

Resume Guide

Colby Career Center

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Resume Guide

What is a resume?

A resume is a selective biographical summary of experience that focuses on transferable skills and is meant to persuade a potential employer you are qualified for the position he/she needs to fill. Its purpose is meant to get you invited to an interview. A resume is a snapshot of you at a specific time for a specific audience; it has a short shelf life. You will return to your resume, editing and changing focus throughout your working life.

Types of Resumes

Resume structure is all about ORDER. Those who look at your resume may only take six seconds to glance at the document in the first review. It is important to place your most relevant experiences at the top of the document, where the information will be sure to catch the eye of the reader. At the same time, your resume should be consistent in format.

DID YOU KNOW?

*Most employers spend an average of **six seconds** looking at your resume during their first look-through.*

Chronological

Ordering your resume chronologically, beginning with the most recent. The chronological format is one of the more common ways to structure a resume because typically your most recent experiences demonstrate the highest relevance to the job/internship you are seeking.

Listing information in reverse chronological order is often the best way to showcase skills and achievements. Often a more functional organization or a blend of a chronological and functional format will serve you better.

Functional

A functional resume is sorted by skill set rather than by date. This document will typically include 3-4 different skills that the writer possesses, along with a few bullet points for each skill exemplifying proficiency through an experience.

This resume format is ideal for a student with few professional experiences or for someone looking to transition into a different field from where the majority of their experience is. A functional resume highlights transferrable skills rather than substantial, directly-related experience.

Targeted

Follows a chronological format, but emphasizes certain skills and experience based on a specific job or internship description. This emphasis occurs by strategically ordering your resume sections, allowing your most relevant experience to be clearly highlighted at the top of the document.

Hybrid

A hybrid format is a combination of chronological and functional. Depending on the application, you may wish to highlight certain experiences but also certain types of skills that you can group together. In this case, you might have a “relevant experience” section formatted the way you would a chronological resume and you might also have a section formatted like a functional resume.

Creative

For many industries it may be helpful to put together a creative or alternative resume. Alternative/creative formats for a resume are often useful in the graphic design and marketing fields, as well as other more creative and arts-based fields. Some alternative formats might include an online portfolio, a resume using Prezi, or physical portfolio. There is no one template for this type of resume but you should keep in mind that the pertinent information should still be easily accessible. Here are some resources for building creative resumes:

- re.vu
- visualcv.com
- resumup.com
- kinzaa.com
- Enthuse.me
- Accredible.com
- About.me
- flavors.me

International

If applying for a position internationally, you should be cognizant of different expectations for your resume and other job application materials depending on where you apply. Check out resources like GoinGlobal, linked from Career Link, to find out what style, content, language, etc. is appropriate in countries outside of the United States.

Curriculum Vitae (CVs)

A CV, most commonly used in academic settings or for science research, is a type of a resume. It follows a chronological format, but offers more heading options (including Publications, Presentations, Teaching, Research, etc.) directly related to academia. Unlike a typical resume, where you might only highlight specific related experience, and which should only be one page, a CV is used to document your lifelong professional and academic accomplishments and has not length restrictions (typically for an undergraduate student it will stay at 2-3 pages).

Where do I start?

1. Make a list of your various activities over the years
 - List paid work, volunteer positions, extracurricular activities (especially those in which you held a leadership role), and internships.
 - Keep your list to the last four or five years. As you approach graduation, you'll want to include less and less from high school, unless there is a particularly relevant event or award (such as a national award). If you have questions about what to include, please talk to a member of the Career Center.
2. Write out bullet points for each important item on your list
 - "Important items" include paid work, internships, extended volunteer activities, and activities in which you held a leadership role.
 - Avoid using "I" as you write and use action verbs to express your achievements. Don't worry about exact wording at this point, just make sure you include all the major details of each experience.
 - Describe your accomplishments as well as the actions you took to achieve those accomplishments. Try to stay away from simply listing the duties. For example, instead of "solved software problems" a more effective description might be "responded to and resolved over 200 software problems affecting both faculty and staff."
3. Create the sections of your resume
 - Name and contact information: This includes phone, email, and physical address. As a current student applying during the academic year, you should generally put your Colby address unless being from a certain state or country is an advantage for whatever you may be applying for (i.e. congressional jobs).
 - Education: Your most recent education (Colby) should be first. Make sure to
4. Make a list of your various activities over the years
 - List paid work, volunteer positions, extracurricular activities (especially those in which you held a leadership role), and internships.
 - Keep your list to the last four or five years. As you approach graduation, you'll want to include less and less from high school, unless there is a particularly relevant event or award (such as a national award). If you have questions about what to include, please talk to a member of the Career Center.

One Quick Example Resume to Get You Started

ANDREW BOULET

4689 Mayflower Hill • Waterville, Me 04901 • (207) 569-4692 • aboulet@colby.edu

As a current student applying during the academic year, you should generally put your Colby address unless being from a certain state or country is advantageous for whatever you may be applying for (i.e. a congressional job).

Make sure to include the name of the degree. In general, you should list your GPA if it is above a 3.0. You can also list your major GPA.

EDUCATION

Colby College, Waterville, ME

Major: Anthropology

Minor: Environmental Studies

Honors: Dean's List (Fall 2013, Spring 2014), Distinction in Major

Bachelor of Arts, May 2015

Major GPA 3.67

Overall GPA 3.28

University of Salamanca, Spain

Spring 2014

Completed courses in Spanish history, culture and language with all classes taught in Spanish

Don't forget to list any study abroad experiences, as well as your major, minor, and honors.

Include additional languages you know, but make sure to be clear about your level of fluency.

LANGUAGES

Fluent in French, conversational in Spanish

Make sure to format each entry consistently and include the title, company/organization, and the location, as well as the dates you participated. Note that each bullet point starts with an action verb. Make sure each bullet doesn't just describe your responsibilities but also describes your impact (e.g., answers the question, "So what?"). Did you save your organization money or time? Did you make a recommendation that was implemented? Did your research or analysis provide new insight into consumer behavior? Did you create an infographic that made complex information more clear to the intended audience? If you can't quantify your impact, try to give your accomplishment or contribution some context--e.g., "Solely responsible for handling X, Y, Z" or "Selected to accompany account team to pitch" or "Successfully managed complex projects while in school full time"

RESEARCH EXPERIENCE

Research Assistant, *Assistant Professor Leon Arredondo*, Waterville, ME

September 2014 – May 2015

- Researched 15 case studies of mental illness among Latino immigrants in the USA
- Created a syllabus for a new course – Mental Health and Cultural Experience – in collaboration with the professor
- Conducted research and prepared supporting materials for two cultural anthropology courses

Research Assistant, *Colby's Mellon Fellow, Christopher Tomas*, Waterville, ME

October 2014 – January 2015

- Researched case studies related to international environmental justice issues and compiled a bibliography of books and academic articles to be used in the Colby Environmental Studies' Environmental Justice curriculum
- Translated French to English and conducted research to assist Mr. Tomas in his research on environmental justice issues in former French colonies

Intern, *Instituto de la Naturaleza la Sociedad de Oaxaca*, Oaxaca City, Mexico

January 2014

- Conducted research on conservation programs for mountain-side water irrigation project
- Participated in the planning and construction of a mountain-side irrigation system and energy efficient ovens
- Contributed to the design, planning, and construction of a functional community greenhouse that would contribute to community's goals of sustainability and economic stability

You might use an "other experience" section to include additional experiences that may be relevant but you don't necessarily want to highlight.

OTHER EXPERIENCE

Language Instructor, *Anglo Americano Language Institute*, Mexico City, Mexico

June – August 2014

- Designed tailored course curricula in Business English for two business institutions
- Tutored English language classes for 16 adult business executives at the executive offices of the House of Fuller and Dolex in Mexico City
- Planned and prepared all necessary course materials for tri-weekly classes
- Communicated with individual students about their progress, evaluated their English-language proficiency levels, and collected feedback to improve their learning experience

English Teacher, *Banister Academy*, Mexico City, Mexico

June – August 2012

- Provided English tutoring for young underprivileged adults in a village outside Mexico City
- Designed course materials to prepare students for Cambridge Certificate Level Examinations, TOEFL, and SAT tests to improve their chances of acceptance into American universities
- Participated in parent/teacher meetings, received feedback, and provided student evaluations

ACTIVITIES

Organizer/Performer, *Free Burma Resolution Program*, Colby College

February—May 2015

Participant, *Workshops: Human Rights Abuses in Colombia and Free Tibet Movement*, Colby College

2014

Unless you held a leadership position or the activities was particularly unique or significant, you can simply list other activities that might be relevant. Do make sure to include all relevant list information including your title, the organization/company, location and dates.

Make sure to list any unique or highly developed skills you have (i.e. advanced proficiency in Excel) but stay away from simply saying you are proficient in PC and Mac computers (that is assumed as a college student). Languages can also go in this section.

SKILLS

Computer: Proficient with Microsoft Word, PowerPoint, Adobe Photoshop CS2, and Outlook Express applications; extensive experience with Microsoft Excel

Photography: Proficient at using analog and digital photography techniques, equipment, and darkroom functions

The Importance of Action Verbs

You can do better than “Assist”

You’ll notice in the sample resumes that we try to stay away from overused verbs like “assist” or “help” or the classic “responsible for.” Strong action verbs can make resume descriptions really stand out and give the reader a much better picture of your experiences. Use the following list if you get stuck trying to think of stronger action verbs.

ANALYTICAL SKILLS

Analyzed	Clarified	Estimated	Interpreted	Resolved	Surveyed
Answered	Classified	Evaluated	Investigated	Reviewed	Systematized
Appraised	Collected	Expedited	Processed	Specified	Validated
Assembled	Compiled	Extrapolated	Recommended	Structured	
Assessed	Critiqued	Forecasted	Reconciled	Studied	

COMMUNICATION/PEOPLE SKILLS

Addressed	Convinced	Elicited	Lectured	Promoted	Resolved
Authored	Corresponded	Explained	Mediated	Publicized	Spoke
Collaborated	Directed	Formulated	Moderated	Reconciled	Translated
Composed	Drafted	Influenced	Negotiated	Recruited	Wrote
Contacted	Edited	Interpreted	Persuaded		

CREATIVE SKILLS

Acted	Customized	Fashioned	Instituted	Modified	Revised
Adapted	Designed	Founded	Integrated	Originated	Revitalized
Composed	Developed	Illustrated	Introduced	Performed	Shaped
Conceptualized	Directed	Initiated	Invented	Planned	Solved
Created	Established				

DATA/FINANCIAL SKILLS

Administered	Audited	Calculated	Estimated	Marked	Reconciled
Allocated	Balanced	Computed	Forecasted	Planned	Reduced
Analyzed	Budgeted	Developed	Managed	Projected	Researched
Appraised					

HELPING SKILLS

Advocated	Clarified	Diagnosed	Facilitated	Motivated	Resolved
Aided	Coached	Educated	Familiarized	Referred	Supported
Assessed	Counseled	Encouraged	Guided	Rehabilitated	Volunteered
Assisted	Demonstrated	Expedited	Intervened	Represented	

MANAGEMENT/LEADERSHIP SKILLS

Administered	Contracted	Established	Initiated	Oversaw	Reorganized
Analyzed	Coordinated	Evaluated	Instituted	Planned	Reviewed
Assigned	Delegated	Executed	Managed	Prioritized	Scheduled
Attained	Developed	Increased	Motivated	Produced	Strengthened
Chaired	Directed	Improved	Organized	Recommended	Supervised
Consolidated	Enhanced				

ORGANIZATIONAL SKILLS

Accomplished	Communicated	Dispatched	Guided	Overhauled	Streamlined
Achieved	Consolidated	Encouraged	Implemented	Persuaded	Surpassed
Administered	Controlled	Ensured	Integrated	Prioritized	Synchronized
Arranged	Coordinated	Expanded	Launched	Reshaped	Targeted
Assigned	Cultivated	Facilitated	Monitored	Revitalized	Transformed
Attained	Delegated	Formalized	Orchestrated	Secured	Upgraded
Collaborated	Demonstrated	Generated			

RESEARCH SKILLS

Analyzed	Conducted	Examined	Interpreted	Organized	Summarized
Clarified	Critiqued	Gathered	Interviewed	Researched	Surveyed
Collected	Diagnosed	Extracted	Investigated	Reviewed	Systematized
Compared	Evaluated	Identified	Located	Solved	Tested

STRATEGIC SKILLS

Appointed	Created	Envisioned	Initiated	Modernized	Sponsored
Chaired	Delegated	Established	Innovated	Motivated	Stimulated
Clarified	Designed	Executed	Inspired	Optimized	Strengthened
Coached	Developed	Expanded	Introduced	Pioneered	Transformed
Conceived	Directed	Founded	Invented	Planned	
Conceptualized	Empowered	Ignited	Masterminded	Revolutionized	
Convinced	Energized	Influenced	Mentored	Spearheaded	

TACTICAL SILLS

Accelerated	Conducted	Exceeded	Interfaced	Reinforced	Transformed
Advanced	Constructed	Expedited	Negotiated	Rescued	Translated
Advised	Consulted	Fashioned	Operated	Revamped	Tutored
Amplified	Demonstrated	Fostered	Originated	Safeguarded	Volunteered
Augmented	Earned	Generated	Performed	Supplemented	
Capitalized	Enforced	Identified	Produced	Synthesized	
Charted	Enriched	Installed	Promoted	Trained	

TECHNICAL SKILLS

Adapted	Calculated	Devised	Maintained	Remodeled	Standardized
Applied	Computed	Engineered	Operated	Repaired	Studied
Assembled	Designed	Fabricated	Overhauled	Replaced	Upgraded
Built	Developed	Installed	Programmed	Solved	Utilized

Sample Resumes

The following are 12 sample resumes that show various types of targeted resumes as well as what a first-year resume might look like. These are meant to be only a guide and you should remember that each resume should be at least a little different depending on the position you are applying for.

Targeted Resume

This is Johanna's resume second semester of her sophomore year at Colby:

JOHANNA E. STRONG

jestrong@colby.edu ♦ (207) 873-4553
6234 Mayflower Hill, Waterville, ME 04901

EDUCATION

Colby College, Waterville, ME

Major: English Minor: Administrative Science

Bachelor of Arts, May 2016

GPA: 3.73 – Dean's List

Relevant Coursework: Expository and Persuasive Writing, Marketing in America, Micro and Macro Economics

Extended paper: *Why We Buy*, what creates brand loyalty in teens?

Strath Haven High School, Wallingford, PA

Editor of *Panther Press*, school newspaper

Debate Team, winners of all state competition, 2012

Diploma with Honors, June 2012

RESEARCH EXPERIENCE

- Coordinated focus groups of high school students to establish criteria for buying patterns
- Conducted interviews to determine the variables that made Colby students select a specific dining hall
- Completed secondary research on topics including: economic indicators, stock market analysis, and marketing trends

INTERVIEWING AND WRITING EXPERIENCE

The Colby Echo, Reporter, Waterville, ME

October 2012–Present

- Contribute bi-weekly articles and reviews on campus life
- Feature articles have included: *Food Culture at Colby*, a look at student food choices and *Shall We Dance?* The decline of social dancing on campus

Panther Press, Reporter, Editor, Wallingford, PA

January 2009–June 2012

- Chaired weekly staff meetings and reviewed assignments, created paper's website using Dreamweaver software, posted internet version of current edition 2011 – 2012
- Reported on Strath Haven spring athletics, 2010/ Arts and Culture reporter, Fall 2010–2012

ADVERTISING/SALES EXPERIENCE

Arnold Worldwide, Intern, Boston, MA

Summer 2013

- Worked part-time with the creative team on the Radio Shack account
- Reviewed the data collected in brand analysis focus groups and drafted copy
- Attended weekly team meetings

Discovery Channel Store, Associate, King of Prussia Mall, PA

Summer 2012

- Greeted customers and their children, processed purchases, reconciled cash register
- Updated weekly inventory using an Access database system

VOLUNTEER EXPERIENCE

Colby College Admission Office, Waterville, ME

September 2012- May 2014

- Led campus tours for prospective students and their parents
- Staffed reception area, answered phone, greeted visitors and responded to questions about the campus

COMPUTER AND LANGUAGE SKILLS

Proficient with Microsoft Office, WordPerfect, Corel products, Dreamweaver, Adobe Photoshop; familiar with QuickBooks; Fluent in Portuguese

FATIMA RESA

(207) 859-6690 • fresa@colby.edu • Colby College, 6883 Mayflower Hill, Waterville, ME 04901

EDUCATION

Colby College, Waterville, ME, USA

Bachelor of Arts, May 2019

Anticipated Majors: Economics and Art History

GPA 3.18

Mahindra United World College of India, Pune, India

International Baccalaureate, 2014

All instruction in English

Higher Level: Mathematics, Economics, Art and Hindi

Standard Level: English and Biology

SKILLS

- Mother tongue – Ladakhi (a Tibetan dialect)
- Fluent in English and Hindi
- Reading and writing fluency in Tibetan
- Intermediate understanding of Urdu
- Knowledge of Marathi

EXPERIENCE

Colby College, Waterville, ME, USA

Fall 2015 – Present

Information Technology Services Student Trainer

February 2016 – Present

- Provide technology support to students, staff and faculty with computer needs

Miller Library and Olin Science Library Assistant

September 2015 – February 2016

- Opened library, shelved books, staffed circulation desk and provided customer service to patrons

Curator at Colby College Museum of Art

January 2016

- Planned and executed an exhibition on Modern Japanese Prints featuring more than 25 prints

COMMUNITY SERVICE

Art for Kids, Mahindra UWC Community Interaction Project, Pune, India

Fall 2013 – Spring 2015

- Taught 28 elementary students arts and crafts and served as a mentor
- Completed intensive Marathi course to be able to communicate more effectively

Mother Teresa Home, Pune, India

Fall 2013

- Interacted with mentally challenged residents and supported daily routines

Dr. Jane Goodall's Roots & Shoots, Leh Ladakh, India

Fall 2011 – Fall 2012

- Chaired the Leh Ladakh local branch of this global organization
- Set goals for a weekly activity including surveying of local streams to check pollution level to raise ecological awareness in community
- Cooperated with other NGOs, including Professor K. Nachimuthu Institute of Research for Language and Culture

ACTIVITIES

- Sport activities: Basketball, Tennis, Swimming and Self-Defense
- Member, Ladakh Theatre Organization
- Member, Students for a Free Tibet

Additional Sample Resumes by Industry

Music/Performance - (Franklin Gothic Book)

ELI M. JOSEPHSON

7834 Mayflower Hill • Waterville, Maine 04901 • (617) 939-7940 • ejosephson@colby.edu

EDUCATION

Colby College, Waterville, ME, USA **Bachelor of Arts, May 2016**
Major: Music (Concentration in Performance) **Overall GPA: 3.66**

Musicians Alliance, Colby College, Waterville, ME, USA **May 2013 – May 2014**

- Chaired an alliance connecting musicians on campus to form bands in various musical genres
- Organized, sponsored, promoted on campus performances
- Managed club budget to order and repair musical equipment

Sitar and North Indian Music, New Delhi, India **Fall 2014 – Spring 2015**

- Studied the sitar with Shubhendra Rao, senior disciple of Ravi Shankar, for six months
- Practiced up to 8 hours/day and toured India, accompanying Rao on the tanpura
- Contacted venues and organized a United States tour for Rao

Colegio Delibes, Salamanca, Spain **Summer 2011**

- Studied Spanish language, culture, and Flamenco guitar; lived with a Spanish family

EXPERIENCE

Performing

Principal Guitarist, Colby College Jazz Ensemble, Waterville, ME, USA **Fall 2012 – Present**

- Swing, blues, funk, soul, hard bop, fusion, Afro-Cuban, etc.
- *Chorale*, Tenor vocalist
- Toured in Italy and Prague; Invited to perform at St. Peter's Basilica, Spring 2013

Freelance Guitarist, Various locations **Winter 2010 – Present**

- Currently perform weekly jazz shows with quartet, duo, or solo
- Negotiated weekly and monthly contracts with small venues
- Formed bossa nova sextet to promote Brazilian music in Maine through charity performances

Radio DJ

WMHB, Waterville, ME, USA **Winter 2012 – Present**

- Host jazz radio show featuring the experimental jazz of the 60s through the funk-infused acid jazz of today

Newton South High School, Newton, MA, USA **Fall 2008 – Spring 2012**

- Created a radio station: raised money, purchased and set-up equipment, and created a code of ethics for student disc jockeys to maintain a standard of professionalism

Teaching

Instructor, Gandhi Ashram School, Kalimpong, India **January 2014, 2015**

- Instructed music theory, the American blues, English, and Indian classical music to students of all ages

Music Theory Tutor, Colby College, Waterville, ME, USA **February 2012 – March 2014**

- Taught composition and analysis to college freshmen and sophomores

Music Mentor, Alford Youth Center, Waterville, ME, USA **Fall 2012 – Spring 2014**

- Taught guitar to children age 5-18 at local youth centers and elementary school, focusing on basic music theory and perpetuating student engagement in music
- Organized concerts, taught song-writing, and prepared students to perform at yearly recital

Restaurant Management

Manager/Chef, Sweet Tomatoes Pizza, Newton, MA, USA **Summers 2009 – Present**

- Coordinated schedules of 10-15 wait and kitchen staff ensuring adequate coverage
- Managed budget and food purchasing to accommodate frequently changing menu

MARTHA HERNANDEZ

5687 Mayflower Hill • Waterville, Maine 04901 • (207) 859-4569 • mhernandez@colby.edu

EDUCATION

Colby College, Waterville, ME **Bachelor of Arts, May 2015**
Double Major: Economics and Latin American Studies **GPA 3.53**

Honors: Posse Foundation Full-Tuition Leadership Scholarship (2010-2014), The Walker Language and Culture Fellowship Grant for study in Brazil (2012), Colby College Dean's List (Fall 2014, Fall 2015)

Pontificia Universidad de Chile, Santiago, Chile **January – June 2014**

Centro de Estudos de Língua e Cultura, Rio de Janeiro, Brazil **January 2013**

- Fluent in Spanish; Intermediate in Portuguese (reading and writing)

RELEVANT COURSEWORK

Intermediate Micro/Macro Theory, Econometrics, Finance, Business and U.S. Foreign Policy, International Finance, Economic Forecasting, Advanced Calculus, Statistics, International Relations

RESEARCH EXPERIENCE

Senior Thesis, Economics Department, Colby College, Waterville, ME **October 2014 – May 2015**

- Completed research for and presented econometrics paper concerning the “Analysis of Determinants of First Year Grade Point Averages”

Research Assistant, The Oak Institute for Human Rights, Waterville, ME **October 2013 – March 2014**

- Conducted research and communicated with human rights organizations in Latin America and the United States
- Supported the search for and recruitment of a Colby College Oak Fellow for the 2014 fall semester
- Translated fellowship applications and reference letters submitted in Spanish

INTERNSHIP EXPERIENCE

Summer Analyst, Fiduciary Trust Company, Boston, MA **July 2014 – August 2015**

- Wrote daily reports on company fiscal status and changes in operations using Thomson Baseline
- Prepared data for, and met with, high net worth individuals about asset allocation and wealth management
- Analyzed portfolios utilizing Private View, a modified version of Global Plus
- Conducted analytics for the Cash Management Department researching the impact of fee increases on current clients
- Attended and contributed to weekly investment officer meetings and luncheons at investment banks

Communications Intern, The Office of the Mayor of New York City, New York, NY **June 2013 – August 2013**

- Contacted families of the victims of Flight 587 to ensure collaboration in development of proposed memorial
- Selected to introduce the mayor at the annual internship event attended by over 1,000 guests
- Volunteered at receptions and charity events with over 1,400 guests

Summer Analyst, Wealth Strategies for Life, Bronx, NY **July 2012 – August 2012**

- Increased client base by 15% by conducting targeted marketing outreach in non-profit sector
- Coordinated meetings between clients and CEO, ensuring all needed materials were present
- Drafted introductory letters on behalf of the CEO welcoming new clients to the organization

ACTIVITIES

Co-Vice Chairperson, Colby's All-College Admission and Financial Aid Committee **2014 – 2015**
Vice President, Students Organized Against Racism **2015 – 2015**
Member, Students Organized for Black and Hispanic Unity **2011 – 2015**
Executive Board Member, Sophomore Class Council **2012 – 2013**

COMPUTER SKILLS

Experience with Stata, SunGard Global Plus, Thomson Baseline; Proficient in Microsoft Word, Excel, Outlook, PowerPoint

PHILIP D. JONES

(207) 454-7612 • pdjones@colby.edu
7993 Mayflower Hill, Waterville, Maine 04901

EDUCATION

Colby College, Waterville, ME

Bachelor of Arts, May 2015

Major: Psychology

Minor: Environmental Studies

Relevant Coursework: Biology, Human Health and the Environment, Meteorology, Climate Change, Climate Change History and Policy

CREDENTIALS AND SKILLS

- Wilderness First Responder: Certified May 2013, eligible for re-certification May 2016
- CPR: Certified May 2015, eligible for re-certification May 2016
- Computer: Experience with SPSS and Adobe PhotoShop; proficient with Microsoft Office

EXPERIENCE

Waterville Main Street, Waterville, ME

January 2015 – May 2015

Volunteer and Organizer

- Created a local community co-op and farmer's market in downtown Waterville by organizing a consortium of Colby, Unity College, Thomas College and community members
- Served as a member of business and education committee responsible for planning community co-op

Kennebec County Soil and Water Conservation District, Waterville, ME

January 2015

Intern

- Designed a website and created educational documents, including fact sheets on the importance of wilderness preservation, watersheds, climate monitoring and community involvement
- Participated in weekly meeting with senior staff and community members

Maine Wilderness Tours, Presque Isle, ME

December 2012 – December 2014

Trip Guide

- Conducted pre-trip research and logistical planning for canoe trips between 15 and 40 days
- Communicated extensively with registered participants and other guides to include them in planning details
- Led workshops for team building and safety awareness
- Directed 30 day whitewater canoe trip in Northern Maine and 21 day canoe trip in New Brunswick, Canada

Colby Triathlon, Waterville, ME

Fall 2012

Organizer and Participant

- Coordinated annual triathlon event with more than 100 college and community athletes competing

ACTIVITIES

Colby Varsity Lacrosse Team: Athlete with 20 hours per week practice commitment

Fall 2011 – Spring 2015

Colby Outing Club: Gear Manager, Trip Leader, Officer

Fall 2011 – Spring 2015

ANDREW BOULET

4689 Mayflower Hill • Waterville, Me 04901 • (207) 569-4692 • aboulet@colby.edu

EDUCATION

Colby College, Waterville, ME

Bachelor of Arts, May 2015

Major: Anthropology

Major GPA 3.67

Minor: Environmental Studies

Overall GPA 3.28

Honors: Dean's List (Fall 2013, Spring 2014), Distinction in Major

University of Salamanca, Spain

Spring 2014

Completed courses in Spanish history, culture and language with all classes taught in Spanish

LANGUAGES

Fluent in French, conversational in Spanish

RESEARCH EXPERIENCE

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September 2014 – May 2015

- Researched 15 case studies of mental illness among Latino immigrants in the USA
- Created a syllabus for a new course – Mental Health and Cultural Experience – in collaboration with the professor
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October 2014 – January 2015

- Researched case studies related to international environmental justice issues and compiled a bibliography of books and academic articles to be used in the Colby Environmental Studies' Environmental Justice curriculum
- Translated French to English and conducted research to assist Mr. Tomas in his research on environmental justice issues in former French colonies

Intern, Instituto de la Naturaleza la Sociedad de Oaxaca, Oaxaca City, Mexico

January 2014

- Conducted research on conservation programs for mountain-side water irrigation project
- Participated in the planning and construction of a mountain-side irrigation system and energy efficient ovens
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June – August 2014

- Designed tailored course curricula in Business English for two business institutions
- Tutored English language classes for 16 adult business executives at the executive offices of the House of Fuller and Dolex in Mexico City
- Planned and prepared all necessary course materials for tri-weekly classes
- Communicated with individual students about their progress, evaluated their English-language proficiency levels, and collected feedback to improve their learning experience

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June – August 2012

- Provided English tutoring for young underprivileged adults in a village outside Mexico City
- Designed course materials to prepare students for Cambridge Certificate Level Examinations, TOEFL, and SAT tests to improve their chances of acceptance into American universities
- Participated in parent/teacher meetings, received feedback, and provided student evaluations

ACTIVITIES

Organizer/Performer, Free Burma Resolution Program, Colby College

Participant, Workshops: Human Rights Abuses in Colombia and Free Tibet Movement, Colby College

SKILLS

Computer: Proficient with Microsoft Word, PowerPoint, Adobe Photoshop CS2, and Outlook Express applications; extensive experience with Microsoft Excel

Photography: Proficient at using analog and digital photography techniques, equipment, and darkroom functions

CAROL ADAMUS

cadamus@colby.edu • 610-732-2376 • 7213 Mayflower Hill, Waterville, Maine 04901

EDUCATION**Colby College**, Waterville, ME**Bachelor of Arts, May 2015***Double Major: Philosophy, Physics***GPA 3.31***Senior Thesis: Gender Specific Rules in Sports are Based on an Outdated Idea of Femininity**Senior Physics Research: Exploring the Arrow of Time and Its Philosophical Implications**Relevant Courses Include: Ethics, Logic, Social and Political Philosophy**Athletics: Varsity Colby Women's Volleyball and Softball (2012-2015), Captain of both 2014-2015**Student Athletic Advisory Board***ADVOCACY EXPERIENCE****Maine Coalition on Health and Smoking**, Augusta, ME, *Intern***January 2014**

- Researched both the governmental and the sociological issues facing anti-tobacco legislation in Maine
- Provided a youth voice to the issue in press conferences, information sessions and presentation to legislators
- Studied proper decorum in lobbyist/legislative interaction and observed for common characteristic traits found in successful lobbyists
- Organized a grassroots campaign to garner support for the two anti-tobacco bills the coalition was hoping to pass pertaining to smoking in the car with children and taxes on cigarettes

National Association for Education of Homeless Children, Minneapolis, MN, *Intern***January 2013**

- Researched age, location and education level of homeless children around the US and prepared one-page fact sheets for state senators and representatives
- Analyzed school districts' ability to adhere to the McKinney-Vento Act and supported lobbying efforts for passage of stricter penalties when states fail to adhere to the Act
- Maintained and edited policies on immunization records for homeless children

Prime Healthcare of Southport, Southport, CT, *Office Assistant***Summer 2012**

- Orchestrated the transition between paper files and an electronic filing system
- Overhauled and consolidated the office's prescription files while expanding the allied doctor database

OTHER EXPERIENCE**Colby College Physics Department**, Waterville, ME,**Fall 2012 – May 2015***Teacher Assistant, Tutor*

- Introduce the lab and apparatus, review student work on pre-lab and answer any questions from the 18-20 Introduction to Physics students
- Provide support and individual attention to students during their lab
- Monitor the safety and efficiency of the lab while the professor is giving one-on-one instruction

Tutor, Physics and Logic

- Coach students with difficulty understanding the readings and lecture
- Demonstrate problems and provide helpful hints for homework
- Guide students through homework and help them prepare for exams
- Provide a resource for those looking to accelerate their learning

Stamford Hospital Radiation Therapy Department, Stamford, CT, *Physicist Assistant***Summer 2014**

- Contoured MRI/CT Scan composites to assist the physician in identification of tumor volume and placement
- Planned radiation treatment using the AccuRay Multi-Plan system
- Aided in Cyberknife machine calibration and maintenance

SKILLS

Proficient with Java, Python, and Microsoft Office

JULIE ANDERSON

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EDUCATION**Colby College**, Waterville, ME**Bachelor of Arts, May 2015***Major:* Psychology *Minor:* Education**GPA: 3.80, Dean's List***Relevant Coursework:* Cognitive Psychology, Social Psychology, Personality and Psychopathology, Psychology Research Methods and Statistics, Cognitive Development Seminar and Collaborative Research**RESEARCH EXPERIENCE****Colby College**, Waterville, ME*Cognitive Development Course Collaborative Research Project***Fall 2013**

- Collected data from fourteen preschoolers at *Kids Korner* Preschool in Oakland, ME to prove the positive correlations between response to joint attention and syntax development in preschoolers
- Transcribed and analyzed data using SPSS and presented results to professors and peers at the Psychology Research Symposium Poster Session

*Psychology Research Methods and Statistics Collaborative Research Project***Spring 2013**

- Investigated the role of mood awareness in college students by inducing happy and sad moods in sixty-one Colby College students
- Analyzed data in SPSS and presented in the Research Symposium the findings that mood and mood awareness cause no difference in categorization and liking of faces

ADDITIONAL EXPERIENCE*Mentor, Colby Cares about Kids*, Waterville, ME**Fall 2011 – May 2015**

- Developed trusting relationships with two elementary school girls by providing educational and emotional support during after school programs twice a week
- Tutored girls in math, reading, and writing to improve academic performance

Assistant Teacher, George Mitchell School, Waterville, ME**Spring 2013**

- Individually coached seventeen second grade students in math and writing lessons twice a week
- Administered and oversaw student use of Raz-Kids, a computer-run reading improvement program for students struggling with literacy

Assistant, Nashoba Valley Children's Center Summer Camp, Acton, MA**Summers 2011, 2012, 2013**

- Supervised twenty children ages 2 to 5 years during free play, helped conduct circle time, and managed daily craft and sport stations

Mentor, Acton-Boxborough Regional High School, Acton, MA**Spring 2010**

- Tutored 8 struggling math students enrolled in a 9th grade transitional program
- Initiated positive relationships to ease students' social and educational transitions from junior high to high school

ACTIVITIES**Colby Women's Varsity Soccer**, *Captain (2014 and 2015 seasons)***Student Athletic Advisory, Committee Member**- Panel of athletes working to improve and advertise athletics at Colby College

JESSICA MARIE SMITH

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SKILLS SUMMARY

Experienced in the synthesis, purification, and characterization of organic compounds. Laboratory knowledge and experience includes UV/Vis, NMR, IR, MS, flow injection analysis, titration, calorimetry, and solution preparation. Computer skills include proficiency with ChemDraw, SciFinder, and Spartan.

EDUCATION

Colby College, Waterville, Maine
Double Major: Chemistry and Physics

Bachelor of Arts, May 2015
GPA: 3.45

RELEVANT COURSEWORK

Environmental Chemistry, Organic Chemistry (lab), Analytical Chemistry (lab), Physical Chemistry (lab), Foundations of Physics (lab), Modern Physics (lab), Electricity & Magnetism, Nuclear & Particle Physics, Series & Multivariable Calculus, Vector Calculus, Differential Equations, Geology (lab)

RESEARCH EXPERIENCE**COLBY COLLEGE****Waterville, Maine****Teaching Assistant**, *Analytical Chemistry, Environmental Chemistry***September 2014 – May 2015**

- Prepare solutions, test instruments, organize chemicals and glassware, and supervise laboratory safety
- Assist students with analytical techniques including: UV/Vis, titration using Vernier automation systems, flow injection analysis, instrument calibration, and construction/use of ion-selective electrodes

COLBY COLLEGE**Waterville, Maine****Research Assistant**, *Professor Whitney King***January 2013, 2014**

- Collaborated with the McNeill group while working in the King laboratory
- Determined a mechanism for the basic decomposition of the chemiluminescent probe molecule
- Presented results at the 233rd ACS National Meeting in Chicago, IL

UNIVERSITY OF MINNESOTA**Minneapolis, Minnesota****Intern**, *Lando/National Science Foundation***Summer 2013**

- Developed a method of measuring singlet oxygen concentrations in water samples through the use of flow injection analysis and detection of the basic decomposition of the chemiluminescent probe molecule
- Presented results at the Summer Undergraduate Research Poster Session at the University of Minnesota
- Conducted field research on Lake Superior and analyzed water samples collected

PUBLICATIONS AND PRESENTATIONS

Smith J. M., LaCroix, E. D., McNally, S., McNeill, K., and King, D. W., *"Development of Singlet Oxygen Quantitation Methods by Flow Injection Analysis with Chemiluminescent Detection"*

January 2014**WORK EXPERIENCE****Cashier**, *Hannaford*, Waterville, Maine**Summer 2012**

- Awarded employee recognition for achieving superior productivity and accuracy rates

HONORS AND AWARDS

Inductee, Sigma Phi Sigma National Physics Honors Society

March 2014

Eastern Analytical Symposium Undergraduate Student Award

January 2014**PROFESSIONAL AFFILIATIONS**

American Association for the Advancement of Science

Student member since 2013

American Chemical Society

Student member since 2013**ACTIVITIES**

Colby Cares About Kids

September 2012 – May 2015

Colby Outing Club

September 2011 – May 2015

Teaching Resume – (Font: Times new Roman)

(This resume is targeted for a teaching position, one of the few occasions where a two-page resume may be acceptable.)

TAMIKA S. JOHNSON

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EDUCATION

Colby College, Waterville, ME

Bachelor of Arts, May 2014

Major: American Studies

GPA 3.46

Minors: African American Studies and Education

Honors: Dean's List (Fall 2012, Spring 2014); Dr. Ralph J. Bunche Scholarship, awarded to students who have demonstrated superior academic performance, leadership and community involvement

Activities: Varsity Soccer, four years

William Jones College Prep, Chicago, IL

Diploma, with Honors 2010

Honors: Completed honors courses in English, History and Spanish

Activities: Varsity Soccer and Basketball

RELATED COURSEWORK

Craft of Teaching • African American History, Culture and Literature • Race, Racism and American Society • American Literary History • Cultural Anthropology • African American Women Writers- Completed an extensive research paper on the fiction of Toni Morrison, focusing on the novel, *Beloved*

SKILLS

- Language: Proficient in spoken and written Spanish
- Computer: Proficient in Microsoft Word, Excel, Outlook, PowerPoint and Adobe Photoshop CS3

LEADERSHIP

Colby Unity Coalition, Colby College, Waterville, ME

Fall 2011 – May 2015

Co-Founder

- Facilitated communication in a diverse student population

Colby Diversity Steering Group, Waterville, ME

Fall 2012 – May 2014

Member

- Examined the role diversity ought to play in institutions of higher education, with a close investigation of Colby's campus
- Presented recommendations to Colby Community Committee, chaired by Bro Adams, president of the college

SCOPE-William Jones Student Committee on Peer Education, Waterville, ME

Spring 2015

Member

- Active member of student-led committee that addressed issues of substance abuse, peer pressure, teen dating, date rape and family problems

Colby Women's Varsity Soccer, Waterville, ME
Captain

Fall 2013

TEACHING EXPERIENCE

Winslow High School, Winslow, ME

Fall 2012

Assistant Teacher

- Assisted three days a week in tenth grade, English/History interdisciplinary class of 25
- Researched, developed and taught a unit titled "The 1960's in the U.S." using the class text, film, biographies, songs and literature
- Graded papers and held individual student advising sessions

Department of African American Studies, Colby College, Waterville, ME

Fall 2011 – May 2015

Research and Teaching Assistant

- Researched material to support Professor Freda Johnson's newly developed course on African American women writers
- Met with students in small groups to assist them with independent papers

Colby Cares about Kids, Waterville, ME

Fall 2012 – May 2015

Mentor

- Provided academic and personal support and encouragement for an elementary schoolgirl two afternoons a week
- Tutored student in reading, math and science resulting in steady improvement in grades

ADDITIONAL EXPERIENCE

City of Chicago Parks Department, Chicago, IL

Full time, Summers 2009 – 2012

Summer Recreation Program Assistant

- Provided instruction and supervision for up to 15 children ages 10 – 14
- Taught daily swimming lessons
- Led sports and arts and crafts activities

Colby College, Waterville, ME

Fall 2012 – May 2015

Cotter Union Building Manager

- Ensure safety and welfare of occupants, safeguard college property, and provide accurate and courteous information and service to students, staff and guests of the college

Alison Carlson

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North Salem, NY 10547

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250 North College Street
Northfield, MN 55057

EDUCATION

Carleton College, Northfield, MN

June 2015

- Bachelor of Arts, Political Science/International Relations

RELEVANT EXPERIENCE

Publicity and Outreach Assistant, Carleton College Gould Library, Northfield, MN

January 2013 – Present

- Designed and distributed library print and digital marketing materials, including posters, promotional videos, newsletters, visitor brochures, infographics, and weekly interest pieces, increasing annual visitors by 20%
- Developed strategies with Outreach Team to raise awareness of library services and events
- Maintained library webpage and social media profiles and increased library followers by 35%

Communications Intern, Awesome Media, Seattle, WA

December 2014

- Researched and produced content for organization blog, covering topics of design, social media strategy, environmental sustainability, and politics, with some of the highest read articles in company history
- Synthesized data to create videos, infographics, and images for use in presentations and reports to clients
- Invited to work as freelance designer and editor after internship

Historical Research and Archive Assistant, St. John's Bread and Life, Brooklyn, NY

June - August 2014

- Conducted primary source qualitative research and oral interviews on history of institution
- Digitized existing archives and created organizational system for continued documentation
- Wrote findings report to be incorporated into grant applications and published on organization's website

Outreach Intern, Campaign to Elect Felix Arroyo as Mayor of Boston, Boston, MA

July - August 2013

- Identified, researched and contacted potential donors and supporters
- Reached out to diverse communities for support through email, telephone, social media, and in person
- Worked with team to organize and publicize fundraising events

EXTRACURRICULAR ACTIVITIES AND AWARDS

DJ for KRLX Radio, Northfield, MN

September 2011 – Present

- Created and hosted two weekly radio shows: world music show, and arts-based talk show: Planned and conducted interviews, compiled musical sets, and promoted show through its webpage

Editor of Carleton Literary Association, Northfield, MN

September 2014 – Present

- Brainstormed feature and content ideas, and edited widely circulated weekly campus humor newsletter

Design Staff, Lens Features Magazine, Northfield, MN

September 2011 – Present

- Created look and feel (layout, design and illustration) of bi-annual campus publication

National Merit Scholarship Recipient

June 2011

SKILLS

- High proficiency in Adobe CS, and MS Office
- Website and social media management
- Design, Illustration, and media creation
- Intermediate HTML skills

DEBORAH SALINGER

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EDUCATION

Brandeis International Business School (IBS)

Waltham, MA

Master of Arts, International Business

May 2014

Honors: *Hassenfeld Fellow for Business in Emerging Markets*: selected for immersion experience trips to Cuba, Turkey and Azerbaijan to understand how economies in transition look to do business

Brandeis University

Dual Degree Bachelor of Arts, International Relations & Business

May 2013

University of Auckland: Exchange student: Environmental Sciences, Auckland, NZ

January 2012 – June 2012

EXPERIENCE

Bizzabo, Inc.

New York, NY

Customer Success Manager

October 2015 –

Present

- Manage company's relationship with major accounts including Fortune 500s and define the client onboarding, retention, and renewal process
- Build departmental structures from the group up, such as KPI design
- Responsible for talent acquisition, cross-departmental communication, customer lifecycle management, selection and manipulation of customer success tools

Open Insights

New York, NY

Associate, Research and Consulting

March 2015 –

Present

- Working on domestic and international user-centric research projects within B2C realm
- Moderating research sessions for usability testing, conducting in-depth interviews, ethnographies, and shop-alongs

Deloitte: The Future of Learning Consulting Project

Boston, MA

Student Consultant

August 2013 – December 2013

- Analyzed key trends in education sector and helped develop thought leadership on the future of learning
- Worked on integrated technology and content plan to deliver prototypes of educational platforms

McCann Worldwide (Casanova Pendrill)

New York, NY

Strategic Planning Intern

June 2013 – August 2013

- Performed competitive analyses for Nestle Pure Life and United States Army Accounts
- Implemented brand initiatives, drafted client materials and presentations, and helped develop budgeting and scheduling of \$2.7 million account (United States Army)

Jumbo Bay Vineyard

Auckland, NZ

Marketing Intern for Sustainable Vineyard

January 2012 – June 2012

- Researched and helped implement water management techniques for more efficient wine production

Seeking Beta

Jerusalem, Israel

Marketing Intern

June 2011 – August 2011

- Coordinated premium benefits program for over 4,000 authors

LEADERSHIP

Association of Latino Professionals in Finance, Waltham, MA

September 2011 – May 2013

Co-Founder, Brandeis ALPF Undergraduate Chapter

- Organized chapter and increased membership by 30% in 4 months
- Coordinated on-campus activities such as career fairs and information sessions with well-known employers

The Justice Newspaper, Waltham, MA

September 2009 – May

2012

Staff Writer (*student newspaper with weekly circulation of 5,400+*)

- Wrote articles for Features Section and conducted interviews with faculty and professionals for sourcing

OTHER

Computer skills

Microsoft Word, PowerPoint, Excel; STATA; Salesforce; HTML working knowledge

Languages

Native Spanish and English; EU passport holder

Awards/Interests

Universal World of Work Fellowship (*grant to pursue unpaid internship*), winner of university wide photography competition, Running NYC Marathon 2016