LinkedIn URL, you are welcome to add this to your header as well.

### Summary / Professional Profile

- Objectives and Summary statements are optional. They can emphasize your qualifications but they are not necessary.
- Use a Summary or Professional Profile to highlight 3 to 5 key skills or qualifications you can offer an employer.

### Education

- Summarize your educational achievements – colleges attended (with city & state) graduation dates (i.e. May 2020), certificates, academic majors, minors and course concentrations. Study abroad can be included here as well.
- Start with most recent degree awarded and work backwards.
- Do not list high school or earlier education unless exceptional or relevant in some way.
- GPA is optional. It's best to include the GPA if yours is 3.0 or higher *and* you feel it will enhance your résumé.
- Adding relevant coursework or training is optional in this section. Only add it if it is unique and specific to the position.
- If you have earned any scholarships or awards you can add it to this section.

### Experience

- Any experience relevant to the position you're seeking, whether paid or unpaid, should be included.
- You may include full-time or part-time work experience, volunteer jobs, internships and relevant clinical experience.
- Focus on transferable skills – communication, analysis, teamwork, research, leadership, writing, etc...
- List a month and year to clarify the length of your experience (May 2020-July 2020) **or** list a season (Fall 2020); not both.

### Activities

- Emphasize any significant activities you've participated in outside of work – community service, extra-curricular activities.
- List activities that demonstrate leadership ability, initiative, team working skills and perseverance.
- Highlight leadership or volunteer roles you have held by titling the section "Leadership Activities" or "Volunteer Experience"

### Honors and Awards

- If the award or organization is well known, you can list them in the Education section [Example: Dean's List (2 semesters)].
- If they are not well known, clarify the qualifications of the award.
- If you have multiple honors or awards, place them in a new category of "Honors/Awards."

### Additional Information or Skills Section

- Include your areas of knowledge including: special qualifications, language skills, computer skills, military experience.
- List your contributions to industry related publications and your memberships.
- Identify an organization's full name (i.e. Society for Human Resource Management), instead of using acronyms (i.e. SHRM)

### Items to Avoid on Your Résumé

- Do not write "References available upon your request" on your résumé. A separate reference list (not part of your resume) should be created for this.
- Location preferences, availability dates and salary requirements should not be added to your résumé. These can be discussed after a formal offer has been extended.
- Do not include personal information such as height, weight or photos to your résumé.

## Résumé Tips

- Make résumé professional and easy to read; no bright colors or unusual fonts
- Use your résumé to explain how you'll meet the employer's needs
- Tailor your résumé to the position you are applying for by placing the most related information at the top
- **Bold** or UPPERCASE to highlight critical facts - no underline
- Stress results, skills and accomplishments rather than duties
- Begin accomplishment statements with action verbs; use *past tense* verbs for past activities **and** *present tense, command voice* verbs for present activities
- Proofread for misspelled words and grammatical errors
- Choose headers to highlight your individual strengths
- Do not use computer-based résumé "templates"
- No personal pronouns such as "I," "me," and "my" or articles "a" "an" or "the"
- An industry standard résumé is one page
- Do not use abbreviations, acronyms, slang, or jargon

## Accomplishment Statements

Accomplishment statements are the short statements in résumés that typically appear below each position held. They are commonly bulleted, incomplete statements. A strong accomplishment statement should be brief, specific, and results oriented. Begin each statement with an action verb. **See Action Verb List at the end of this guide.** Use quantitative measures when possible.

**In general, consider an activity to be an accomplishment if any of the following occurred:**

- Your performance exceeded past performance
- Things were made easier, simpler, or were done more quickly
- Equal results were achieved with fewer resources and/or in less time
- Something new was achieved
- A task or duty was performed well on a consistent basis

**Types of accomplishments:**

- Planned and/or promoted a program
- Created and implemented various incentives/awards to increase attendance at specific events
- Participated in service or volunteer activities that resulted in community improvements

Examples: **Notice how accomplishment statements are quantifiable and show impact!**

**Duty:**

- Monitor assembly line and production process

**Accomplishment:**

- Initiated advanced assembly procedures to increase production by 10% and reduced turnaround time from 5 to 4 days

**Duty:**

- Coordinate various activities for the organization

**Accomplishment:**

- Plan and coordinate 3 student-led professional development programs each semester

**Duty:**

- Train new employees

**Accomplishment:**

- Developed training and evaluation program to facilitate orientation of 3 to 5 new employees monthly

**Duty:**

- Perform customer service and cashier duties when assigned

**Accomplishment:**

- Resolved customer complaints in a timely and professional manner, resulting in 95% customer approval rating

Writing accomplishment statements can be a challenge! The process is quite different from the majority of writing you are expected to produce in college. Fortunately, there are some techniques that can work well to help you out. Realize that you

are trying to provide enough **DETAIL** in your statements to give the reader an understanding of your accomplishments and the skills you used to achieve them.

Identify the skill you want to demonstrate within the accomplishment statement. Select a strong action verb that you feel highlights that skill. Answer two of the questions outlined above. Following this process can help you write excellent accomplishment statements. Remember that the skill itself is expressed through the verb so there is no need to list it overtly on the résumé.

The example and table below can help you get started with this process:

SKILL	ACTION VERB	WHO?	WHY?
Teamwork	Collaborated	4 classmates	To research violations of international law and to deliver an in-class presentation on the subject.

**Finished version:**

*Collaborated with 4 classmates to conduct in-depth research on international law and presented findings to class of 25.*

**TOP 5 VERBS HIRING MANAGERS NOTICE**

(See complete verb listing later in this guide)

1. **Created:** Companies want employees who are innovative and creative, and who aren't afraid to take risks.
2. **Achieved:** Ultimately, hiring managers want to hire people who are self-motivated and who actually achieve things.
3. **Improved:** Every process, system, and product can be improved in some way.
4. **Resolved:** Problem solvers are a great asset to any organization.
5. **Mentored:** While it's great to hire people who are highly skilled, it's even better when your candidate also teaches others.

What is the Difference between a Curriculum Vitae (CV) and a Résumé?

There are a few differences between a CV and a résumé. A CV is often written by academics who have published articles, journals, books or conducted scientific studies. A CV emphasizes academic accomplishments and is often used in an academic setting and within the scientific community. All of the sections that are included in a traditional résumé are also included in a CV such as: Name & Address, Education, Experience, Activities, and Skills. However, a CV is a more detailed version of your résumé and can include the following additional sections:

**Publications, Posters and Presentations**

- If you have published articles and books or presented at conferences, you can include the titles and a summary of your work
- Consider having separate sections if you have published and presented a considerable amount

**Research Experience**

- Explain the type of research, where you conducted the research and for how long (include dates)
- Create a short summary that explains the content of the research conducted (typically 2-3 lines max)
- If the research was conducted at a university with a professor, include the name of the professor and their department

**Areas of Specialization**

- This section is optional but can be used to highlight a particular research area or area of interest/specialty

**Grants, Honors and Awards**

- Emphasize any research grant money obtained for research including the name of the grant, how much was received and a short one sentence statement about the grant
- Include any awards or honors
- If granted several honors, awards or grants, consider separate sections

**Scholarly or Professional Memberships**

- List any professional affiliations such as professional societies or groups

The format below is an example of a strong layout and relevant content for a student/recent graduate resume. If you would like to use this format as a template, you can find it online at [arcadia.edu/track\\_e3](http://arcadia.edu/track_e3)

# First Name Last Name

450 S Easton Rd, Glenside, PA 19038 • Phone Number • Email Address • LinkedIn custom URL

## EDUCATION

**Arcadia University**

Glenside, PA

**Bachelor of Science in Major Name**

Expected Month, Year

**Concentration or Minor:** if applicable      **GPA:** include if 3.0 or above

**Honors:** list honors programs and any other honors or scholarships if applicable

**Study Abroad:** Host University, Academic Area of Study

City, Country

## RELATED EXPERIENCE

**Organization Name**

~~~~~ City, ST

Position Title

Dates worked

- Begin each bullet with an action verb: (Managed, Performed, Created, Provided, Assisted, etc.)
- If work performed does not directly relate to your intended position focus on transferable skills (communication/teamwork/organizational/problem-solving/time management etc.)
- Be sure to describe your job duties in a detailed, succinct manner; quantifying where possible; **Exa:** Ensured safety of approximately 30 girls, ages 9 to 11 years old during camp activities

## WORK EXPERIENCE

**Organization Name**

City, ST

Position Title

Dates worked

- Begin each bullet with an action verb: (Created, Achieved, Improved, Resolved, Mentored etc.)
- If work performed does not directly relate to your intended position focus on transferable skills (flexibility/attention to detail/initiative/decision making /creativity etc.)
- Be sure to describe your job duties in a detailed, succinct manner; quantifying where possible; **Exa:** Updated volunteer database from Excel resulting in 20% increase in volunteer engagement

## VOLUNTEER EXPERIENCE

**Organization Name, Volunteer**

Month Year

**Organization Name, Volunteer**

Month Year

## LEADERSHIP AND ACTIVITIES

**Arcadia University Club/Organization/Team**

Month Year- Present (or Month Year)

Position Title

- Select experiences that are recent and relevant
- List skills learned, tasks accomplished, time commitment and results

**Arcadia University Club/Organization/Team**

Month Year- Present (or Month Year)

Position Title

- Select experiences that are recent and relevant
- List skills learned, tasks accomplished, time commitment, and results

## SKILLS

**Technical:** Excel, Publisher, Final Cut Pro

**Language:** Intermediate Spanish, Conversational French

# Action Verbs for Resumes

## Management

|           |              |            |             |             |             |
|-----------|--------------|------------|-------------|-------------|-------------|
| •produced | •anticipated | •analyzed  | •approved   | •assigned   | •delegated  |
| •attained | •chaired     | •checked   | •reviewed   | •contracted | •developed  |
| •devised  | •directed    | •evaluated | •enforced   | •formed     | •supervised |
| •headed   | •increased   | •initiated | •integrated | •organized  | •planned    |

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## Communication

|             |              |             |              |             |               |
|-------------|--------------|-------------|--------------|-------------|---------------|
| •addressed  | •composed    | •drafted    | •interpreted | •persuaded  | •recruited    |
| •arbitrated | •conveyed    | •edited     | •lectured    | •presented  | •translated   |
| •wrote      | •transcribed | •enlisted   | •mediated    | •promoted   | •corresponded |
| •authored   | •developed   | •formulated | •moderated   | •publicized | •collaborated |

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## Research/Analytical

|             |             |            |              |              |               |
|-------------|-------------|------------|--------------|--------------|---------------|
| •assessed   | •critiqued  | •surveyed  | •examined    | •interviewed | •investigated |
| •clarified  | •discovered | •diagnosed | •identified  | •reviewed    | •summarized   |
| •collected  | •defined    | •dissected | •inspected   | •organized   | •determined   |
| •correlated | •detailed   | •evaluated | •interpreted | •reported    | •systematized |

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## Teaching

|            |              |            |             |             |               |
|------------|--------------|------------|-------------|-------------|---------------|
| •adapted   | •revised     | •evaluated | •informed   | •simplified | •coordinated  |
| •advised   | •developed   | •explained | •inspired   | •tailored   | •summarized   |
| •clarified | •facilitated | •enabled   | •instructed | •sparked    | •encouraged   |
| •coached   | •guided      | •trained   | •persuaded  | •reported   | •communicated |

## Project Management

|            |             |            |            |             |                |
|------------|-------------|------------|------------|-------------|----------------|
| •approved  | •dispatched | •compiled  | •organized | •retrieved  | •met deadlines |
| •validated | •responded  | •arranged  | •purchased | •classified | •implemented   |
| •retained  | •recorded   | •judged    | •compared  | •operated   | •reorganized   |
| •executed  | •enforced   | •collected | •inspected | •copied     | •processed     |

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## Financial

|            |             |            |             |             |               |
|------------|-------------|------------|-------------|-------------|---------------|
| •verified  | •audited    | •developed | •forecasted | •projected  | •researched   |
| •allocated | •balanced   | •earned    | •managed    | •rectified  | •reviewed     |
| •analyzed  | •budgeted   | •estimated | •marketed   | •reduced    | •administered |
| •appraised | •calculated | •financed  | •planned    | •reconciled | •interpreted  |

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## Creative

|           |              |              |             |             |                 |
|-----------|--------------|--------------|-------------|-------------|-----------------|
| •acted    | •decorated   | •planned     | •founded    | •instituted | •performed      |
| •designed | •established | •illustrated | •integrated | •dramatized | •conceptualized |
| •created  | •developed   | •shaped      | •imagined   | •introduced | •revitalized    |
| •invented | •directed    | •fashioned   | •initiated  | •customized | •transformed    |

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## Helping

|            |            |            |               |             |               |
|------------|------------|------------|---------------|-------------|---------------|
| •accepted  | •conducted | •educated  | •guided       | •provided   | •represented  |
| •assisted  | •counseled | •effected  | •motivated    | •served     | •empowered    |
| •assessed  | •dealt     | •resolved  | •participated | •questioned | •restored     |
| •clarified | •handled   | •protected | •referred     | •validated  | •demonstrated |

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**Note: These resumes have been shrunk by 50% to fit two examples on a page. Your resume should fill an 8x10 page.**

## Simone Rodriguez

(215) 555-4321 • 8440 Limekiln Pike • Wyncote, PA 19095 • rodriguez@arcadia.edu

### PROFESSIONAL SUMMARY

- Adept at connecting with a diverse range of individuals in an instructional setting
- Resourceful, creative and insightful, with ability to effectively resolve challenges
- Fluent in Spanish and French languages including speaking, reading and writing
- Proven work ethic; worked 45 - 50 hours weekly during summer to offset tuition

### EDUCATION

#### Bachelor's Degree in Elementary Education, Minor: Computer Science

Arcadia University, Glenside, PA May 20xx

#### Awards and Certifications:

- PA State Certifications in Elementary Education and Mathematics June 20xx
- Earned 3.76 GPA and Dean's List recognition 7 consecutive semesters

### TEACHING EXPERIENCE

#### Mathematics Tutor

Academic Development Office, Arcadia University, Glenside, PA August 20xx – May 20xx

- Provided algebra and calculus instruction for individual students and small tutoring groups
- Developed tutorial programs to aid students in mathematical comprehension
- Evaluated students' progress via written and verbal developmental reports

#### Student Teacher, 4<sup>th</sup> Grade

Enfield Elementary, Springfield, PA January 20xx - May 20xx

- Taught mathematics utilizing computer software, textbooks and customized lesson plans
- Collaborated with other 4<sup>th</sup> grade teachers to arrange a 43 student field trip
- Organized exhibit for parents featuring mathematics portfolios of students

### ADDITIONAL EXPERIENCE

#### Server

Applebee's Restaurant, East Stroudsburg, PA June-May, 201x-201x

- Served 7 to 10 tables per shift in a fast-paced environment
- Utilized customer service skills to independently resolve customers' concerns
- Awarded "Employee of the Month" for excellence in performance

#### Sales Associate

Old Navy, Willow Grove, PA September 20xx – May 20xx

- Communicated brand information and product details to ensure customer satisfaction
- Marketed new products and store promotions resulting in 10% sales growth per shift
- Performed cashier duties and prepared inventory for sales floor

### VOLUNTEER EXPERIENCE

**Habitat for Humanity**, Arcadia University, Glenside, PA August 20xx – May 20xx

- Participated in student-led efforts to provide affordable housing for residents of Philadelphia
- Tracked student participation and organized meals for 75 student volunteers

**Interfaith Hospitality Network**, Arcadia University, Glenside, PA January 20xx – May 20xx

- Visited children living in shelters, assisted with homework, games and facilitating arts and crafts
- Contacted student organizations to generate interest; increased participation by 40 members

### COMPUTER SKILLS

- Proficient in Microsoft Office including Word, Excel, PowerPoint and Outlook

## Justin A. Brunelli

607-555-2222 | brunellij@gmail.com

### EDUCATION

Arcadia University Glenside, PA

BA in Business Administration, Concentration: Marketing Expected Graduation May 20xx

- Senior Thesis: "The Value of e-Marketing Strategies"
- Earned All-Conference Academic honors during fall 20xx and 20xx soccer seasons

Study Abroad – Stirling, Scotland January- May 20xx

- Studied cultural aspects of global marketing and media relations
- Learned steps for developing an international business plan

### WORK EXPERIENCE

ESPN Television Networks Bristol, CT

Media Relations Intern May 20xx – August 20xx

- Wrote and edited programming notes and media advisories for 3 publications
- Coordinated press conferences and interviews with coaches and athletes
- Collected information regarding daily events, shows and television guests to be used for marketing and media outlets

Taco Bell Glenside, PA

Night Manager December 20xx – May 20xx

- Closed store nightly and deposited shift earnings ranging from \$4000 to \$5000
- Trained 6 new employees on restaurant operations and procedures to ensure customer needs were met effectively
- Managed and evaluated 5 to 7 employees during each shift, utilizing effective communication in a fast-paced environment

### LEADERSHIP EXPERIENCE

Housing and Residence Life, Arcadia University Glenside, PA

Resident Assistant September 20xx – Present

- Supervise and support 25 to 30 student residents through campus housing
- Facilitate teambuilding activities to enhance cohesiveness among residents
- Provide tours of campus housing for prospective students and families to support Enrollment Management's overall recruiting program

Men's Varsity Soccer Team, Arcadia University Glenside, PA

Team Captain May 20xx – Present

Team Member August 20xx – May 20xx

- Inform teammates of practice schedules and team policies
- Advise coaches of issues affecting team performance
- Collaborated with teammates to earn all-time best single-season record

Student Government Association, Arcadia University Glenside, PA

Treasurer March 20xx – Present

- Maintain records of deposits and expenses for class of 20xx operations
- Manage operating budget in excess of \$5000

### ACTIVITIES

Society for Business Administration, Arcadia University Glenside, PA

Student Member September 20xx – Present

- Participate in programs to promote awareness of global business trends
- Develop resources to assist students in succeeding as entrepreneurs

**Note: These resumes have been shrunk by 50% to fit two examples on a page. Your resume should fill an 8x10 page.**

## *Anthony Smith*

www.linkedin.com/in/anthonymsmith  
7338 Sandlake Circle, Philadelphia, PA 19153 C: 610.555.5555 Anthony.Smith@gmail.com

### EDUCATION

Arcadia University Glenside, PA  
*Bachelor's Degree in Business Administration* Expected Graduation: May 20xx

- Concentration: Marketing
- GPA: 3.79
- Phi Kappa Phi Honor Society
- Dean's Distinguished Honors (5 semesters)

### INTERNSHIP EXPERIENCE

Pennsylvania SPCA Philadelphia, PA  
*Marketing & Communications Intern* September 20xx—December 20xx

- Created flyers and media content for company events and promotions
- Utilized Twitter account to communicate with outside entities
- Composed biographies for shelter animals in order to enhance adoption chances
- Photographed shelter animals for ease of recognition in database and adoption websites

Pennsylvania SPCA Philadelphia, PA  
*Volunteer Programs Intern* July 20xx—September 20xx

- Informed potential volunteers about the process in becoming involved with the organization
- Assisted with open houses and group visits resulting in 25% increase in volunteer hours
- Attended brainstorming forums for implementation of programs at a newly acquired location
- Updated volunteer database; improved efficiency of volunteer matching system by 15%

### ADDITIONAL EXPERIENCE

Arcadia University, Athletics & Recreation Glenside, PA  
*Student Worker* August 20xx—Present

- Maintain the appearance of the recreational facilities
- Ensure a safe environment by facilitating and monitoring activities, and inspecting equipment.

Lands' End, Sears Willow Grove, PA  
*Seasonal Sales Associate* Winter Season 20xx

- Greeted and informed customers about sales, and assisted with product selection
- Straightened sales floor and performed cashier duties

### SKILLS AND ACTIVITIES

- **Computer:** Microsoft Office Suite, Adobe Photoshop, Adobe InDesign
- **Language:** Italian (Intermediate)
- **Extracurricular:** Students for the Advancement of Business Administration (SABA)

## **Jessica Roman**

jroman@arcadia.edu • www.linkedin.com/in/jessica-roman • 215-555-1212  
684 Briar Avenue, Philadelphia, PA 19001

### Education

**Arcadia University, Glenside PA** Expected Graduation May 20xx  
*Bachelor's in International Studies*, Concentration in Global Public Health  
*Honors/Awards:* Honors Program, The National Society for Leadership and Success, Phi Beta Delta

**Study Abroad - London England** September 20xx – December 20xx  
Young Professionals in Foreign Policy

**George Mason University** June 20xx – August 20xx  
Certificate Program, The Funds for American Studies: Institute of Economics and International Affairs

### Professional Experience

**Latinitas Online Magazine, Virtual** August 20xx – Present  
Editorial Intern

- Write articles for online magazine related to the Latino youth community
- Edit peers' work for publication
- Create multimedia projects such as videos, podcasts, and photo essays

**The Busking Project, London England** November 20xx - December 20xx  
Intern

- Conducted research on public policy and human rights violations
- Published daily blog posts on *The Busking Project* website
- Managed social media outlets and activity via database
- Wrote articles on legislation and legal cases dealing with busking rights

**ASPIRA Association Inc., Department Office of Public Policy, Washington D.C**  
Public Policy Intern June 20xx – August 20xx

- Wrote articles for CDC on HIV prevention addressing targeted populations
- Analyzed work environment and made suggestions for management information system
- Conducted research and data on funders for national health and education projects
- Developed content for ASPIRA website and daily updates to Facebook and Twitter

### Additional Experience:

Learning Resource Network- Front Desk Attendant/Tutor September 20xx – Present  
English Language Institute- Front Desk Attendant January 20xx – May 20xx  
Landman Library- Front Desk Attendant August 20xx – May 20xx

### Skills and Activities

**Languages:** Spanish (Fluent)  
**Extra-curricular:** Puro Ritmo, Latino Association, Study Abroad Mentor, English Language Communication Mentor, IPAL mentorship program, Global Scribes Inc., Amnesty International

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## Melissa Chan

860-555-9179 • mchan@arcadia.edu • www.linkedin.com/in/melissachan

### Education

Arcadia University, Honors College

BS in Computer Science, Minor: Global Education Minor, GPA: 3.75

Glenside, PA

Anticipated: May 20xx

### Technical Skills

- Access/SQLServer
- Android SDK
- Illustrator
- Microsoft Office Suite
- LaTeX
- Weka
- JSP
- Unix
- Java
- HTML
- Xml
- GitHub

### Technical Experience

TechStart, *Part-Time Software Engineer* September 20xx-Present

- Expand, support, and construct software systems used by clients and other in-house teams
- Develop interfaces, create new algorithms, and participate in peer code reviews
- Code in Java, HTML, & PHP within IntelliJ, and utilize Jira/Osmosis to track work

Dorman Products, *Data Management Intern* June 20xx-August 20xx

- Assisted with corporate data warehousing activities including verification, maintenance, and support
- Integrated and launched 3SAP system specific to recruiting and advancing HR departmental goals
- Led implementation team and managed communication, training, documentation, and scheduling
- Gathered reports, engineered front-end maintenance, and updated current SAP systems

Arcadia University, *Network Student Intern* January 20xx-May 20xx

- Wired and networked University, under mentorship of Arcadia tea.
- Utilized network equipment such as toners, Fluke Networking Testers, and cable testers
- Performed troubleshooting of various networking and Aruba Wireless issues

### Volunteer Experience

Hearts in Motion (HIM) in Zacapa, Guatemala June 20xx -August 20xx

- Further developed Spanish language skills through full-immersion living onsite at HIM center
- Created and taught bilingual lessons, aided in isolation care unit, and helped with onsite projects

Arcadia University, *REAL (Raising Expectations for Academic Learning) Mentor* August 20xx-May 20xx

- Tutored AU Peers with disabilities.
- Sat on admissions board, as a student representative, for 20xx-17 academic year

### Activities, Service and Recognition

- 20xx Sigma Xi Research Symposium, "Classifying Illness Among Twitter Users"
- Dean's Distinguished (one semester), Dean's Honor List (four semesters)
- Cheltenham/Philadelphia Public Schools STEM tutor
- Arcadia University Honors Council Executive Board Member
- Arcadia University Open House Speaker- Honors College, School of Education
- Arcadia University Varsity Women's Lacrosse Team Member
- Arcadia University Honors Peer Mentor
- Arcadia University Clubs: Special Athlete Association, Education Club
- HigherED Camp Planning Committee Student Leader

## Felix Firstyear

(610)-555-5555 • ffirstyear@arcadia.edu  
1234 Winding Way, Philadelphia, PA 19000

### Education

#### Arcadia University

Bachelor of Arts in Political Science (Anticipated Major)

Glenside, PA

Expected Graduation May 20xx

#### Xavier High School, GPA: 3.5

Honors: National Honor Society Member

Philadelphia, PA

June 20xx

### Work Experience

#### Dare 2 Soar

*Tutor*

- Tutor second-grade students from underserved community in math and science subjects
- Design creative lessons and work collaboratively with parents to actively engage students

Philadelphia, PA

September 20xx- Present

#### Arcadia University, Office of Enrollment Management

*Tour Guide*

- Lead guided tours for prospective students and families
- Quickly develop strong rapport with clients to gauge interests and tailor tour accordingly
- Successfully balance rigorous academic course load while working 8 hours weekly

Glenside, PA

September 20xx- Present

#### Independence Music Program

*Private Piano Teacher*

- Taught beginner and intermediate lessons to 5 students weekly
- Initiated, organized and launched annual recital for students to showcase accomplishments
- Developed fundraising campaign successful in generating \$2,000 in scholarships

Philadelphia, PA

July 20xx – July 20xx

### Extracurricular Activities

#### Xavier High School Debate Team

*Captain*

- Led team to place in top 2 of East coast league
- Organized weekly meetings and practice schedules for competitions

Philadelphia, PA

September 20xx – June 20xx

### Skills and Interests

**Computer:** Microsoft Office Suite, Social Media Management (Facebook, Twitter and Instagram)

**Language:** Spanish (Intermediate), Italian (Beginner)

**Interest/Activities:** soccer, acapella, photography, piano

## Sam Pleasant

Non-Union

sampleasant@gmail.com • (215) 456-7890

**Height:** 5'5"

**Voice:** Mezzo, A3 - A5

**Playing age:** 17 - 25

**Hair:** Brown

**Eyes:** Blue

**Bilingual:** English & French



### REGIONAL THEATRE

*Annie*

*Peter Pan*

*Snow White*

*The Glass Menagerie*

### PART

Grace

Wendy

Witch

Laura Wingfield

Walnut Street Theatre/**Dir. Sam Smith**

Arden Theatre Co./**Dir. Betty Boop**

Arden Theatre Co./**Dir. Geraldine Meritt**

The Wilma/**Dir. Reggie Reader**

### EDUCATIONAL THEATRE

*Danny and the Deep Blue Sea*

*Romeo and Juliet*

*Guys and Dolls*

Roberta

Nurse

Sarah

Arcadia University Senior Thesis/**Dir. Mary Marbles**

Arcadia University/**Dir. Kathryn Petersen**

Arcadia University/**Dir. Anna Herald**

### STAGED READINGS

*Hard Cell*

*Sensitive Guys*

*I and You*

Jane

Diana/Danny

Caroline

Brent Askari

MJ Kaufman

Lauren Gunderson

PlayPenn/**Dir. Tom Ted**

PlayPenn/**Dir. Elle Woods**

Olney Theatre Center/**Dir. Bri Bell**

### DIRECTING/DRAMATURGY

*Almost Maine*

*Dog Sees God*

*Orpheus Descending*

*Hamlet*

Director

Director

Asst. Dir. to Brett Beach

Dramaturg

Arcadia University Student Theatre/**John Cariani**

Arcadia University Student Theatre/**Bert V. Royal**

Arcadia University/**Tennessee Williams**

Arcadia University/**Dir. David Durling**

### EDUCATION

*Bachelor's Degree in Acting, Minor: Creative Writing*

Arcadia University, Glenside, PA

**Acting:** Mark Wade, Kathryn Petersen, Grace Gonglewski, Diane Gaary, Kevin Glaccum, Aaron White

**Vocal:** Aaron McAllister (Acting a Song), Stephanie Watson (Vocal coaching), Elizabeth Murphy, Jeffrey Fahnestock

**Movement:** Megan Mizanty; tap (10 years), jazz (5 years), beginner ballet

May 20xx

### WORKSHOPS

*Commercial Audition Workshop*

*Audition Workshop*

*Dance Audition Workshop*

*Auditioning for Musical Theatre*

*Intern Playwright Workshop*

*Writing for Performers*

*Viewpoints*

Mike Lemon

Matt Decker

Karen Getz

Kim Carson and Jason Neri

Jacqueline Goldfinger

John Yearley

Michael Osinski

Fall 20xx

Fall 20xx

Fall 20xx

Fall 20xx

Summer 20xx

Summer 20xx

Fall 20xx

Mike Lemon Casting

Theatre Horizon

Arcadia University

Arcadia University

PlayPenn

PlayPenn

Arcadia University

### SKILLS

**Instruments:** Piano (16 years), classical guitar (3 years)

**Languages:** French & English (fluent)

**Additional:** Photography (Adobe Photoshop, Fireworks, Dreamweaver), box office (Vendini, SRO, TicketLeap), crochet, driver's license, valid passport, basic gymnastics (cartwheel, somersault, split, backbend)

**JESSICA EASTON**

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650 Easton Rd, Glenside PA 19038 • Email: jeaston@arcadia.edu

**EDUCATION****Arcadia University** – Glenside, PA

B.A. with a major in Biology and Pre-med curriculum

May 20xx

GPA: 3.2; SAT: 790 Math, 680 Verbal

**RESEARCH EXPERIENCE****Biomechanics, Independent Researcher, Arcadia University**

1/20xx - Present

Investigate mechanical properties of sea urchins and how specific predators exploit their defenses. Currently examining forces necessary for an urchin spine or test to fail using an Instron tensiometer. Research will provide evolutionary insights into how structural characteristics have developed to provide locomotion.

**Evolutionary Biology, Dr. R. Wesley Rose, Arcadia University**

11/20xx - 1/20xx

Conducted research on collective interactions of twining plants, receiving funding from Sigma Xi Scientific Research Society. Data suggested that plants in a group environment offer advantageous support to their overall growth. Candidate for Sigma Xi induction in Spring 20xx and will present research at Sigma Xi Student Research Symposium in April.

**Physiology, Dr. Anca Dobrain, Eastern Virginia Medical School, Norfolk, VA**

8/20xx – 10/20xx

Conducted research on cellular and molecular mechanisms involved in atherosclerosis using diet-induced and genetically-induced mouse model. Investigated role of t-cell function in adipose fat tissue and stained for adipocyte presence and size in mouse spleens. Developed understanding of key mechanisms associated with obesity hypertension to find new molecular targets for efficient treatment.

**Perceptual Psychology, Dr. Frank Durgin, Swarthmore College**

6/20xx - 8/20xx

Conducted research on space perception in real world and in virtual-reality, including a variety of egocentric and exocentric distances judgments, simulated and actual walking distance task, and enhanced scale perception tasks. Led to publication of two journal articles. Ultimately, this will lead to a better understanding of how people perceive and think about space. Received funding from Sigma Xi Scientific Research Society.

**LAB EXPERIENCE****Developmental Biology**

- Immunohistochemistry, confocal microscopy, chick embryo isolation and chick embryo development.

**Organic Chemistry**

- Synthesis, purification, and analysis of simple organic compounds. Instrumentation involved FTIR spectroscopy, NMR spectroscopy, refractometry.
- Used computer modeling of molecular orbitals in conjugated polymers.

**Genetics**

- PCR, tetrad analysis in Fungus *Sordaria fimicola*, 3-point mapping in *Drosophila melanogaster*, analysis of human chromosome abnormalities and in-depth study of primary literature.

**Neurobiology**

- Immunocytochemistry, confocal microscopy, electrophysiology training (intracellular and extracellular recordings). Instrumentation includes components of electrophysiology rig, such as digital storage oscilloscope, stimulator, neuroprobe amplifier, differential AC amplifier, and digital oscilloscope.

**Biochemistry**

- Assessed stability, purity, total protein concentration and molecular mass of myoglobin.
- Separated protein mixtures into components using Ion Exchange and Size Exclusion Chromatography.
- Explored effects of temperature, pH, and other inhibitors on enzymes kinetics in Beta-Galactosidase.
- Investigated effects of various chloride salts on rate and quality of crystallization.

**LAB TECHNIQUES**

- Chromatography: Ion Exchange, Size Exclusion, Thin Layer, Column, Gas
- Extraction
- NMR/IR Spectroscopy
- SDS-PAGE
- Distillation
- Crystallization
- SEM
- Western Blot
- Filtration
- Bradford Assay Melting/Boiling Point Identification

**EXTRA-CURRICULAR ACTIVITIES AND COMMUNITY SERVICE****Hospital Exposure, Pre-medical Volunteer** – Philadelphia area, PA

1/20xx- Present

- Witnessed various surgical procedures in operating room at Chestnut Hill Hospital
- Assisted physicians with post-operative patients in neurosurgery unit at UPenn Hospital
- Shadowed pediatrician in office setting, free clinic and maternity ward at Delaware Memorial Hospital
- Observed physicians and nurses in emergency room at Montgomery Hospital

**Alumni Relations Representative, Member** – Arcadia University

9/20xx – Present

- Pioneered new program to reconnect Arcadia alumni with current college community
- Shared personal college experiences at local retirement homes
- Increased alumni association membership by 33% through marketing and outreach efforts to fellow alumni

**Student Athletic Advisory Committee, Member** – Arcadia University

9/20xx – Present

- Led discussions about student-athlete issues and concerns on campus
- Generated increased community involvement in Swarthmore athletics through newsletters and advertising
- Organized canned food drive for Bernardine Center to assist low income Chester residents

**Varsity Soccer, Player and Captain** – Arcadia University

8/20xx – Present

- Captain team: organize practices, coordinate team meetings, liaison between coaches and players
- Received First team All-America honor during junior year: first Swarthmore player since 1957
- Garnered All Conference honors sophomore and junior years and selected to All-Sportsmanship team
- Led team to conference championship, NCAA Sweet 16, and most wins in a season during junior year

**Coach and Personal Soccer trainer** – Arcadia University

11/20xx – 5/20xx

- Coordinated youth soccer clinic to raise funds for local soccer program
- Developed weekly practices and specific workout regimens for under-13 girls club team
- Trained middle school soccer players during weekly individualized sessions on soccer fundamentals

**Softball Camp Counselor, Group leader** – Methacton High School

8/2012 – 6/20xx

- Supervised intra-squad softball games for 12-13-year-old age group
- Provided batting, fielding, and base-running instruction to entire camp