

FIRST NAME LAST NAME

123 Wells Avenue, Any Town, ST 01011 | (555) 555-5555 | First.lastname@uconn.edu | www.linkedin.com/in/name

OBJECTIVE

Archivist position with Metropolitan Museum of Art utilizing organizational skills and historical knowledge

EDUCATION

University of Connecticut

Bachelor of Arts, History, GPA: #.##/4.00

Honors: Deans List (Fall 20xx-Spring 20xx), Golden Key Society

Financed 75% of education through scholarships and part-time employment

Relevant Coursework: Museums and the Interpretation of Culture, World of Late Antiquity, The Renaissance, Baroque Art, The Artist and Society, Eighteenth Century European Art

Storrs, CT

May 2018

Umbra Institute, Study Abroad

General Studies Program

Relevant Coursework: Intermediate Italian, Survey of Italian Renaissance Art

Perugia, Italy

January-May 20xx

SKILLS

Computer: X-Ref Library Archive System; Microsoft Excel, PowerPoint, Publisher

Language: Conversational Italian

RELEVANT EXPERIENCE

William Benton Museum of Art, University of Connecticut

Gallery Attendant

Storrs, CT

January 20xx-Present

- Lead exhibit museum tours for students, faculty, staff, and members of the general public demonstrating knowledge of art pieces and historical relevance
- Research exhibits and artists using archival and online resources in order to present accurate and interesting information to tour participants

ACADEMIC PROJECT EXPERIENCE

History Department: Senior Seminar, University of Connecticut

Student Writer

Storrs, CT

August 20xx-December 20xx

- Compiled primary source translations to research the role of Roman deities on the daily life of Romans during the Punic Wars
- Composed term paper with six major points articulating the importance of privately practiced religion and how it was impacted by the Roman State's public worship practices

LEADERSHIP EXPERIENCE

Classics and Ancient History Club, University of Connecticut

Development Chair

Storrs, CT

September 20xx-Present

- Arrange workshops for club members involving site visits and professional speaker series

Outreach Committee Member

September 20xx-May 20xx

- Co-designed PowerPoint presentation illustrating the impact of Greco-Roman history in today's society
- Participated in three cultural programs at local high schools to expand students' knowledge and understanding of history

First Year Programs, University of Connecticut

First Year Experience Mentor

Storrs, CT

August-December 20xx

- Mentored a class of 19 first-year students in the transition from high school to college
- Monitored class learning management website including grading discussion posts and updating deadlines

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OBJECTIVE

To obtain an internship with an intellectual property law practice utilizing research, organizational, and communication skills

EDUCATION

University of Connecticut, Storrs, CT

Bachelor of Arts, Philosophy, December 2018

Minor in Psychological Sciences

Major GPA: ###/4.00; Cumulative GPA: ###/4.00

Related Classes: Ethics, Social and Political Philosophy, Criminology, Philosophy and Neuroscience

LEGAL EXPERIENCE

Department of Consumer Protection, State of Connecticut, Hartford, CT

Intern, May 20XX-August 20XX

- Updated and maintained the Department website using WebPlusX48, implemented news and announcements section, providing consumers relevant information.
- Reviewed legal pleadings, such as civil investigative demands, subpoenas, administrative complaints, consent orders, and memoranda for spelling and grammatical errors.
- Observed compliance meetings and hearings, including administrative, investigatory, legislative and regulatory, increasing familiarity with investigative process and reporting structure.

Law and Business Society, University of Connecticut, Storrs, CT

Secretary, January 20XX-May 20XX

- Recorded and organized minutes at biweekly chapter and executive board meetings, maintaining accurate accounts of upcoming projects.
- Presented minutes to full membership prior to the start of each meeting, supporting meeting productivity.

ADDITIONAL EXPERIENCE

Athletics and Recreation Services, University of Connecticut, Storrs, CT

Student Intramural Program Assistant, September 20XX-Present

- Supervise players and officials at athletic activities and programs while recording accurate score information.
- Enforce rules and policies for accident prevention by addressing player misconduct and unsportsmanlike behavior.

ACTIVITIES AND VOLUNTEER EXPERIENCE

GUARD (Giving UConn a Responsible Driver) Dogs, University of Connecticut, Storrs, CT

Volunteer Dispatcher, September 20XX-May 20XX

Intramurals, University of Connecticut, Storrs, CT

Team Player (Soccer, Basketball, and Flag Football), September 20XX-Present

PROFESSIONAL DEVELOPMENT

UConn Center for Career Development, Certificate of Professional Development

- Actively participated in certificate program through networking with UConn alumni in the field of law and completing training on preparing for the graduate school application process

COMPUTER SKILLS

Microsoft PowerPoint, Excel, Word; HTML: WebPlusX8 (Website Design Software)