NAME

Phone number | Tufts email

EDUCATION

**Tufts University,** Medford, MA Expected May 20xx

*Candidate for Bachelors of Arts*

**Saratoga Springs High School,** Saratoga Springs, NY June 20xx

*High School Diploma*

WORK EXPERIENCE

**Happy Valley Summer Camp,** Saratoga Springs, *Camp Counselor* May 20xx-Aug20xx

* Planned, coordinated, and executed activities while guiding group or 20 middle school campers in personal growth and daily living skills
* Assisted in the direction and supervision of campers in their living unit and during activities while championing program initiatives and camp mission
* Safeguarded personal property, camp equipment, and facilities
* Provided leadership to campers in all areas and acted as a role model in all areas of camp activities, including cleanliness, punctuality, chores, rules and sportsmanship
* Planned and hosted end of summer bonfire by securing fire permit and needed materials, and teaching safe bonfire procedures to campers

**Hudson Valley YMCA,** Saratoga Springs, *Teen Mentor* May 20xx-Aug 20xx (Seasonal)

* Facilitated small group discussions with teens about issues such as dating, fitness, education, and alcohol and drug awareness to promote a healthy, people-centered approach to safety and harm reduction
* Contributed to and participated in training program and weekly meetings with YMCA staff to strengthen group facilitation skills

**Serenity Housing,** Ballston Spa, NY, *Receptionist* Jan 20xx – Aug 20xx

* Provided warm and attentive customer service by greeting clients and answering phone calls in a high-volume sales office
* Reviewed office databases to update and improve current file

LEADERSHIP

**Psychology Club,** Saratoga Springs High School, *Vice President* Sept 20xx – June 20xx

* Moderated weekly meetings consisting of 25 members by keeping track of time, taking notes, and announcing agenda items
* Coordinated monthly one time volunteer opportunities for members by partnering with local community organizations
* Coordinated speaker series by researching local psychology professors to come talk with our group and share about their research

SKILLS & INTERESTS

*Computer:* MS Excel, PowerPoint

*Language:* Proficient in Spanish

*Interests:* Skiing, soccer, basketball, hiking, film

**EDUCATION**

## Name

Cell Phone • Email

Tufts University Medford, MA

Bachelor of Arts in International Relations (Middle Eastern Focus); Minor in Finance Expected May 20xx

**Relevant Courses:** Microeconomic Theory, Business Law, Entrepreneurship and Business Plan, Industrial Economics, International Economics, Entrepreneurial Marketing, Entrepreneurial Finance, Statistics, Calculus, Linear Algebra

**University of Queensland,** Brisbane, Australia Spring 20xx

###### FINANCIAL EXPERIENCE

Neuberger Berman New York, NY

*Portfolio Management Intern and Legal & Compliance Intern* June – August 20xx

* Researched and analyzed portfolio holdings as part of ongoing due diligence efforts of industry-leading equity portfolio manager specializing in master limited partnerships ($2.5B AUM as of 8/20xx)
* Prepared report on future prospects of liquid natural gas and presented findings to portfolio management group
* Reviewed investment management agreements with attorneys in Legal & Compliance department and documented specific terms, including most favored nation clauses, for institutional and high net worth clients
* Studied articles from industry publications involving regulatory actions and fines imposed on financial firms and developed summaries for inclusion in firm’s annual training presentations
* Developed filing system for documentation associated with pledge and lien accounts at firm
* Partnered with firm’s corporate social responsibility arm and Association to Benefit Children by volunteering to help underprivileged children explore New York Metropolitan Museum of Art

*Wealth Management Intern – Dallas, TX* June – August 20xx

* Prepared client asset analyses in Microsoft Excel for meetings with high net worth and ultra-high net worth individuals
* Updated client information in computer database to ensure that portfolio managers had current information
* Provided initial training to new full-time employee including instruction on compiling asset summaries
* Researched charitable foundations, leading to several taken on as new clients

Wellington Capital Brisbane, Australia

*Intern* April – June 20xx

* Communicated with shareholders regarding upcoming shareholder votes in funds collectively worth $230MM AUD
* Assisted supervisors by compiling and binding research materials, helping with mailings, and printing as required

###### LEADERSHIP

Tufts Financial Group Medford, MA

*Vice President* September 20xx – Present

* Serve on the executive board of a student-run investment group managing $150,000
* Liaise with alumni to develop outreach initiatives such as finding alumni speakers and coordinating events
* Led a team of 20 students and analyze and identify high-potential, undervalued stocks and present to TFG members
* Research and pitch companies for inclusion in portfolio; successful pitches include Express Scripts and Exxon Mobil
* Mentor junior analysts by explaining financial metrics and valuation methods, including DCFs and Comps
* Initiated Analyst Resource Center with 100+ books and additional online resources with industry expertise and advice

Office of Residential Life and Learning, Tufts University Medford, MA

*Resident Assistant* August 20xx – Present

* Advise 40 undergraduate students, organize floor programs, and help resolve personal, academic, and administrative issues
* Monitor two dormitories, ensuring the safety and security of 300 residents
* Participate in extensive training focused on community building and conflict resolution

Tufts Consulting Collective Medford, MA

*Project Manager* January 20xx – Present

* Lead a team of student consultants to provide pricing and marketing strategy for a media start-up
* Perform financial valuation for the company to attract investors

###### SKILLS AND INTERESTS

**Language**: Fluent in English and Chinese, Proficient in French

**Computer**: Proficient in Visual Basic, Excel, PowerPoint, Bloomberg, Dealogic, SAS, and Stata

**Interests**: Rafting, Rock Climbing, Soccer, and Historical Fiction

# Name

Phone number | Tufts email | github.com/myname

###### EDUCATION

**Tufts University,** Medford, MA May 20xx

*Bachelor of Science in Computer Science, Minor Music Engineering*

GPA 3.53, Dean’s List

**Relevant Courses:** Computer Architecture; The Art of Commercial Software Development; Programming Languages; Music Apps on the iPad; Intro to Software Design and Analysis; Music Information Retrieval; Music & Art of Engineering; Computer Tools for Musicians; Acoustics

###### TECHNICAL SKILLS

**Software/Tools**: Microsoft Office; AutoCAD, MATLAB, GarageBand, ProTools, Sibelius, Reason, Digital Performer

**Programming Languages**: Visual Basic, C/C++, Java, Python

###### PROJECTS

**Earth Navigation,** Introduction to Computer Science, Tufts University Sept - Dec 20xx

* Designed program that simulated navigation of Earth’s Surface using Java

**House Plant Simulator,** Introduction to computer Science, Tufts University Sept - Dec 20xx

* Built software program that simulated and visualized how plants grow using C++

**TravelPro,** Tufts University PolyHack Competition Jan 20xx

* Co-Produced project idea, developed pseudocode and integrated program with Tripadvisor API

**Electronic Musical Instrument**, Electronic Instruments, Tufts University Feb - May 20xx

* Designed and built electronic musical instrument with two other teammates
* Programmed computer to interpret signals based on colors pressed by musician

###### EXPERIENCE

**Student Teacher Outreach Mentorship Program (STOMP)** June 20xx - Present

*STOMPer*

* Teach engineering concepts to sixth grade students at West Somerville neighborhood school on a weekly basis by creating lesson plans and presenting instruction
* Provide mentorship to students through developing individualized relationships outside of instruction time

**Stevenson Lumber Co**., Stevenson, CT Sept 20xx - Feb20xx

*Yard Helper/Delivery Truck Driver*

* Promoted to delivery truck driver from yard helper after six weeks, based on performance and dependability

###### ATHLETICS

**Tufts University Varsity Football** Sept 20xx - Present

*Starting Defensive Back/Gunner*

* Liaise with coaching staff on an on-going basis to enhance team cohesiveness
* Led tours of athletic facilities to prospective student-athletes and their families
* Learn and execute the policies and procedures governed by the NCAA
* Dedicate over 20 hours a week to training, practice and games

###### ACTIVITIES

**Kids Day**, Tufts University, *Student Organization Coordinator* June 20xx - Present

**Computer Science Exchange**, Tufts University, *Member* Sept 20xx - Dec 20xx

**No Homer’s Club, Dodge Ball Benefit Game,** Tufts University Sept 20xx

**EDUCATION**

# Your Name

(617) 555-8432

[student@smfa.tufts.edu](mailto:student@smfa.tufts.edu)

**Tufts University,** Medford, MA May 20xx

*Bachelor of Arts in English, Bachelor of Fine Arts in Studio Art, Minor in Film and Media Studies*

**Relevant Courses:** Creative Writing, Intermediate Journalism, Direction for Film

**Paris Descartes University,** Paris, France Jan – June 20xx

*Tufts in Paris Program*

#### EXPERIENCE

**London Vogue,** London, UK

Offered and accepted Summer Editorial Intern position; subsequently cancelled due to COVID-19

**Teen Vogue,** New York, New York June – Aug 20xx

*Digital Media Intern*

* Managed social media channels including Instagram and YouTube by creating 2 summer campaigns consisting of regular on-message posts, resulting in a following increase of 20%
* Created and edited content for bi-weekly fashion career advice blog on website
* Assisted on photo/video shoots and with post-production editing using Photoshop Advanced
* Revised intern manual, including hard copy materials and website content

**Jimmy Choo,** New York, NY June – Aug 20xx

*Graphic Design Intern*

* Assisted graphic designer with design projects for in-store and online advertising using Adobe Creative Suite
* Maximized promotion of brand through drafting a social media strategy and creating weekly content on Instagram, Facebook, TikTok and Twitter
* Developed and edited press releases for newsworthy events

#### CAMPUS AND COMMUNITY LEADERSHIP

**Tufts Daily,** Tufts University, Medford MA Sept 20xx – Present

*Pop Culture Editor*

* Review staff articles for pop culture pages on a weekly basis, checking for content quality, grammar, and spelling
* Author a monthly letter from the editor specializing in pop culture highlights

**Entertainment Board,** Tufts University, Medford MA Sept 20xx – Present

* Attend monthly board meetings to plan upcoming events
* Coordinated a career panel by recruiting alumni working in the industry and promoting event to study body

**Tufts University Social Collective (TUSC),** Tufts University, Medford MA Sept 20XX – Present

* Serve on the senior committee, providing leadership and support for the planning and coordination of senior celebration
* Transitioned 7 events from in person to virtual during the pandemic by researching ways to create community online, working with vendors, and updating promotional materials to reflect changes

#### SKILLS

Fluent in Microsoft Office

Advanced skills in Adobe Creative Suite

Intermediate skills in HTML, CSS, Final Cut Pro, and Avid

**Education**

## NAME

(617) 432-8765

[student@gmail.com](mailto:student@gmail.com)

**Tufts University**, Medford, MA May xxxx

*Bachelor of Science in Chemical Engineering*

**Relevant Courses:** Physical Chemistry of Polymers, Hazardous Waste Treatment Technology*,* Chemical and Biological Separations, Surface and Colloid Chemistry, Reactor Design, Data Structures, Process Dynamics and Controls

### Engineering experience

**Aramco Services Company** May xxxx – Present

*Gas Separations Intern*, Cambridge, MA

* Separated gas molecules for experiments by casting membranes for post processing and characterization
* Experimented with various hollow fiber dopes and conditions by separating and testing membranes using the laserquadra knife
* Functionalized membranes using cross-linking techniques
* Investigated mechanical and thermal properties of various polymers by examining molecules utilizing various strength microscopes
* Conducted single gas tests for performance testing by running separated gas molecules through functioner machine

##### Smart Polymers, Membranes and Separations Laboratory

*Undergraduate Research Assistant*, Tufts University, MA January xxxx – May xxxx

* Manufactured polymer membranes and dyes for filtration tests by using a staking polymer technique
* Collected and modeled diffusion rate data on different dyes utilizing a diffuser
* Synthesized zwitterionic copolymers for brackish water testing
* Characterized novel copolymer membranes using FTIR and TGA
* Tested frack wastewater flux and fouling resistance by using a frack measurer

##### Bits Bytes & Bots

*Instructor*, Anytown, NY June xxxx – August xxxx

* Taught multiple classes involving Robotics, Game Maker, and Scratch by creating lesson plans and providing weekly instruction
* Guided 20-30 campers through their daily schedule and led fun social transition activities
* Solved any issues that arose between students and with the camp’s computers by utilizing training in conflict resolution
* Created curriculum for other instructors to use in future classes by archiving lesson plans and assessments

##### Marine Biotechnology Laboratory

*Intern*, University of Connecticut, Stamford, CT June – August xxxx

* Cultivated and gathered seaweed plants in labs and rivers carefully as to preserve the local ocean floor
* Investigated the fluorescence of ground seaweed using blue and black lights and tracked observations

### Skills

**Lab:** Polymer synthesis, characterization, NMR, DSC, FTIR, TGA, DMA

**Computer:** Visual Basic, C++, Python, HTML and CSS

**Language:** Proficient Spanish