

Mary Smith

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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

Iterative Design Project, Team Member Fall 20XX

- Collaborated with a team of three members to iteratively design a picture frame for the University bookstore using SolidWorks
- Developed initial design for frame, 3D printed it, and tested it against specifications
- Redesigned and retested the frame based on feedback from peers, instructors, and customers to achieve a final product

Kildare's

Hostess

- Organized 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 for 20-40 hours a week

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

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

ACTIVITIES

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

SKILLS

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

Jane Hall

jhail2@nd.edu | (574) 123-4567
Campus: 242 Pangborn Hall | Notre Dame, IN 46556 Permanent: 10000 Timberstone Drive | Fishers, IN 46000

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

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

News Editor

Fall 20XX - Spring 20XX

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

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

Jason P. Winchester

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1234 Irish Way
South Bend, IN 46556

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Home Address
333 Home Drive
Miami, FL 31987

EDUCATION

University of Notre Dame
Bachelor of Arts in Arabic and Theology
GPA: 3.35

American University in Cairo
Arabic language and Egyptian culture immersion

Notre Dame, IN
May 20XX

Cairo, Egypt
August 20XX - May 20XX

EXPERIENCE

The Observer Newspaper

- Media
- Reporter, Production Editor, Fall 20XX-Present
 - Received recognition for several published articles on student life issues
 - Ensure the paper is printed without error through attention to detail
 - Coordinate with a team of 10 staff to produce quality news under daily deadlines
 - Conduct interviews on sensitive topics with diplomacy and strategic questions

Alert Global Media

- Editorial Assistant, Summer 20XX
- Wrote drafts and edited final articles for print
 - Planned an anti-money laundering conference in Dubai as part of a marketing team
 - Assisted the CEO in meeting tight deadlines and responding tactfully to callers
 - Contacted foreign embassy officials in Washington, D.C. for informational interviews

Leadership

The American University in Cairo

- Student Orientation Leader, Spring 20XX
- Led the orientation for 400 new American students adjusting to life in Egypt
 - Presented sessions on intercultural differences and Egyptian society
 - Collaborated with faculty and staff to develop orientation structure and content
 - Utilized Arabic skills in helping students negotiate and acclimate to Egyptian life

Campus Ministry

- Retreat Leader, Fall 20XX-Spring 20XX
- Coordinated efforts with 14 other students to host two retreats for 70 freshmen
 - Facilitated discussion and built trust and community within a group of 15 students

Teaching

International Center for Technology

- English Teacher, Fall 20XX-Spring 20XX
- Taught beginning and continuing English classes to disadvantaged Cairo citizens
 - Developed curriculum tailored to the students' interest in business

Take Ten

- Conflict Resolution Facilitator, Fall 20XX-Spring 20XX
- taught nonviolent dispute resolution skills in a low-income elementary school
 - Demonstrated strong interpersonal skills in dealing with young students

Group experiences to help them stand out

CAMPUS EMPLOYMENT

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

Use reverse chronological order within the groupings

LANGUAGES

Modern Standard Arabic (Intermediate), Egyptian Colloquial Arabic (Intermediate)

Sharon Blake

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EDUCATION

University of Notre Dame

Bachelor of Arts Political Science, Arabic, and Peace Studies
GPA: 3.96 Honors: Pi Sigma Alpha, Yarrow Award for academic excellence

May 20XX
Notre Dame, IN

American University in Cairo

Spring 20XX
Cairo, Egypt
Summer 20XX
Amman, Jordan

Arabic Language Institute

Received Summer Language Abroad Grant

RESEARCH AND COURSES

Senior Honors Thesis, University of Notre Dame

"Arab Spring and the Influence of Social Media on Political Dissent"

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

Beyond Politics: an Undergraduate Review of Politics, University of Notre Dame

"The Campaign Against Torture: The United States and the War on Terror"
Islamist Political Parties in Comparative Perspective International Human Rights Movement

LANGUAGES

Modern Standard Arabic (Intermediate), Egyptian Colloquial Arabic (Beginner), French (Beginner)

INTERNATIONAL EXPERIENCE

Product Managers, Mansour Group, Marketing Intern

- Studied and produced executive summary on marketing chain for Samsung products in Egyptian market

Summer 20XX
Cairo, Egypt

Putubiw Junior Secondary School, Volunteer

- Taught English and technology classes to twenty-five 7th and 8th grade Egyptian students
- Drafted funding proposals for village projects in coordination with Putubiw Students' Union and United Planet

Summer 20XX
Putubiw, Ghana

World Relief, Volunteer

- Planned lessons and taught English at summer camp for Burmese refugee children

Summer 20XX
Rangoon, Union of Burma

LEADERSHIP AND SERVICE

Co-Founder and President, Gulf Coast Action League

- Organize and lead a week-long service trip of 25 students to New Orleans for rebuilding projects

August - October 20XX

VOICE Committee, Center for Social Concerns

- Organize and lead a week-long service trip of 25 students to New Orleans for rebuilding projects

Fall 20XX - Present

Co-President, Notre Dame Peace Fellowship

- Facilitate reflective discussion to promote peace through prayer and nonviolent action

Spring 20XX - Present

Student Leadership Award, Student Government

Fall 20XX, Fall 20XX

Social Concerns Commissioner, Lewis Hall

- Organized dorm service events and promoted awareness of social justice issues

Fall 20XX - 20XX

ND Votes Commissioner, University of Notre Dame

- Focused on registration, education, and mobilization of voters for the 20xx Election

Fall 20XX

TECHNOLOGY

ProQuest, Keeings, SSPS, and Microsoft Word, Excel, and PowerPoint

Demonstrate an interest in the markets

Emily Marie O'Connor

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EDUCATION

University of Notre Dame, Notre Dame, IN

Bachelor of Business Administration in Finance, Bachelor of Arts in Program of Liberal Studies

May 20XX
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

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EDUCATION

University of Notre Dame, Notre Dame, IN

Bachelor of Business Administration

Major: Finance

Bloomberg Certification in both Equities & Fixed Income Securities

May 20XX

Cumulative GPA: 3.81

Dean's List 20XX - Present

RELEVANT EXPERIENCE AND ACADEMIC TRAINING

Sorin Capital, Stamford, CT

Summer Analyst

Summer 20XX

- 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

- 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 \$12.28

Wall Street Prep Modeling Seminar, Notre Dame, IN

M&A and LBO Valuation

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

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

Fall Break 20XX

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, seminars, 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

SKILLS & INTERESTS — Interests can show your diverse 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

Kristen Kelly

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South Bend, IN 46637

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2000 Shamrock Drive
Greencastle, IN 46000

kkelly@nd.edu
(574) 123-4567

EDUCATION

UNIVERSITY OF NOTRE DAME

Master of Science in Accountancy
Bachelor of Business Administration
Major: Accountancy, Minor: Peace Studies

Notre Dame, IN
May 2020
May 2019
GPA: 3.39

NOTRE DAME LONDON PROGRAM

Study Abroad, International Business Certificate

London, England
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

Federal Tax Intern

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

Indianapolis, IN
June-August 2018

TAX ASSISTANCE PROGRAM

Volunteer Tax Preparer

- 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

Mishawaka, IN
January-April 2017

BBDO EUROPE

Special Projects Assistant, Controller's Team

- 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

London, UK
September-December 2016

LEADERSHIP

RYAN HALL

Resident Assistant

- 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

Notre Dame, IN
August 2017-May 2018

GREENCASTLE COMMUNITY SCHOOL CORPORATION

Human Resources Intern

- 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

Greencastle, IN
May 2016-July 2016

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

Molly Irish

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EDUCATION

University of Notre Dame, Notre Dame, IN

Bachelor of Arts, Double Majors: International Economics-Spanish and English
GPA: 3.87, Dean's List Fall 20XX-Fall 20XX

May 20XX

Fundación Ortega y Gasset, Toledo, Spain

May 20XX

INTERNSHIPS

Huron Consulting Group, Chicago, IL

Healthcare Summer Business Analyst

Summer 20XX

- 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 five interns

Summer 20XX

U.S. Securities and Exchange Commission, Washington, D.C.

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

Invited to board to advise students interested in consulting about the work, lifestyle, and recruitment process

Fall 20XX-Present

- Assist leadership with events and projects, such as the creation of a Notre Dame case preparation booklet

Spring 20XX

Project Coordinator, Deloitte Case Competition

- Guided team of eight students in analyzing, evaluating, and preparing presentation for a Mergers & Acquisitions case study

Spring 20XX

- Won 2nd Place among 20 other teams for extensive research and presentation clarity and style

Spring 20XX

Dean's Fellow Treasurer, College of Arts and Letters

Endorsed by faculty and accepted by the Fellows

Spring 20XX

- Provide opportunities and support for students to become academically and culturally engaged in events on campus

Fall 20XX

Chairperson, Sophomore Class Council Education Committee

Directed committee in organizing events to enrich the academic lives of Notre Dame students

Fall 20XX

- Designed Professor-Student coffee house series to encourage conversation between faculty and students in a relaxed setting

Fall 20XX

Project Leader, Member, Student International Business Council

- Led projects to assess a company, identify means to add value to the company, and create a recommendation for improvement

Fall 20XX

- 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

Recommended by faculty to tutor undergraduate and graduate students in academic, essay, and formal writing

Spring 20XX-Present

- Presented at National Council on Peer Tutoring in Writing (NCPWTW) Conference in October 20XX in Orlando, FL
- Received \$1000 grant from Notre Dame and \$150 grant from NCPWTW to conduct research and travel to conference

Summer 20XX

Nordstrom, Tyson's Corner, VA

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

Mark W. Howard

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EDUCATION

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

Notre Dame London Program, London, England
 Summer 20XX

INTERNSHIP

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

- 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
 Research Assistant
 Fall 20XX-Fall 20XX

- 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
 Project Partner
 Spring 20XX-Present

- 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
 Team Member
 Fall 20XX-Present

- 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

Laura A. Anderson

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

Kings College **If transferred from another school, include this information**
 Bachelor of Science
 Major: Chemistry
 Wilkes-Barre, PA
 May 20XX
 GPA: 3.74

INTERNSHIP

General Electric Healthcare
 Service Engineer
 Waukesha, WI
 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
 Undergraduate Research Assistant
 Notre Dame, IN
 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

Peer Mentor
 Notre Dame, IN
 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
 Representative, London Student Advisory Council
 Speaker, Committee Chair, Society of Women Engineers
 Fall 20XX -Spring 20XX
 Fall 20XX -Spring 20XX
 Spring 20XX

ACTIVITIES

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

Adam M. Wilson

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 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
Universidad Popular Autonoma del Estado de Puebla | Puebla, Mexico 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
 ■ Assist in pharmacy, dental, medical, and mobile clinics while providing public health talks in schools
 ■ Promote and participate 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
 ■ Devise 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

Undergraduate 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

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 ¾ 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.M, 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 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

Include relevant courses if they are upper level classes or a different from what most students in a major would take

EDUCATION

UNIVERSITY OF NOTRE DAME

Bachelor of Science, Electrical Engineering, May 20XX
 Overall GPA: 3.12

Notre Dame, IN
 Signals and Systems
 Neural Networks
 Semiconductors I & II
 Electrical Circuits I&II
 Magnetic Fields and Waves
 Communication Systems

RELEVANT COURSES

EXPERIENCE

OFFICE OF INFORMATION TECHNOLOGY

- Computer Cluster Consultant, Summer 20XX
- Provided technical assistance to lab users regarding the use of printers, scanners, computers and software applications
- Maintained printing facilities and Linux, Solaris, and Windows machines

NCAA ATHLETICS

UNIVERSITY OF NOTRE DAME VARSITY FOOTBALL TEAM

- Defensive Line, 20XX - Present, Captain - Present
- Gain excellent time management skills balancing a weekly 30+ hour practice, training, competition, and travel schedule in addition to academics
- Serve as liaison between the 30 member defensive unit and the coaching staff attaining skills to deal with the different personalities and resolve concerns
- Foster a spirit of community as peer mentor to three first year team members of the defensive unit
- Acquire mental toughness and became accustomed to pressure situations

LEADERSHIP

ROSENTHAL LEADERSHIP ACADEMY

- Selected Participant, Fall 20XX - Spring 20XX
- Nominated on behalf of peers, coaches, and support staff to represent the program in monthly meetings, retreats, and workshops

STUDENT ADVISORY COUNCIL

- Member, Fall 20XX
- 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

ACTIVITIES

Planning Committee Member, Freshmen Retreats, 20xx - 20xx
 Eucharistic Minister, Sacred Heart Basilica and Stanford Hall, 20xx - Present
 Overnight and Day Host, Notre Dame Prospective Students, 20xx - 20xx
 Volunteer, Urban Plunge, New York, NY, December 20XX
 Volunteer, Habitat for Humanity, Spring Break 20xx

SKILLS

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: 1111 Main Street | Los Angeles, CA | 93302

EDUCATION

University of Notre Dame, Notre Dame, IN

Bachelor of Arts
 Major: Film & Television Production
 Minor: Business Economics

May 20XX
 GPA: 3.52

INTERNSHIPS

Jarrett Creative, New York, NY

- Development/Production Intern
 June 20XX - August 20XX
- 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 RTS Summer Fellowship Program, New York, NY

- Fellow
 June 20XX - August 20XX
- 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

- Intern
 June 20XX - August 20XX
- 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

- Logger/Production Assistant
 July 20XX
- 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

- Film Documentary Intern
 May 20XX
- 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 ranging from television studios to talent agencies
- Visited with over 25 representatives in the industry, representing numerous job functions and various sectors
- Gained valuable insights into career fit and navigating the entertainment field

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

EDUCATION

University of Notre Dame

Bachelor of Arts, Majors: Mathematics and Program of Liberal Studies
 Glynn Family Honors Program
 GPA: 3.96

Notre Dame, IN
 May 20XX

Boston College

College of Arts and Sciences

Chestnut Hill, MA
 Fall 20XX - Spring 20XX

FELLOWSHIP

Intercollegiate Studies Institute Honors Fellow

- Attended an on-campus conference participating in lectures on politics, economics, society, and engaged in discussion and debate on key topics
- Developed public, private, and social-sector solutions to national problems with professor in year-long mentoring fellowship

EXPERIENCE

Student International Business Council, Notre Dame, IN

Credit Suisse IPO Project, Small Group Leader
 Fall 20XX

- 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
- Ensured learning development of group by providing advising, resources, and feedback

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

Wedbush Securities Investment Experience Project Team Member

- Produced project to present to analysts at Wedbush Securities consisting of research, volatility analysis and price forecasting for several commodity and currency pairs

GTCR Leveraged Buyout Project Team Member

- 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

Arts and Letters Business Boot Camp, Selected Participant, Chicago, IL

- 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
- 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

Training the Street, Corporate Valuation Seminar Participant, Chestnut Hill, MA

- Conducted relative and intrinsic valuation of a company targeted for a hostile takeover using public and acquisition comps and DCF modelling
- Prepared arguments for takeover defense based on our valuation of the company

LEADERSHIP

Program of Liberal Studies Student Advisory Committee, Representative

- Provide student input to head of academic department
- Evaluate candidates for teaching positions and make recommendations regarding new hires
- Plan and execute academic and social events

20XX - Present

Notre Dame Gender Relations Center, Peer Educator and Leadership Council

- Create and speak at programs relating to gender roles, body image, and eating disorders
- Organized anti-sexual violence march in cooperation with Take Back the Night, national organization

20XX - Present

Boston College Lecture Series, Chair

- Proposed program on healthcare, identified topics and contacted speakers to bring to Boston College
- Chose moderators, time, venue, and ensured program was executed smoothly

20XX - 20XX

SKILLS

Language: Proficient in Mandarin, Basic in Spanish
 Technical: Microsoft Office

Aurora E. Smith

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

Education

University of Notre Dame, Notre Dame, IN

Bachelor of Arts, *summa cum laude*
 Major: Film, Television, and Theatre
 Concentration: Television

May 20XX
 GPA 3.97

Research

Independent

Senior Thesis "Coveted Demos and Better Tomatoes: Contemporary Teen Television and the Small-Town Idyll."
 Advisor: Rory Gilmore

- Researched how small town settings function to attract varied demographics to teen television texts
- Presented to the Department of Film, Television, and Theatre

"You Know You Love Me: Contemporary Celebrity Gossip Blogs and the Illusion of the 'Real.'" FT Special Studies,
 Advisor: Jess Mariano, Fall 20xx

Research Assistant

Professor Kevin Dreyer, Director of Theater, June 20xx-present

- Produced comprehensive, high-level study guides for faculty wishing to incorporate departmental productions into course syllabi

Professor Max Medina, Department of Film, August 20xx-20xx

- Conducted archival research utilizing The Walt Disney Company's annual reports

Scholarly Presentation

Smith A.E. 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

Achievements

Outstanding Work in Television Studies, University of Notre Dame

Induction into Phi Beta Kappa

Martin's Supermarket Scholarship

May 20XX
 May 20XX
 June 20XX - June 20XX

Experience

Student Administrative Assistant, Notre Dame, IN

- Department of Film, Television, and Theatre
- Provided assistance and information to prospective and current majors
- Wrote and edited copy for departmental promotional material
- Carried out a variety of short-term research projects at professors' requests

August 20XX - July 20XX

Honors Program Participant, Notre Dame, IN

- Department of Film, Television, and Theatre
- Produced and presented a substantial piece of independent research
- Completed an honors seminar and participated in an honors colloquium

August 20XX - July 20XX

Student-Athlete Tutor, Notre Dame, IN

Office of Academic Services for Student-Athletes

- Tutored student-athletes enrolled in Basics of Film and Television and Introduction to Business Statistics

January 20XX - December 20XX

Undergraduate Representative, Notre Dame, IN

Department of Film, Television, and Theatre External Review Board

- Selected by professors to provide feedback about undergraduate experience in the department to a panel of external reviewers

February 20XX

Professional Associations

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