

Undergraduate Student Resume Examples

1. Freshman/Sophomore
2. Liberal Arts Resume
3. Kinesiology Resume
4. Technical Resume (Computer Science/Engineering)
5. Communications Resume
6. Federal Government Job Resume (New Graduate)

Leo Leopard
 555 La Verne Way, La Verne, CA
lleopard@laverne.edu
 (909) 555-5555

OBJECTIVE

To obtain an on-campus position serving my fellow students which utilizes my strong communication skills.

EDUCATION

University of La Verne, La Verne, CA
 Bachelor of Arts, Business Administration
 GPA: 3.5

Expected Graduation: June 2016

HONORS/AWARDS

Dean's List

Fall 2013 – Spring 2014

ON CAMPUS INVOLVEMENT

Enactus, University of La Verne
Member

August 2013 – Present

- Implement collective ideas to sponsor campus and community events which promote educational and social change
- Led groups of 9 junior high students in discussion on success skills, business ethics, and personal finances
- Co-designed 17 minute audio-visual presentation accurately and creatively describing project for use in regional and national competition

VOLUNTEER EXPERIENCE

LionLike MindState, Pomona, CA
Volunteer

June 2012 – Present

- Plan two yearly outreach events to highlight community members' creativity in spoken word, poetry, music, and art

YMCA, Pomona, CA
Volunteer Swim Coach

Summer 2013, 2014

- Instructed classes of up to 15 children on basic swimming skills
- Communicated regularly with parents on children's progress

SKILLS

Computer: Proficient in Windows and Mac OS, Microsoft Word, PowerPoint, and Excel

Language: Fluent in Spanish

Social Media: Facebook, Twitter, Instagram

Lea Leopard

1750 First Street, La Verne, CA 91750
(909) 243-5678, Lea.Leopard@laverne.edu

EDUCATION

Bachelor of Science, Sociology

May 2015

University of La Verne, La Verne, CA

RELATED COUSEWORK (in progress *)

- Social Problems
- Research Methods
- Sociology of Deviance*
- Senior Thesis *(Adolescents and deviance)

INTERNSHIP EXPERIENCE

Case Management Intern

June 2014 – Present

T.Y.K.E.S. Resource Center, Chino, CA

- Collaborate with community agencies and nonprofit organizations to locate available resources for parents in need of social services
- Assess need and recommend services for diverse families with children birth to five years of age
- Co-lead the facilitation of court mandated parenting classes

Intern

June 2013 – August 2013

Pals Program, Human Services Department, Anaheim, CA

- Facilitated educational workshops and activities aimed in promoting positive self-esteem and leadership skills among diverse adolescents
- Delivered one-on-one mentoring to at risk and troubled teens
- Provided tutoring in math, science, and writing to high school age students

WORK EXPERIENCE

Front Office Assistant

August 2012 - Present

University of La Verne, Career Services

- Greet guests, answer questions, and provide information to client inquiries
- Schedule appointments, with proper follow-up to clients and counselors
- Answer telephones, direct calls, monitor voicemail and take messages
- Create, monitor and file office records
- Maintain supplies, resources. Keep office clean and resources/supplies stocked.

On-Campus Involvement

President

August 2013 - Present

Sociology and Anthropology Club

- Lead weekly meetings, create agenda, and follow up on member inquiries
- Schedule guest speakers to enhance member knowledge and create networking opportunities

Events Coordinator

September 2012 – May 2013

Campus Activities Board

- Contacted and hired vendors for various events on campus
- Worked with University Risk Management Department to secure contracts
- Managed a budget of \$8000

ADDITIONAL SKILLS

- Fluent in Spanish
- Proficient in Microsoft Word, Excel, Outlook and PowerPoint
- Knowledge of Adobe

Lea Leopard
 123 Main Street
 La Verne, CA 91750
 Home: (909) 555-1234
 Cell: (909) 555-1235
 lea.leopard@laverne.edu

Education

Bachelor of Science, Kinesiology
 University of La Verne, La Verne, CA

May 2015

Associate of Arts

Mt. San Antonio Community College, Walnut, CA

May 2013

Relevant Experience

Student Athletic Training Intern

August 2014 - Present

San Dimas High School – San Dimas, CA

- Provide support and travel with football, wrestling, basketball, soccer, and volleyball teams
- Develop rehabilitation programs for a variety of ankle and knee injuries from the acute stage until return to play

Personal Fitness Trainer

November 2012 - Present

24 Hour Fitness– Glendora, CA

- Design workouts and diet plans to assist clients reach their nutrition goals
- Conduct weekly check-ins to monitor client's progress which resulted in an increased weight loss percentage
- Create individual training sessions to focus on specific problems (i.e. injuries, obesity, etc.) for gym members.

Other Work Experience

Barista

June 2009 – November 2012

Starbucks – La Verne, CA

- Served customers quickly while maintaining a cheerful attitude in a high-stress workplace.
- Awarded employee of the month July 2012

Certifications

Adult CPR and First Aid – Red Cross
 Certified Personal Trainer - Ace Fitness

September 2013
 October 2012

Special Skills

- Fluent in Spanish
- Proficient in Microsoft Word, PowerPoint, and Outlook

C.S. Whiz

1234 Leopard Way, La Verne, CA

cs.whiz@laverne.edu

(909) 555-5555

EDUCATION

Bachelor of Science, Computer Science

Expected: May 2015

Concentration: Software

University of La Verne, La Verne, CA

G.P.A. 3.55

RELATED COURSES

- | | |
|---|---|
| <ul style="list-style-type: none"> • Principles of Computer Networks • Data Structures • Digital Logic Systems | <ul style="list-style-type: none"> • Assembly Language • Operating Systems • Database Management Systems |
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COURSE PROJECT

Huffman Tree Text Compressor

Fall 2014

- Implemented in Java SE 6 and tested in JUnit
- Compressed text files by assigning new bit encodings to characters according to frequency
- Re-expanded text files that were previously compressed with Huffman encoding

TECHNICAL SKILLS

- **Languages:** C++, HTML, Java, Visual Basic, SQL, JUnit
- **Operating Systems:** Windows, Linux, UNIX
- **Database Systems:** Oracle, ADB2
- **Software:** Microsoft Word, Excel, PowerPoint, Photoshop

RELATED WORK EXPERIENCE

University of La Verne, Office of Information Technology

July 2013 – Present

IT Assistant

- Provided over-the-phone and in-person troubleshooting for various on-campus departments
- Coordinated with departments to utilize technology for improved communication
- Managed documentation and records maintenance according to entry procedures
- Made recommendations for improved processes

ON CAMPUS INVOLVEMENT

Associated Students of ULV

August 2014 – Present

Senator of the College of Arts & Sciences

- Represent the interests of the College of Arts & Sciences
- Collaborate with other student government leaders on issues concerning the ULV student body at large

ADDITIONAL SKILLS

- **Language:** Fluent in Vietnamese
- **Social Media:** Proficient using Facebook, Yelp, Twitter, Instagram, Tumblr

Sarah Lane
sarah.lane@laverne.edu

321 Leo Way, La Verne, CA
 (714) 555-1234

EDUCATION

Bachelor of Arts in Broadcasting, Radio Concentration

University of La Verne, La Verne, CA G.P.A. 3.6

RADIO EXPERIENCE

LeoFM (FM 107.9)

On-air Personality September 2012 – Present

Lead a 3-hour shift on LeoFM. Provide an entertaining voice and perspective for listeners and operate the board efficiently throughout broadcast. Take, edit, and playback on-air phone calls using shortcuts. Integrate promotions and public service announcements into show.

KROQ (FM 106.7)

Intern September 2014 – December 2014

Assisted with in-studio and off-site performances. Set up and took down remote gear. Promoted station events by blogging and posting on social media. Assisted with stage production during KROQ Weenie Roast. Provided research for various stories used by on-air personalities.

LeoFM (FM 107.9)

Program Director August 2013 – August 2014

Managed LeoFM station to ensure proper broadcast coverage, consistent on-air messages, and execution of all promotions. Supervised entire crew including music director, promotions director, sports director, and all on-air talent.

LeoFM (FM 107.9)

Music Director January 2013 – August 2014

Programmed music list for LeoFM, a top-40 station. Led weekly meetings regarding the inclusion of new music. Conducted music surveys and studies with listeners to determine satisfaction. Used selector and protocols to add new music.

HONORS & AWARDS

Academic Recognition Award Spring 2013
 Certificate of Achievement Fall 2012, Spring 2011, Fall 2013

PERSONAL TRAITS

- Passionate about music
- Strong communication skills
- Thrive in fast-paced situations
- Detail-oriented

SKILLS

- Proficient with Pro Tools and Selector
- Experience in multiple aspects of pre and post-production
- Skilled using social media
- Leadership experience

REFERENCES

Dr. Bob Bobby

Professor of _____
 Department Chair
 Communications
 University of La Verne
 1950 Third Street
 La Verne, CA, 91750
bbobby@laverne.edu

Dr. Matt Mathewson

Professor of _____
 Communications
 University of La Verne
 1950 Third Street
 La Verne, CA, 91750
mmathewson@laverne.edu

Carla Karlson

Station Manager
 KROQ, CBS Radio Inc.
 555 L.A. Way
 Los Angeles, CA, 90210
carlak@kroq.com

Jane Q. Public

1234 Yellow Brick Road ♦ City, State 12345

Work: (123) 123-4567 ♦ Cell: (123) 123-3456 ♦ Home: (123) 123-3456 ♦ Email: JPublic@Email.com

Social Security Number: 012-34-5678

U.S. Citizen

OBJECTIVE

POLICY ANALYST: GS-0301-11

Vacancy Number: 12345

EDUCATION

Masters in Arts, Environmental Management
University of Colorado
 Denver, Colorado

5/2014

- Graduated with Distinction; 3.8 GPA.
- One-of-10 US graduate students out of 1,500 applicants awarded a \$20,000 Aldo Leopold Research Grant
- Thesis: *Will the Endangered Species Act Survive?*
- Presented thesis results to 50 ecologists at American Institute of Ecology Annual Meeting; Institute newsletter described presentation as a "tour de force"

Relevant Coursework: Environmental Law; Natural Resources Law; Advanced Epidemiology; Federal Health Policy; Quantitative Analysis; Environmental Crises in Developing Countries; Toxicology; Wildlife Ecology

Bachelor of Arts, Political Science
Minor: Legal Studies
University of La Verne
 La Verne, California

5/2012

- Graduated with Departmental Honors
- Fluent in French
- Captain of the Basketball Team

WORK EXPERIENCE

SMITH, ROGERS AND ANDERSON
 100 Main Street, Denver, Colorado

Paralegal

9/2012 to 6/2014

Salary: \$30,000 per year

40 hours per week

Supervisor: John Doe (You may contact at 111-111-1111)

ACCOMPLISHMENTS:

- Researched case law on five multi-million dollar lawsuits involving exposures to toxic chemicals, and summarized results in memos for four senior attorneys
- Tracked all document submission deadlines for cases and court appearance dates, and informed senior attorneys of approaching deadlines and dates
- Drafted about two letters per week to clients requesting information or updating them on case status
- Excellent reputation: Promoted from Paralegal I to Paralegal II 6 months after being hired; received very positive performance evaluations and bonuses every year