

# Mary Smith

msmith01@nd.edu | 574.123.4567 | 2020 E. Jefferson Blvd., South Bend, IN 46617

## EDUCATION

### University of Notre Dame

First Year Studies  
GPA: 3.65

When applicable, be sure to include class projects to emphasize the skills you developed

Notre Dame, IN  
May 20XX

### Clay High School

GPA: 3.92 Class Rank: 3/267

South Bend, IN  
June 20XX

## EXPERIENCE

### Introduction to Engineering Systems

*Controlled Descent Project, Team Member*

- Collaborated with a team of four members to design, build, and test a prototype to protect a "medical aid package"
- Designed a system to protect a weight and sensor dropped from a second story balcony, receiving positive feedback and A grade from professor

Notre Dame, IN  
Fall 20XX

*Iterative Design Project, Team Member*

- Collaborated with a team of three members to iteratively design a picture frame for the University bookstore using SolidWorks

Fall 20XX

### Kildare's

*Hostess*

- Organize seating plan which matches the needs of the customers with availability of space and readiness of waiters and kitchen staff

South Bend, IN  
Summer 20XX

### Jane & John Doe

*Child Care Provider*

- Supervised the safety and well-being of two children, ages 6 and 9, on a daily basis from 20-40

South Bend, IN  
Summer 20XX

### Camp Wilderness

*Counselor*

- Planned and organized daily activities for 40 new campers each week, ages 8-12 years for 8 weeks
- Enforced rules, improvised activities, and problem solved difficult situations

South Bend, IN  
Summer 20XX

### Frosty's

*Sales Associate*

- Accommodated customer needs by providing products in a fast paced environment by delegating responsibilities with team members

South Bend, IN  
Summer 20XX

## ACTIVITIES

Mending Minds Club, *Volunteer/Member*  
The Bald and Beautiful Club, *Member*

Experiences like babysitting, lifeguarding and camp counseling can be included to highlight the skills developed in those positions

## SKILLS

Language: Intermediate Italian  
Computer: Microsoft Office, Mat Lab, LabVIEW, Adobe Illustrator, Photoshop

It's helpful to place your email/cell number under name

# JANE HALL

jhall2@nd.edu ▪ (574) 123-4567

Campus: 242 Pangborn Hall ▪ Notre Dame, IN 46556 Permanent: 10000 Timberstone Drive ▪ Fishers, IN 46000

## EDUCATION

### University of Notre Dame

Bachelor of Arts | English with Creative Writing Concentration  
Minors: Business Economics, Irish Studies

Notre Dame, IN  
May 20XX  
GPA: 3.7/4.0

### Creative Writing in Ireland Program

Selected to spend three weeks in an immersive creative writing course

Dublin, Ireland  
June 20XX

### Hamilton Southeastern High School

GPA: 4.35 | SAT: 2240 | Class Rank: 27 / 737

Fishers, IN  
June 20XX

## HONORS

Notre Dame Dean's List Fall 20XX

Finalist Poet in the American High School Poets JUST POETRY!!! National Poetry Quarterly 20XX

AP Scholar with Distinction 20XX and 20XX

## EXPERIENCE

### "The Orb" Hamilton Southeastern High School News Magazine

*Managing Editor*

- Oversaw transition from newspaper to news magazine
- Delegated coverage, articles, photography, layout, and design work
- Led staff of thirty in production of seven news magazines

Fishers, IN  
Fall 20XX-Spring 20XX

*News Editor*

- Wrote and edited articles for all sections of newspaper
- Selected articles to be printed in news section
- Created page layouts for news section

Fall 20XX-Spring 20XX

### Teen Advisory Board of Hamilton East Public Library

*President*

- Led meetings of 10-15 peers to create and plan library events and teen zone renovations
- Volunteered at library events for teens and children

Fishers, IN  
Fall 20XX-Spring 20XX

## EMPLOYMENT

### University of Notre Dame Summer Scholars

*Resident Counselor*

- Coordinated events for summer scholars outside the classroom
- Supervised section of students during two week camp experience

Notre Dame, IN  
Summer 20XX

### Fishers YMCA of Greater Indianapolis

*Lifeguard Summer*

- Certified in CPR and Lifeguard training
- Acted as main authority figure in YMCA swimming pools

Fishers, IN  
Summer 20XX-20XX

### Entrepreneurial Swim Instructor

*Founder and Instructor*

- Created swim lessons business, teaching strokes and technique in backyard pool
- Managed finances, scheduling, and expansion to over 20 students aged 3-12 in individual lessons

Fishers, IN  
Summer 20XX-20XX

## ACTIVITIES

Creative Writing Club, "Mustard," 20XX - present  
Classical Music Club, 20XX - present

Feminist Group, "Notre Dames," 20XX - present  
Pangborn Interhall Flag Football, Linebacker, 20XX

## SKILLS

Computer: Adobe Creative Cloud InDesign, Illustrator, Photoshop, and Microsoft Word, PowerPoint, Excel, Outlook  
Language: Basic Spanish, Basic Irish Creative Writing: Two unpublished YA novels; sixty-five poems

**COMBINATION - RESUME**

<b>Campus Address</b> 1234 Irish Way South Bend, IN 46556		<b>Jason P. Winchester</b>	<b>Home Address</b> 333 Home Drive Miami, FL 31987
<b>EDUCATION</b>			
	<b>University of Notre Dame</b> Bachelor of Arts in Arabic and Theology GPA: 3.35		Notre Dame, IN May 20XX
	<b>American University in Cairo</b> Arabic language and Egyptian culture immersion		Cairo, Egypt August 20XX- May 20XX
<b>EXPERIENCE</b>	<b>The Observer Newspaper</b> Media <i>Reporter, Production Editor</i> , Fall 20XX - Present		Notre Dame, IN
	<ul style="list-style-type: none"> <li>Received recognition for several published articles on student life issues</li> <li>Ensure the paper is printed without error through attention to detail</li> <li>Coordinate with a team of 10 staff to produce quality news under daily deadlines</li> <li>Conduct interviews on sensitive topics with diplomacy and strategic questions</li> </ul>		
	<b>Alert Global Media</b> <i>Editorial Assistant</i> , Summer 20XX		Miami, FL
	<ul style="list-style-type: none"> <li>Wrote drafts and edited final articles for print</li> <li>Planned an anti-money laundering conference in Dubai as part of a marketing team</li> <li>Assisted the CEO in meeting tight deadlines and responding tactfully to callers</li> <li>Contacted foreign embassy officials in Washington, D.C. for informational interviews</li> </ul>		
Leadership	<b>The American University in Cairo</b> <i>Student Orientation Leader</i> , Spring 20XX		Cairo, Egypt
	<ul style="list-style-type: none"> <li>Led the orientation for 400 new American students adjusting to life in Egypt</li> <li>Presented sessions on intercultural differences and Egyptian society</li> <li>Collaborated with faculty and staff to develop orientation structure and content</li> <li>Utilized Arabic skills in helping students negotiate and acclimate to Egyptian life</li> </ul>		
	<b>Campus Ministry</b> <i>Retreat Leader</i> , Fall 20XX-Spring 20XX		Notre Dame, IN
	<ul style="list-style-type: none"> <li>Coordinated efforts with 14 other students to host two retreats for 70 freshmen</li> <li>Facilitated discussion and built trust and community within a group of 15 students</li> </ul>		
Teaching	<b>International Center for Technology</b> <i>English Teacher</i> , Fall 20XX-Spring 20XX		Cairo, Egypt
	<ul style="list-style-type: none"> <li>Taught beginning and continuing English classes to disadvantaged Cairo citizens</li> <li>Developed curriculum tailored to the students' interest in business</li> </ul>		
	<b>Take Ten</b> <i>Conflict Resolution Facilitator</i> , Fall 20XX-Spring 20XX		Notre Dame, IN
	<ul style="list-style-type: none"> <li>Trained nonviolent dispute resolution skills in a low-income elementary school</li> <li>Demonstrated strong interpersonal skills in dealing with young students</li> </ul>		
<b>CAMPUS EMPLOYMENT</b>	College of Engineering, Dean's Office, Student Assistant, Fall 20xx - Present LaFortune Student Center, Huddle, Cashier, Fall 20xx - Present Notre Dame Law School, Library, Student Worker, Spring 20xx, Fall 20xx - Spring 20xx		
<b>LANGUAGES</b>	Modern Standard Arabic (Intermediate), Egyptian Colloquial Arabic (Intermediate)		

Group experiences to help them stand out

Use reverse chronological order within the groupings

**REVERSE CHRONOLOGICAL - EMPHASIS ON RESEARCH & INTERNATIONAL**

<b>SHARON BLAKE</b>		
Current Address: 111 Benneton Road ▪ South Bend, IN ▪ 46677 ▪ sblake572@nd.edu Permanent Address: 10995 Killer Hill Coulee ▪ La Crosse, WI ▪ 54677 ▪ (888) 999-2222		
<b>EDUCATION</b>		
University of Notre Dame	May 20XX	Notre Dame, IN
Bachelor of Arts Political Science, Arabic, and Peace Studies GPA: 3.96 Honors: Pi Sigma Alpha, Yarrow Award for academic excellence		
American University in Cairo	Spring 20XX	Cairo, Egypt
Arabic Language Institute	Summer 20XX	Amman, Jordan
Received Summer Language Abroad Grant		
<b>RESEARCH AND COURSES</b>		
Senior Honors Thesis, University of Notre Dame	May 20XX	
"Arab Spring and the Influence of Social Media on Political Dissent"		
Beyond Politics: an Undergraduate Review of Politics, University of Notre Dame	May 20XX	
"The Campaign Against Torture: The United States and the War on Terror"		
Islamist Political Parties in Comparative Perspective	International Human Rights Movement	
<b>LANGUAGES</b>		
Modern Standard Arabic (Intermediate), Egyptian Colloquial Arabic (Beginner), French (Beginner)		
<b>INTERNATIONAL EXPERIENCE</b>		
Product Managers, Mansour Group, <i>Marketing Intern</i>	Summer 20XX	Cairo, Egypt
Studied and produced executive summary on marketing chain for Samsung products in Egyptian market		
Putubiw Junior Secondary School, <i>Volunteer</i>	Summer 20XX	Putubiw, Ghana
<ul style="list-style-type: none"> <li>Taught English and technology classes to twenty-five 7th and 8th grade Egyptian students</li> <li>Drafted funding proposals for village projects in coordination with Putubiw Students' Union and United Planet</li> </ul>		
World Relief, <i>Volunteer</i>	Summer 20XX	Rangoon, Union of Burma
Planned lessons and taught English at summer camp for Burmese refugee children		
<b>LEADERSHIP AND SERVICE</b>		
Co-Founder and President, Gulf Coast Action League		August - October 20XX
Organize and lead a week-long service trip of 25 students to New Orleans for rebuilding projects		
VOICE Committee, Center for Social Concerns		Fall 20XX - Present
Organize and lead a week-long service trip of 25 students to New Orleans for rebuilding projects		
Co-President, Notre Dame Peace Fellowship		Spring 20XX - Present
Facilitate reflective discussion to promote peace through prayer and nonviolent action		
Student Leadership Award, Student Government		Fall 20XX, Fall 20XX
Social Concerns Commissioner, Lewis Hall		Fall 20XX - 20XX
Organized dorm service events and promoted awareness of social justice issues		
ND Votes Commissioner, University of Notre Dame		Fall 20XX
Focused on registration, education, and mobilization of voters for the 20xx Election		
<b>TECHNOLOGY</b>		
ProQuest, Keesings, SSPS, and Microsoft Word, Excel, and PowerPoint		

If you are seeking employment with a global company consider including an international section

## Emily Marie O'Connor

1117 Lewis Hall, Notre Dame, IN 46656 | econnor43@nd.edu | (574) 123-4567

Demonstrate an interest in the markets

### Education

**University of Notre Dame**, Notre Dame, IN May 20XX  
Bachelor of Business Administration in Finance, Bachelor of Arts in Program of Liberal Studies GPA 3.50

### Market Related Academic Training and Experience

Internal Market Watch, Notre Dame, IN Group Leader Spring 20XX-Present

- Analyze major economic trends and events across four geographic regions including both developed and emerging economies, culminating in weekly presentations and discussion panels
- Debate macro-investment ideas within different asset classes, including equities, interest rates, and foreign exchange, after discussing market trends and predicting their impact on the global economy

Student International Business Council, Notre Dame, IN Citigroup Sales and Trading Project Spring 20XX

- Conducted fundamental analysis and research on various equities, bonds, CD contracts, and options, achieving a portfolio return of 5.2% on a \$15 million account over a two-month period
- Engaged in a weekly discussion led by Citi traders, sales people, and capital markets specialists on central bank policy, different option strategies, and various fixed income trading tendencies

Trading Floors, New York, NY Job Shadow Participant October 20XX

- Cultivated relationships and reached out to traders and salespeople by using ND alumni network database and arranged trading floor visits to Citi, Credit Suisse, Deutsche Bank, Goldman Sachs, J.P. Morgan, Mizuho, and UBS
- Shadowed professionals on the Equity Derivatives, Commodity Futures, FX Options, High Yield, and Investment Grade Securities desks to appreciate how desks correspond with the clients, research, and capital markets

UBS Wealth Management, Chicago, IL Summer Intern Summer 20XX

- Constructed and reviewed portfolios to meet the specific financial needs of clients and, if applicable, created structured product opportunities which enhanced client returns while retaining adequate liquidity
- Scrutinized macro and microeconomic releases in order to formulate an overall outlook on how different asset classes would perform in the near-, mid-, and long-term timeframes in various economic scenarios

### Leadership & Service —————| Experiences should highlight leadership and people skills

Notre Dame Student Senate, Notre Dame, IN Fall 20XX-Present

- Advocate the needs of Lewis Hall residents by promoting improved special needs facilities, campus safety, and social inclusion initiatives while serving in the student senate

Political Campaign Volunteer, Louisville, KY Summer 20XX

- Appraised the cost / benefit feasibility of media and social media options to determine the best marketing strategy for the Martha Smith U.S. Congress Campaign; analyzed campaign contributions to ensure compliance with federal guidelines
- Formulated, wrote, and edited different policy positions as part of a team that drafted campaign speeches

Take Ten Urban Childhood Violence Prevention, South Bend, IN Fall 20XX-Spring 20XX

- Created a "safe zone" environment where children could feel free to voice their issues and develop support groups to share their concerns; established small discussion groups in which children could develop critical thinking skills
- Counseled underprivileged students of local elementary schools in conflict resolution and violence prevention techniques

### Skills & Interests —————| Area to showcase your diverse interests and passions

Technical - Bloomberg Certified in Equities and Fixed Income Securities | Proficient in Microsoft Office  
Interests - Water Skiing | Trail Biking | Distance Running | Italian Opera | Humane Society | Writing Short Stories |  
Activities - Undergraduate Women in Business Conference Committee Member (led initiative to include Social Impact

## Michael H. Graves

495 Keough Hall, Notre Dame, IN 46656 | (574) 123-4567 | mgraves@nd.edu

### Education

**University of Notre Dame**, Notre Dame, IN May 20XX  
Bachelor of Business Administration  
Major: Finance Second Major: History  
Bloomberg Certification in both Equities & Fixed Income Securities  
Cumulative GPA: 3.81  
Dean's List 20XX - Present

### Relevant Experience and Academic Training

**Sorin Capital**, Stamford, CT Summer Analyst Summer 20XX  
Use "action" verbs as the first word of bullet points, and give results whenever possible

- Analyzed a portfolio of 15 commercial properties using income and comparable methods of valuation such as DCF and capitalization rates to build assumptions that helped to maximize the return on investment
- Collaborated with the principal manager to outline a detailed timeline for creating and distributing unregistered securities to accredited investors in efforts to raise \$50 million to invest in distressed commercial real estate
- Developed an interface allowing the investment team to find favorable price-value mismatches within series of standardized CMBS indices through a Principle Component Analysis Pricing Model, resulting in the firm profiting over \$1.2 million

**Morningstar Capital**, Chicago, IL Investment Analyst Intern Summer 20XX

- Articulated strategic financial plans for prospective clients that are now being used by the marketing group to make financial proposals and recommendations to prospective clients, and has, thus far, resulted in the conversion of six prospects to clients
- Conceptualized and designed an innovative spreadsheet illustrating monthly trading activity which has been implemented by the investment committee as a tool in making portfolio and investment decisions

**Student International Business Council**, Notre Dame, IN Goldman Sachs Strategic Advisory Project - Travel Team Member Fall 20XX  
Demonstrate a passion for financial markets by showing involvement

- Collaborated with a five member team to develop a viewpoint on Netflix (NASDAQ: NFLX) using numerous valuation methodologies; ultimately proposed strategic alternatives for NFLX, including M & A, credit and debt options

Credit Suisse IPO Project - Team Leader Fall 20XX

- Analyzed the historical IPO of Manchester United (NYSE: MANU) and presented and defended conclusions and decision rationale to senior members of the Credit Suisse banking team; empowered less experienced members by assigning them key roles
- Valued MANU using comparable companies, precedent transactions, and DCF analysis using a WACC of 8.2% and exit multiple of 9.4x 2017E EBITDA, implying an equity valuation of \$2.07 billion and a share price of \$12.26

**Wall Street Prep Modeling Seminar**, Notre Dame, IN M&A and LBO Valuation Show exposure to key industry parameters such as DCF, EBIDA, and LBO Spring 20XX

- Completed an intensive two-day financial modeling course in which the team built an 8-tab financial model and completed a DCF and LBO analysis of Stryker (NYSE: SYK) and Southwest Airlines (NYSE: LUV)
- Extracted data from Value Line, Capital IQ and FactSet to build up the revenue and EBITDA components of the DCF build-out
- Assessed different valuation technologies including precedent acquisitions transactions, comparable public companies, DCF, LBO, and sum of the parts to determine the best valuation tool for the specific cases

**Wall Street Club Fall Investment Bank Tour**, Chicago, IL Fall Break 20XX

- Visited Chicago offices of BMO, Citi, Credit Suisse, Houlihan Lokey, J.P. Morgan, Morgan Stanley, Robert W. Baird, and William Blair to learn about their unique cultures, market coverage strategy, and interaction with product team

### Leadership and Community Outreach

**Jubilee Initiative for Financial Inclusion (JIFFI)**, VP of Financial Empowerment, South Bend, IN September 20XX - Present

- Generate microcredit loans to individuals plagued by debt to predatory lenders in the South Bend community after thoroughly evaluating client creditworthiness; enabled participants to pay off their debt at lower and more sustainable interest rates
- Design a curriculum and facilitated classes on financial empowerment in the South Bend community centers which emphasized an understanding of financial literacy in students and adults, helping them escape and avoid the poverty cycle

**Notre Dame Rugby Club**, VP of Operations, Notre Dame, IN August 20XX - Present

- Reformed the process for gathering medical information leading to an efficient records system; competed on the varsity squad

**BOSCO - Uganda, International Summer Service Learning Project**, Gulu, Uganda May - July 20XX

- Fostered social and economic development in rural communities by installing solar panels to run low-power PCs and training citizens on the benefits and usage of internet; reported violations of human rights to the UN
- Implemented and serviced point-to-point antennas across northern Uganda to enhance communication and provide internet access to schools, seminaries, health centers, and NGOs as part of the Battery Operated Systems for Community Outreach Program

**Appalachia Service Project**, Harley, VA January - March 20XX

- Advocated a plan to improve the Harley Community Development Center through infrastructure improvement oriented projects to ensure long term viability of the center so it can continue its mission of providing hope and necessary services to residents

### Interests & Skills —————| Interests can show your diversified passions and involvement

Technical - Proficient in S&P Capital IQ, Bloomberg, FactSet, Thomson ONE, R Statistics, Microsoft Office and C++  
Interests - Political & Moral Philosophy | Web Development and Marketing | Elementary Education Reform | Ran the Holy Half Marathon

**REVERSE CHRONOLOGICAL - ACCOUNTING**

**KRISTEN KELLY**

School Address:  
1000 Cedar Street  
South Bend, IN 46637

kkelly@nd.edu  
(574) 123-4567

Permanent Address:  
2000 Shamrock Drive  
Greencastle, IN 4000

**EDUCATION**    **UNIVERSITY OF NOTRE DAME**    Notre Dame, IN  
Master of Science in Accountancy    May 2020  
Bachelor of Business Administration    May 2019  
Major: Accountancy; Minor: Peace Studies    GPA: 3.39

**NOTRE DAME LONDON PROGRAM**    London, England  
Study Abroad, International Business Certificate    Fall 2017

**HONORS**    **Indiana CPA Society Scholarship Winner**  
Lilly Community Foundation Scholar  
Whirlpool Sons and Daughters Scholarship Winner  
Beta Alpha Psi Member

**EXPERIENCE**    **CROWE HORWATH, LLP**    Indianapolis, IN  
*Federal Tax Intern*    June-August 2018  

- Prepared personal, business, and not-for-profit tax forms and returns
- Compiled research for specific tax positions, including FIN 48 support
- Assisted with research for client prospecting projects
- Wrote memoranda detailing consequences of corporate restructuring plans

**TAX ASSISTANCE PROGRAM**    Mishawaka, IN  
*Volunteer Tax Preparer*    January - April 2017  

- Prepared personal income tax returns for South Bend/Mishawaka community
- Gained familiarity with IRS forms and reading tax code
- Developed professional skills of responsibility, client service, and confidentiality

**BBDO EUROPE**    London, UK  
*Special Projects Assistant, Controller's Team*    September-December 2016  

- Processed taxable benefits through analysis of expense claims and current policy
- Calculated balances and issued invoices to agencies
- Organized supplier invoices and updated reference to reflect payments

**LEADERSHIP**    **RYAN HALL**    Notre Dame, IN  
*Resident Assistant*    August 2017- May 2018  

- Supervised the safety and well-being of 267 hall residents
- Trained to handle emergencies, conflicts, and dorm management
- Served as temporary hall president, judicial commissioner, and on orientation staff

**GREENCASCADE COMMUNITY SCHOOL CORPORATION**    Greencastle, IN  
*Human Resources Intern*    May 2016 - July 2016  

- Prepared employee mailings and information packets for new hires
- Processed employment verification and loan forgiveness forms
- Updated employee database and worked to eliminate excessive usage of paper
- Gained exposure to the internal functioning of a government-funded office

**ACTIVITIES**    *Tutor, Notre Dame Academic Services for Student-Athletes*  
*Student Assistant, Notre Dame London Undergraduate Program*

**SERVICE**    *Volunteer Receptionist, American Red Cross, South Bend, IN*  
*Site-leader, Urban Plunge, Indianapolis, IN*  
*Participant, Appalachia Seminar, David, KY*

**REVERSE CHRONOLOGICAL - CONSULTING**

**Molly Irish**

54646 Irish Crossings Lane ▪ South Bend, IN 46637 ▪ 333-222-1111 ▪ mirish@nd.edu

**EDUCATION**

**University of Notre Dame**, Notre Dame, IN    May 20XX  
Bachelor of Arts, Double Majors: International Economics-Spanish and English  
GPA: 3.87, Dean's List Fall 20XX-Fall 20XX    **Highlight concentrations or course work**

**Fundación Ortega y Gasset**, Toledo, Spain    May 20XX

**INTERNSHIPS**

**Huron Consulting Group**, Chicago, IL    Summer 20XX  
*Healthcare Summer Business Analyst*  

- Assisted in on-site implementation of Centralized Patient Access Services for hospital network in Corpus Christi, Texas
- Completed time studies of newly implemented processes, validating reporting metrics with Huron project team
- Explained reporting tool to client director, created training plans, and updated all client guides
- Won intern case competition with team of 5 interns

**U.S. Securities and Exchange Commission**, Washington, D.C.    Summer 20XX  
*Summer College Honors Intern, Office of Education and Advocacy*  

- Collaborated with financial agencies such as the Commodities Futures Trading Commission, the Department of the Treasury, and the Federal Reserve to coordinate a conference educating teachers on the financial market
- Organized conference operations including emailing applicants, coordinating speakers, arranging catering and transportation, and creating program material

**LEADERSHIP**

**Advisory Board Member, Consulting Connect**    Fall 20XX-Present  

- Invited to board to advise students interested in consulting about the work, lifestyle, and recruitment process
- Assist leadership with events and projects, such as the creation of a Notre Dame case preparation booklet

**Project Coordinator, Deloitte Case Competition**    Spring 20XX  

- Guided team of eight students in analyzing, evaluating, and preparing presentation for a Mergers & Acquisitions case study
- Won 2nd Place among 20 other teams for extensive research and presentation clarity and style

**Dean's Fellow Treasurer, College of Arts and Letters**    Spring 20XX  

- Endorsed by faculty and accepted by the Fellows
- Provide opportunities and support for students to become academically and culturally engaged in events on campus

**Chairperson, Sophomore Class Council Education Committee**    Fall 20XX  

- Directed committee in organizing events to enrich the academic lives of Notre Dame students
- Designed Professor-Student coffee house series to encourage conversation between faculty and students in a relaxed setting

**Project Leader, Member, Student International Business Council**    Fall 20XX  

- Led projects to assess a company, identify means to add value to the company, and create a recommendation for improvement
- Prepared analyses on projects sponsored by The Boston Consulting Group, McKinsey & Company, and Goldman Sachs
- Traveled with team to Goldman Sachs to present analysis

**EXPERIENCE**

**Writing Center, University of Notre Dame**, Notre Dame, IN    Spring 20XX-Present  

- Recommended by faculty to tutor undergraduate and graduate students in academic, essay, and formal writing
- Presented at National Council on Peer Tutoring in Writing (NCPTW) Conference in October 20xx in Orlando, FL
- Received \$1000 grant from Notre Dame and \$150 grant from NCPTW to conduct research and travel to conference

**Nordstrom**, Tyson's Corner, VA    Summer 20XX  
*Sales Associate, Men's Sportswear*  

- Effectively operated Nordstrom's POS system, earned wages on commission

**SKILLS & INTERESTS**

Technical: Microsoft Word, Excel, PowerPoint, Access; STATA | Language: Advanced Spanish speaking and writing  
Interests: Drawing and painting | Traveling abroad | Reading historical fiction | Alpine skiing | Running | Piano

**COMBINATION RESUME - EMPHASIS ON TECHNOLOGY****Mark W. Howard**

143 Stanford Hall, Notre Dame, IN 46556 • Cell: (614) 123-4567 • mhoward@nd.edu

**EDUCATION**

**University of Notre Dame**, Notre Dame, IN May 20XX  
 Bachelor of Science Major: Computer Engineering GPA: 3.62  
 Engineering Honors Program

**Notre Dame London Program**, London, England Summer 20XX

**INTERNSHIP**

Lake Shore Cryotronics, Incorporated, Westerville, OH Summer 20XX, Winter 20XX  
*Product Development Intern*

- Developed a user interface and implementation using C# in Visual Studio to send new system inputs and receive outputs in a serial port, along with graphing outputs and logging data to CSV files
- Wrote programs in LabVIEW to acquire and manipulate experimental data from various instruments and interpreted results which helped clarify a hardware problem causing drift in output values
- Evaluated the operating temperatures of FETs on a large magnet power supply design to determine what voltage the regulator should produce for safe operating temperatures and altered the existing circuit to allow for safer regulator voltage using a circuit design software
- Experimented with the calibration process of several large magnet systems to create a faster, more efficient process, reducing calibration time from one hour to 5 minutes

**RESEARCH**

Electrical Engineering Research with Dr. Peter Bauer, Notre Dame, IN Fall 20XX-Fall 20XX  
*Research Assistant*

- Explored the possibility of using constant power levels and adding energy storage to heavy machinery with large diesel engines to increase fuel efficiency over using continuously changing power
- Developed an algorithm to simulate an engine switching between several constant power levels to show how an engine might use constant power levels with energy storage instead of always changing power
- Wrote MATLAB code to calculate fuel consumption efficiency as a function of energy storage and discovered an increase in fuel efficiency up to 31% depending on the energy storage capacity
- Presented findings to Electrical Engineering faculty members and published a final report with the results of the research to be presented at a conference in Dearborn, Michigan in June 20XX

**EXPERIENCE**

Web Applications Project, Notre Dame, IN Spring 20XX-Present  
*Project Partner*

- Design, implement, and validate web software using a real domain name
- Learn the skills needed to launch a modern web application on Amazon Web Services, such as interfaces for web applications, server and client scripting and database integration, and security

SAE International Formula Hybrid Competition, Notre Dame, IN Fall 20XX-Present  
*Team Member*

- Collaborate in a 25-person team to design and build a formula one car to race in competition
- Create and develop a series hybrid powertrain system as part of the electronics team

**ACTIVITIES**

Competitor, Bengal Bouts Boxing Tournament, Notre Dame, IN Fall 20XX-Present

- Train 10 hours a week for five months to compete in the largest amateur boxing tournament in the world
- Raise money for Holy Cross missions which build primary and technical schools in Bangladesh

Staff Member, Freshman Orientation Weekend, Notre Dame, IN Fall 20XX

- Welcomed the incoming freshman to campus by providing advice on college life and social activities

**TECHNICAL SKILLS**

C, C++, Microsoft Visual C#, basic Java, Python, Unix, MATLAB, LabVIEW, Microsoft Office

**REVERSE CHRONOLOGICAL - EMPHASIS ON INTERNSHIP EXPERIENCE****LAURA A. ANDERSON**

Current Address: 1 Bulla Road | South Bend | IN | 46637 | llander@nd.edu  
 Permanent Address: 5879 Westdale Dr. | Burlington | VT | 05401 | (574) 631-1482

**OBJECTIVE**

To obtain a chemical engineering position in the pharmaceutical industry utilizing communication, project management, and problem solving skills

**If opting for an objective**, list the type of position you are seeking, the industry, and skills you possess that are desired for the position

**EDUCATION**

**University of Notre Dame** Notre Dame, IN  
 Bachelor of Science May 20XX  
 Major: Chemical Engineering GPA: 3.29

**Kings College** Wilkes-Barre, PA  
 Bachelor of Science May 20XX  
 Major: Chemistry GPA: 3.74

**If transferred from another school**, include this information

**INTERNSHIP**

**General Electric Healthcare** Waukesha, WI  
*Service Engineer* Summer 20XX

- Led six-person cross-functional team to develop and implement a magnetic resonance (MR) system packaging configuration which reduced annual materials and labor costs by ~\$150K
- Streamlined MR calibration process by driving integration of new service tools and restructuring the process flow to reduce theoretical MR installation time by seven percent
- Applied lean principles in developing new installation process for MR equipment, resulting in ~\$100K cost reduction and 83% installation time reduction
- Conducted on-site audit of MR system installation to provide a baseline for validation of upcoming life cycle staging pilot

**Quantify results when possible**

**EXPERIENCE**

**Orthopedic Biomechanics Laboratory** Notre Dame, IN  
*Undergraduate Research Assistant* Spring 20XX, Summer 20XX

- Executed first phase research and design of bio-mimetic meniscus implant (human knee)
- Collaborated with undergraduate team to adapt design of minimally invasive implant (human hip) for small-scale testing and to develop a live-bone analysis procedure for small-scale implant prototypes

**University of Notre Dame College of Engineering** Notre Dame, IN  
*Peer Mentor* Fall 20XX- Spring 20XX

- Instructed and advised 25 students on the concepts of Introduction to Engineering Systems
- Designed and maintained section webpage

**LEADERSHIP**

*Vice President, Engineering Leadership Council* Fall 20XX- Spring 20XX  
*Representative, London Student Advisory Council* Fall 20XX- Spring 20XX  
*Speaker Committee Chair, Society of Women Engineers* Spring 20XX

**ACTIVITIES**

*Employer Relations, Engineering Industry Day* Fall 20XX  
*Volunteer, Appalachia Spring Break Service Learning Seminar* Spring 20XX  
*Admissions Ambassador, University of Notre Dame* Fall xxxx-Spring 20XX

**HONORS**

Notre Dame Scholar  
 National Merit Finalist

**SKILLS**

Computer: MATLAB, Ansys, C++, Pro/E, LabVIEW, Microsoft Office  
 Language: Intermediate French  
 Interests: traveling, piano, ice skating, running marathons, recycling, medieval history

## REVERSE CHRONOLOGICAL - EMPHASIS IN MEDICAL EXPERIENCE

### Adam M. Wilson

Current Address: 4 O'Neill Hall | Notre Dame, IN 46556 | (574) 123-4567 | adamwilson@nd.edu  
Permanent Address: 40 Red Oak Road | Lakeview, IL | 60001

#### EDUCATION

**University of Notre Dame** | Notre Dame, IN May 20XX  
Bachelor of Science, Majors: Science Pre-Professional and Spanish GPA: 3.62  
Fall 20XX

#### EXPERIENCE ————— | Experience can be paid or volunteer

**The Hill Lab - Professor Reginald Hill** Fall 20XX - Present  
*Undergraduate Research Assistant* | Notre Dame, IN

- Utilize different scientific techniques of splitting cells in studying the biology of cancer
- Received a research grant studying the relationship between pancreatic cancer and Hydrogen Sulfide Salts

**Minority Pre-Med Society** Fall 20XX - Present  
*Secretary* | Notre Dame, IN

- Organize workshops for pre-med majors and get speakers to give advice on the medical school application process
- Plan and manage the annual blood drive for the Notre Dame campus, one of the biggest blood drives on campus

**Common Hope** Fall 20XX - Present  
*Medical Volunteer* | Antigua, Guatemala

- Assisted in pharmacy, dental, medical, and mobile clinics while providing public health talks in schools
- Promoted and participated in community health fairs, created public health related flyers, and accompanied social workers on home visits

**Choula General Hospital** Fall 20XX  
*Medical Intern* | Puebla, Mexico

- Supported physicians in two public hospitals to gain exposure to experience of international medicine
- Performed in-depth rotations with physicians and surgeons while speaking Spanish to patients
- Identified deficiencies in various departments: gynecology, internal medicine, surgery, pediatrics, pathology

**Mother Theresa House** Summer 20XX  
*Caretaker* | Lansing, MI

- Cared for the terminally ill in a non-profit house and administered daily medication

#### LEADERSHIP

**Resident Assistant - O'Neill Hall** Fall 20XX - Present  
University of Notre Dame | Notre Dame, IN

- Devised programs and activities designed to meet the needs of residents and establish rapport within the community
- Participate in a rotational management schedule during the evening hours arranged with and approved by the Rector
- Build relationships with residents to provide direct academic assistance and appropriate educational referrals

**University Teaching Assistant** Spring 20XX - Present  
University of Notre Dame - Biology Department | Notre Dame, IN

- Serve as liaison between students and professor, learning different ways to teach based on different learning styles

#### ACTIVITIES

**College Mentors for Kids** | *Vice President* Fall 20XX - Present

- Develop weekly activities with students in 4th through 6th grade focusing on higher education and career goals

**The Observer** | *Sports Columnist* Fall 20XX - Spring 20XX

- Wrote over 100 sports columns that included game previews and recaps, feature stories on Notre Dame Athletics

#### SKILLS

**Technical:** Proficient in Microsoft Word, Excel, PowerPoint, and Visio

**Language:** Proficient in conversational and written Spanish

**Interests:** Aviation, Fantasy Football, Chicago Bears, Service Opportunities, South American culture, Twitter

## REVERSE CHRONOLOGICAL - EMPHASIS ON RESEARCH/PUBLICATIONS

### ROBYN-ELIZABETH LAVINE

relavine2@nd.edu | (555) 555-5555  
Current Address: 111 LaSalle Ave. • South Bend, IN 46617  
Permanent Address: 222 Newbury St. • Boston, MA 02115

#### EDUCATION

University of Notre Dame, Notre Dame, IN May 20XX  
Bachelor of Science, Major: Biochemistry GPA: 3.32

#### RESEARCH

Organic Chemistry Laboratory, Dr. Christina Yang, University of Notre Dame Spring 20XX  
*Synthetic Organic Chemist*

- Contributed to analog synthesis of polyketide natural products tedanolide and myriaporone ¼ for cancer research
- Developed synthesis schemes to novel GEX1A analogs for Niemann-Pick Type C (NPC) disease research
- Continued GEX1A analog efforts and independently developed synthesis schemes for additional analog studies

Siteman Cancer Center, Dr. Derek Shepherd, University of Seattle Summer 20XX  
*Research Scholar*

- Developed tissue bank through patient-derived tumor xenografts of colorectal cancer (CRC)
- Explored influence of CCR2 ligands on monocyte recruitment to tumor environment in CRC
- Performed qPCR on CRC tissue to quantify RNA and ELISA to evaluate protein expression

#### PRESENTATIONS AND PUBLICATIONS ————— | Follow your industry's proper citation process

Adams, G.N, Lavine, R.E., and Dahlen, E.B. (May 20xx). *Intercellular Motility of Autographa californica M nucleopolyhedrovirus via F-Actin in Trichoplusia ni*. Poster presentation at Undergraduate Research Symposium, University of Notre Dame.

Lavine, R.E. (20xx). Structure, Stability, and Diffusion Arsenic Silicone Interstitial Pairs. *Journal of Applied Physics*, 9(23), 105-118.

#### EXPERIENCE

Introduction to Biology Laboratory, Notre Dame, IN Fall 20XX - Spring 20XX  
*Teaching Assistant*

- Taught two sections of lab to 25 first year biology majors
- Collaborated with a team of undergraduate teaching assistants to prepare labs, answer questions during lab sessions, and grade assignments covering a broad range of biological science topics

Scripps Hospital, Boston, MA Summer 20XX  
*Emergency Department Volunteer*

- Observed physicians and nurses completing medical procedures

#### SKILLS

**Laboratory:** Photomicroscopy, Mass Spectrometry, Immunocytochemistry, Plasmid DNA Isolation, Transformation

**Computer:** Microsoft Office, Adobe Photoshop, HTML

**Language:** Fluent in French

————— | Include key lab skills

## MATT MILES

Current Address: 100 Corby Drive • Notre Dame, IN 46556 • (574) 123-4567 • mmiles25@nd.edu  
 Permanent Address: 300 Drenth Drive • Notre Dame, IN 46556 • (574) 123-4567

<b>EDUCATION</b>	UNIVERSITY OF NOTRE DAME Bachelor of Science, Electrical Engineering, May 20XX Overall GPA: 3.12	Notre Dame, IN	Include relevant courses if they are upper level classes or a different from what most students in a major would take
<b>RELEVANT COURSES</b>	Signals and Systems Neural Networks	Semiconductors I & II Electrical Circuits I & II	
<b>EXPERIENCE</b>	OFFICE OF INFORMATION TECHNOLOGY <i>Computer Cluster Consultant</i> , Summer 20XX	Notre Dame, IN	
	<ul style="list-style-type: none"> <li>Provided technical assistance to lab users regarding the use of printers, scanners, computers and software applications</li> <li>Maintained printing facilities and Linux, Solaris, and Windows machines</li> </ul>		
<b>NCAA ATHLETICS</b>	UNIVERSITY OF NOTRE DAME VARSITY FOOTBALL TEAM <i>Defensive Line</i> , 20XX- Present, <i>Captain</i> - Present		
	<ul style="list-style-type: none"> <li>Gain excellent time management skills balancing a weekly 30+ hour practice, training, competition, and travel schedule in addition to academics</li> <li>Serve as liaison between the 30 member defensive unit and the coaching staff attaining skills to deal with the different personalities and resolve concerns</li> <li>Foster a spirit of community as peer mentor to three first year team members of the defensive unit</li> <li>Acquire mental toughness and became accustomed to pressure situations</li> </ul>		
<b>LEADERSHIP</b>	ROSENTHAL LEADERSHIP ACADEMY <i>Selected Participant</i> , Fall 20XX-Spring 20XX	Notre Dame, IN	
	<ul style="list-style-type: none"> <li>Nominated on behalf of peers, coaches, and support staff to represent the program in monthly meetings, retreats, and workshops</li> </ul>		
	STUDENT ADVISORY COUNCIL <i>Member</i> , Fall 20XX	Notre Dame, IN	
	<ul style="list-style-type: none"> <li>Contributed to the overall experience of student athletes by organizing events and workshops to promote the mission of the council: community, camaraderie, career, communication, and character</li> </ul>		
<b>ACTIVITIES</b>	<i>Planning Committee Member</i> , Freshmen Retreats, 20xx - 20xx <i>Eucharistic Minister</i> , Sacred Heart Basilica and Stanford Hall, 20xx - Present <i>Overnight and Day Host</i> , Notre Dame Prospective Students, 20xx - 20xx <i>Volunteer</i> , Urban Plunge, New York, NY, December 20xx <i>Volunteer</i> , Habitat for Humanity, Spring Break 20xx		
<b>SKILLS</b>	C/C++, MATLAB, LabVIEW, ESoft, SAP 2000, Photoshop, Microsoft Office		

## JOSHUA BELL

Campus: 822 N St. Peter Street | South Bend, IN | 46610 | 574-123-4567 | jbell@nd.edu  
 Permanent: 111 Main Street | Los Angeles, CA | 93302

### EDUCATION

University of Notre Dame, Notre Dame, IN May 20XX  
 Bachelor of Arts Major: Film & Television Production Minor: Business Economics GPA: 3.52

### INTERNSHIPS

Jarrett Creative, New York, NY June 20XX-August 20XX  
*Development/Production Intern*

- Created pitches for different networks like USA, CMT, and VH1 and helped move already picked up projects forward by researching leads and following up with potential talent
- Acted as a production assistant on set of a Lifetime Movie Network show

2014 IRTS Summer Fellowship Program, New York, NY June 20XX-August 20XX  
*Fellow*

- Selected as one of fifteen fellows from a pool of over 1,100 to participate in a summer media internship incorporating numerous career planning seminars

VH1 News, Viacom, New York, NY June 20XX-August 20XX  
*Intern*

- Managed VH1 Connected Content by keeping track of video views and viewer engagement and pairing VH1 News articles with related video content
- Transcribed and organized event, junket, and red carpet celebrity interviews
- Compiled research on celebrities and assisted on interview shoots in a production assistant role

The X Factor, Los Angeles, CA July 20XX  
*Logger/Production Assistant*

- Assisted with the LA auditions and Top 40 Reveal episodes for the 3rd season of The X Factor
- Logged and transcribed arrivals and backstage segments for character realities

American Pavilion, Cannes Film Festival, Cannes France May 20XX  
*Film Documentary Intern*

- Edited and filmed a documentary of the eight internship programs offered by the American Pavilion

### EXPERIENCE

*Student Assistant*, Marketing Communications, Notre Dame, IN October 20XX-Present

- Assist the department with video production of news packages and human-interest stories for website
- Gather information, edit pieces, log footage, shoot B-roll, and write scripts

*Participant*, Los Angeles Entertainment Career Trek March 20XX

- Immersed in a 6-day industry focused experience exploring the many careers in entertainment
- Visited with over 25 representatives in the industry, representing numerous job functions and various sectors ranging from television studios to talent agencies
- Gained valuable insights into career fit and navigating the entertainment field

Include experiential activities

### LEADERSHIP

Fisher Regatta Head Commissioner May 20XX

- Managed a staff of over 20 people and oversaw every aspect of the event from paperwork to day of event
- Interacted directly with food, beverage, and apparel vendors, Notre Dame Security, and Student Affairs to ensure that the event ran smoothly in the eyes of attendants, staff, and Notre Dame authorities
- Served as Marketing Commissioner for freshman year

Fisher Hall Dance Commissioner January 20XX-May 20XX

- Planned dances, called food vendors and DJs, organized venues and ticket distribution

Notre Dame Freshman Class Council January 20XX-May 20XX

- Created apparel for the Class of 20xx from the design phase to selling and distribution, raised over \$10,000 from shirt sales
- Organized and managed Freshman Class Council Concession Stand and raised over \$3,000 in revenue

### SKILLS

Computer: Proficient in MS Word, PowerPoint, Excel, Adobe Photoshop, Premiere Pro and Final Cut Pro  
 Interests: Soccer, Graphic Design & Creating Posters, Sand Volleyball

## Alex Martin

Campus: 428 Knott Hall | Notre Dame, IN 46556 | amartin@nd.edu | 574-123-4567  
 Permanent: 555 44th Lane | Ellwood, PA, 44444

<b>EDUCATION</b>	University of Notre Dame <span style="float: right;">Notre Dame, IN May 20XX</span> Bachelor of Arts Majors: Mathematics and Program of Liberal Studies Glynn Family Honors Program GPA: 3.96  Boston College <span style="float: right;">Chestnut Hill, MA Fall 20XX - Spring 20XX</span> College of Arts and Sciences
<b>FELLOWSHIP</b>	Intercollegiate Studies Institute Honors Fellow <span style="float: right;">Fall 20XX-Spring 20XX</span> <ul style="list-style-type: none"> <li>Attended an on-campus conference participating in lectures on politics, economics, society, and engaged in discussion and debate on key topics</li> <li>Developed public, private, and social-sector solutions to national problems with professor in year-long mentoring fellowship</li> </ul>
<b>EXPERIENCE</b>	Student International Business Council, Notre Dame, IN <span style="float: right;">Fall 20XX</span> <i>Credit Suisse IPO Project, Small Group Leader</i> <ul style="list-style-type: none"> <li>Constructed pitch book describing investment highlights, risk factors, and valuation for a historic IPO to present to Investment Banking analysts at Credit Suisse in Chicago</li> <li>Ensured learning development of group by providing advising, resources, and feedback</li> </ul> <i>Wedbush Securities Investment Experience Project Team Member</i> <span style="float: right;">Spring 20XX</span> <ul style="list-style-type: none"> <li>Produced project to present to analysts at Wedbush Securities consisting of research, volatility analysis and price forecasting for several commodity and currency pairs</li> </ul> <i>GTCR Leveraged Buyout Project Team Member</i> <span style="float: right;">Fall 20XX</span> <ul style="list-style-type: none"> <li>Created project to present to Private Equity partners at GTCR in Chicago, which consisted of research summary, projections, and final buy out price of a publicly traded company</li> </ul> Arts and Letters Business Boot Camp, <i>Selected Participant</i> , Chicago, IL <span style="float: right;">March 20XX</span> <ul style="list-style-type: none"> <li>Conducted SWOT analysis of a troubled firm in a case study, used a DCF model to determine that a new product launch was the best way to proceed, presented and defended model and launch plan to Goldman Sachs, FCB, and Aon</li> <li>Selected as one of 20 Notre Dame students from the College of Arts and Letters for a week-long intensive seminar that focused on multiple aspects of business: finance, accounting, and marketing concepts</li> </ul> Training the Street, <i>Corporate Valuation Seminar Participant</i> , Chestnut Hill, MA <ul style="list-style-type: none"> <li>Conducted relative and intrinsic valuation of a company targeted for a hostile takeover using public and acquisition comps and DCF modeling</li> <li>Prepared arguments for takeover defense based on our valuation of the company</li> </ul>
<b>LEADERSHIP</b>	Program of Liberal Studies Student Advisory Committee, <i>Representative</i> <span style="float: right;">20XX - Present</span> <ul style="list-style-type: none"> <li>Provide student input to head of academic department</li> <li>Evaluate candidates for teaching positions and make recommendations regarding new hires</li> <li>Plan and execute academic and social events</li> </ul> Notre Dame Gender Relations Center, <i>Peer Educator and Leadership Council</i> <span style="float: right;">20XX - Present</span> <ul style="list-style-type: none"> <li>Create and speak at programs relating to gender roles, body image, and eating disorders</li> <li>Organized anti-sexual violence march in cooperation with Take Back the Night, national organization</li> </ul> Boston College Lecture Series, <i>Chair</i> <span style="float: right;">20XX - 20XX</span> <ul style="list-style-type: none"> <li>Proposed program on healthcare, identified topics and contacted speakers to bring to Boston College</li> <li>Chose moderators, time, venue, and ensured program was executed smoothly</li> </ul>
<b>SKILLS</b>	Language: Proficient in Mandarin, Basic in Spanish Technical: Microsoft Office

Highlight campus experiential program(s) to demonstrate solid job-related experience

## Aurora E. Smith

55555 Smart Way • Granger, IN 55555 • (555) 555-5555 • auroraesmith@noemail.com

<b>Education</b>	University of Notre Dame, Notre Dame, IN <span style="float: right;">May 20XX GPA 3.97</span> Bachelor of Arts, <i>summa cum laude</i> Major: Film, Television, and Theatre <span style="float: right;">Concentration: Television</span>
<b>Research</b>	<b>Independent</b> <i>Senior Thesis "Coveted Demos and Better Tomatoes: Contemporary Teen Television and the Small-Town Idyll."</i> Advisor: Rory Gilmore <ul style="list-style-type: none"> <li>Researched how small town settings function to attract varied demographics to teen television texts</li> <li>Presented to the Department of Film, Television, and Theatre</li> </ul> "You Know You Love Me: Contemporary Celebrity Gossip Blogs and the Illusion of the 'Real.'" FTT Special Studies, Advisor: Jess Mariano, Fall 20xx  <b>Research Assistant</b> Professor Kevin Dreyer, Director of Theater, June 20xx-present <ul style="list-style-type: none"> <li>Produced comprehensive, high-level study guides for faculty wishing to incorporate departmental productions into course syllabi</li> </ul> Professor Max Medina, Department of Film, August 20xx-20xx <ul style="list-style-type: none"> <li>Conducted archival research utilizing The Walt Disney Company's annual reports</li> </ul>
<b>Scholarly Presentation</b>	<b>Smith A.E.</b> March 20xx. "Gender-Bending Baddies: The Conflation of Evil and Gender Deviance in the Works of Walt Disney". Presented at The Society for Cinema and Media Studies Conference Chicago, IL
<b>Achievements</b>	Outstanding Work in Television Studies, University of Notre Dame <span style="float: right;">May 20XX</span> Induction into Phi Beta Kappa <span style="float: right;">May 20XX</span> Martin's Supermarket Scholarship <span style="float: right;">June 20XX- June 20XX</span>
<b>Experience</b>	<b>Student Administrative Assistant</b> , Notre Dame, IN <span style="float: right;">August 20XX-July 20XX</span> Department of Film, Television, and Theatre <ul style="list-style-type: none"> <li>Provided assistance and information to prospective and current majors</li> <li>Wrote and edited copy for departmental promotional material</li> <li>Carried out a variety of short-term research projects at professors' requests</li> </ul> <b>Honors Program Participant</b> , Notre Dame, IN <span style="float: right;">August 20XX-July 20XX</span> Department of Film, Television, and Theatre <ul style="list-style-type: none"> <li>Produced and presented a substantial piece of independent research</li> <li>Completed an honors seminar and participated in an honors colloquium</li> </ul> <b>Student-Athlete Tutor</b> , Notre Dame, IN <span style="float: right;">January 20XX-December 20XX</span> Office of Academic Services for Student-Athletes <ul style="list-style-type: none"> <li>Tutored student-athletes enrolled in Basics of Film and Television and Introduction to Business Statistics</li> </ul> <b>Undergraduate Representative</b> , Notre Dame, IN <span style="float: right;">February 20XX</span> Department of Film, Television, and Theatre External Review Board <ul style="list-style-type: none"> <li>Selected by professors to provide feedback about undergraduate experience in the department to a panel of external reviewers</li> </ul>
<b>Professional Associations</b>	Independent Film Research Association, 20xx-present American Alliance for Theater and Education, 20xx-present

Additional sections you may wish to include are Professional Associations and Presentations