

LEADERSHIP - Revised June 2015

The format of this résumé can be used for any major/field

Jessica Purnell

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Objective

To obtain the Production Intern position at NBC 30 utilizing team management and communication skills

Education

University of Connecticut, Storrs, CT
Bachelor of Arts, Communication, May 20XX
GPA: #.##/4.00

Skills and Certifications

Technical: Video CMS, TitleMotion, Microsoft Word and Excel

Language: Proficient in Spanish

Certifications: Certificate in Business Fundamentals, July 20XX

Television Experience

University of Connecticut Student Television (UCTV), Storrs, CT
Production Manager, August 20XX-Present

- Collaborate with a team of 9 directors to produce 12 hours of original programming per week
- Design programming schedule tailored to the University community by conducting and analyzing surveys sent to 16,000 undergraduates utilizing Excel
- Supervise 15 peers including conducting staff meetings, scheduling shifts, making staff assignments, evaluating work, and providing on-going critical feedback

News Director, September 20XX-May 20XX

- Founded and produced semi-weekly news program called "In The News Tonight"
- Hired, trained and supervised 10 staff members, and provided direction to film crew

WFSB Channel 3, Rocky Hill, CT
Sports Intern, May 20XX-August 20XX

- Covered local sporting events by conducting interviews and gathering information from teams
- Logged games, edited highlights, and wrote portions of scripts for nightly sportscast

Leadership Experience

Nutmeg Big Brothers Big Sisters, Hartford, CT
Funds Developer, January 20XX-Present

- Organize *Bowl For Kids' Sake* and other events that raise money for a local chapter of the Big Brothers Big Sisters program

Volunteer Big Sister, September 20XX-Present

- Mentor a 10-year-old girl from an underprivileged family once a week to promote the mentee's personal growth

American Marketing Association, University of Connecticut, Storrs, CT
Public Relations Chair, January 20XX-Present

- Promote meetings, events, and speakers through social media, word-of-mouth advertising, and website updates

Activities/Honors

UConn Communication Society, Member, September 20XX-Present
Kickline Team, Member, September 20XX-May 20XX
Babbidge Scholar (4.0 GPA for academic year), 20XX

Work Experience

Dental Associates, Farmington, CT
File Clerk, April 20XX-August 20XX

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EMMA M. REILLY

405 Cedar Swamp Road
Willington, CT 06279
555-555-5555

OBJECTIVE

Seeking a position in the Student Advocacy Office utilizing organizational, communication, and leadership skills

EDUCATION

University of Connecticut, Storrs, CT

Bachelor of Science, Resource Economics, May 20XX

GPA #.###/4.00

AWARDS/HONORS

New England Scholar (awarded for GPA of 3.7 or higher for academic year), Fall 20XX-Spring 20XX

Stanley K. Seaver Scholarship (Resource Economics scholarship), Spring 20XX

Dean's List, Fall 20XX-Spring 20XX

RELATED COURSEWORK

Student Leadership, Peer Counseling for First Year Experience Mentors, First Year Experience Leadership Seminar, Managerial and Interpersonal Behavior, Public Speaking

LEADERSHIP EXPERIENCE

Kappa Alpha Theta, University of Connecticut, Storrs, CT

Vice President of Administration, August 20XX-Present

- Collaborate with president and other executives to organize and facilitate weekly chapter meetings
- Preserve and enforce bylaws, policies, and procedures to ensure chapter follows national and local standards
- Manage new officer selection by educating members about the process, coordinating selection logistics, and organizing officer transition day

Block and Bridle Club, University of Connecticut, Storrs, CT

Little International Chairperson/Member, January 20XX-Present

- Coordinate logistics for the College of Agriculture and Natural Resources' annual Little International Livestock Show
- Communicate with professors and barn staff to verify scheduling, judging, and Little International event details
- Secure three people to judge showmanship, sportsmanship, and skills of the students on the day of Little International for the Beginner, Intermediate, and Advanced groups

EcoHouse Learning Community, University of Connecticut, Storrs, CT

Member, August 20XX-Present

- Participate in discussions about sustainability and environmental issues with faculty, staff, and alumni
- Engage in small group collaborations to advance knowledge on current issues through service projects and academic research

Office of Leadership Programs, University of Connecticut, Storrs, CT

Peer Leadership Instructor, August 20XX-December 20XX

- Instructed a class of 15 students about various topics to broaden students' perspective and perception of leadership
- Prepared lesson plans utilizing discussions and activities to engage the students in a healthy learning environment
- Attended weekly lectures to ensure appropriate knowledge of leadership and its associated topics to use in lesson plans

WORK EXPERIENCE

Burlington Country Club, *Receptionist*, Burlington, VT, June 20XX-August 20XX (seasonal)

Subway, *Sandwich Artist*, Burlington, VT, June 20XX-August 20XX

ACTIVITIES

Resource Economics Club, *Member*, University of Connecticut, Storrs, CT, September 20XX-Present

Active Minds, *Member*, University of Connecticut, Storrs, CT, February 20XX-Present

UConn Kickline, *Member*, University of Connecticut, Storrs, CT, August 20XX-February 20XX

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