

Resume Example

Michael Mason

000 Lerner Hall, New York, NY 10027
mm000@columbia.edu • 212-555-5555

EDUCATION

Columbia University, Columbia College , New York, NY <i>Bachelor of Arts</i>	Expected May 2028
Boston High School , Boston, MA	May 2024

HONORS

Columbia University Kluge Scholar (Four Year Scholarship)
National Honor Society (2016–2019)
Harvard Book Award (2018)

EXPERIENCE

Boston University Medical Center , Boston, MA <i>Medical Volunteer, Neural Connections</i>	Jan. 2022–Feb. 2024
<ul style="list-style-type: none">Organized patient recreational activities including memory and card games as well as hand-eye coordination exercisesLiaised with patients to provide emotional support and aid with mobilization and mealtime assistance for an average of 10 patients per shiftInteracted with patients of all ages with neurological conditions including brain tumors, epilepsy, multiple sclerosis, Parkinson’s disease, and stroke	
Joe’s Bagels , Brookline, MA <i>Cashier and Sales Associate</i>	Nov. 2022–Sept. 2021
<ul style="list-style-type: none">Operated cash register by totaling bills, receiving payments, and distributing receiptsProvided fast, efficient, and courteous service to all customersEnsured adequate supplies of change and correct amount of money at ends of shifts for proper reconciliation	

LEADERSHIP

Columbia University, NCAA Division I Varsity Football Team , New York, NY <i>Defensive Back, Linebacker</i>	Sept. 2024–Present
<ul style="list-style-type: none">Dedicate 40 hours per week to practice, conditioning, competition, and team meetingsVolunteer at community organizations including local schools, homeless shelters, and sports camps	
Boston High School Student Paper , Boston, MA <i>Editor-in-Chief, Feature Writer</i>	Dec. 2022–Mar. 2024
<ul style="list-style-type: none">Managed 35-person team, including training 20 new staff in reporting, editing, and production workflow, as well as organizing and leading weekly meetings to assign storiesIdentified and pitched potential feature stories on student and administration issuesEdited final drafts of stories to accord with house style; performed final fact-checkingRestructured the existing system of submission, revision, and publication, improving feedback process and ensuring quality control over final publication	

ACTIVITIES

Columbia University Black Student Organization , <i>Member</i>	Sept. 2024–Present
First-Generation Low-Income Partnership (FLIP) , <i>Member</i>	Sept. 2024–Present

SKILLS AND INTERESTS

Computer: Microsoft (Word, Excel, PowerPoint), Adobe (Photoshop, InDesign)
Language: Intermediate Spanish
Interests: Writing, Digital Art, Community Events, Tennis