

John K. Marl

204 Webster Hall

Storrs, CT 06269

(555) 555-5555

john.marl@uconn.edu | linked.com/in/johnmarl

- Objective** To obtain a Cooperative Education position in a youth program emphasizing well-developed communication skills, problem-solving experience, and a leadership training background
- Education** **University of Connecticut** Storrs, CT
Bachelor of Arts, *Human Development and Family Studies* December 20XX
Concentration: Childhood and Adolescence; GPA: #.##/4.00
- Relevant Courses** Human Development: Infancy through Adolescence, Legal Aspects of Family Life, Family Interaction Processes, Individual and Family Development
- Related Experience** **New Image Camps** Reeders, PA
Camp Counselor June 20XX-August 20XX (Seasonal)
- Provided positive reinforcement, guidance, and support to 50 campers to help build self-esteem and confidence
 - Led daily weight loss activities including water sports, adventure trail runs, calisthenics, and cardio fitness in order to ensure campers adopted healthy lifestyles
- UConn Connects, University of Connecticut** Storrs, CT
Student Facilitator January 20XX-May 20XX
- Served as a mentor to six college students on academic probation by providing tutoring and education surrounding time management skills and decision-making strategies
 - Maintained regular communication with mentees about programs, services, and resources that contributed to achieving academic success
- AfterCare Services** Tolland, CT
Childcare Worker September 20XX-May 20XX
- Moderated weekly group counseling sessions involving children ages 7-15 for the purpose of maintaining the children's well-being
 - Facilitated educational activities involving health, exercise and nutrition for children aged 8-12 to promote physical fitness and wellness
- Other Experience** **Physics Department, University of Connecticut** Storrs, CT
Clerical Assistant February 20XX-Present
- Answer questions using effective communication skills and problem-solving skills in order to provide individuals with accurate information about the department
 - Create and maintain Excel spreadsheet to track use of physics tutors and contact hours
- Corner Café** Guilford, CT
Server/Cashier June 20XX-August 20XX
- Skills** CPR Certified (American Red Cross), current since 20XX
Microsoft Word, Excel, PowerPoint
- Activities** **Ballroom Dancing Club, University of Connecticut** Storrs, CT
Member September 20XX-Present
- Teach classes to students, faculty, and staff on Social American Style Ballroom dancing

(OVER FOR ANOTHER SAMPLE RÉSUMÉ)

Charlotte Perkins

95 Cragin Street
Colchester, CT 06415
(555) 555-5555
Charlotte.Perkins@gmail.com | linkedin.com/in/charlotteperkins

Objective

Seeking a full-time position at a public library utilizing strong reference, organizational, and analytical skills

Education

University of Connecticut, Storrs, CT
Bachelor of Arts, *Anthropology*, May 20XX
Minors in French and Sociology; GPA #.##/4.00; Dean's List: Spring 20XX

Semester at Sea, Study Abroad Program, January 20XX-May 20XX

Skills

Computer: RefWorks (web-based bibliographic management program); Microsoft Excel, Word, PowerPoint
Language: Conversational French

Related Experience

Homer Babbidge Library, University of Connecticut, Storrs, CT

Information Desk Assistant, September 20XX-Present

- Aide patrons by demonstrating knowledge of library resources to help students find desired information
- Catalogue all returned books via Excel spreadsheet prior to shelving to keep books organized
- Created summer reading program for K-5 students to encourage reading while out of school

First Year Programs, University of Connecticut, Storrs, CT

First Year Experience (FYE) Course Mentor, September 20XX-December 20XX

- Served as a peer leader to 12 first-year students enrolled in a weekly one-credit course in order to help students become acclimated to campus life
- Presented on topics, such as campus resources, study skills, and time management to provide useful information to students about the university
- Organized a syllabus and lesson plan for the entire semester by researching topics to analyze information which is most relevant to first-year student success

Activities & Honors

Writing and Literature Club, University of Connecticut, Storrs, CT

Member, September 20XX-Present

French Films Festival Club, University of Connecticut, Storrs, CT

Member, September 20XX-Present

French Club Spring Play – “Camille,” University of Connecticut, Storrs, CT

Stage Manager, January 20XX-May 20XX

- Led 12-person stage crew by organizing backstage positioning and giving cues to ensure each person carried out their appropriate tasks
- Monitored logistical and scheduling details during theater performance for a successfully executed show

Alpha Omega Christian Club, University of Connecticut, Storrs, CT

Member, January 20XX-May 20XX

Leadership Scholarship, University of Connecticut, Storrs, CT

Scholarship Recipient, June 20XX

Additional Experience

Family Pizza, Colchester, CT, *Waitress*, November 20XX-Present (Seasonal)

SUBWAY, Storrs, CT, *Sandwich Artist*, October 20XX-May 20XX