

SAMPLE RESUME*



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Sample Student

Current:
123 Somewhere Rd.
Ithaca, NY 14850

(555) 555-5555
sstudent@ithaca.edu
[linkedin.com/samplestudent](https://www.linkedin.com/samplestudent)

Permanent:
456 Other Place Dr.
Danbury, CT 98765

EDUCATION

Bachelor of Science in Health Education and Physical Education, dual degree program May 2015

Ithaca College, Ithaca, NY

- GPA: 3.5
- Oracle Honor Society

CERTIFICATIONS

- NYS Initial Teacher Certification, Health Education K-12 June 2015
- NYS Initial Teacher Certification, Physical Education K-12 June 2015
- First Aid/CPR, American Red Cross April 2011 - Present

RELATED EXPERIENCE

Student Teacher | Horseheads High School, Horseheads, NY September – December 2014

- Created and taught lessons for 11th grade students on sexual health; HIV/AIDS; alcohol, tobacco, and other drugs
- Conducted informal learning assessment through observations, interviews, discussion, and class activities
- Designed, scored, and recorded grades for quizzes and homework assignments
- Adjusted teaching methods according to individual student needs
- Attended faculty meetings and open houses

Student Teacher | George Washington Elementary School, Elmira, NY February – May 2015

- Developed and taught P.E. lessons for grades 4-6 in gymnastics, soccer, and dance
- Utilized music, games, fitness equipment, partner and group activities to engage students
- Incorporated information about muscle groups and physical health into all lessons
- Maintained classroom organization and managed behavior

Student Athletic Trainer | Ithaca College, Ithaca, NY September 2011 – May 2014

- Provided injury treatment plans for the women's volleyball and softball teams
- Collaborated with head athletic trainer to educate athletes on proper form and injury prevention

Summer Gymnastics Instructor | Town of Gates Recreation, Gates, NY June - August 2012-2014

- Instructed students aged 6-12 in gymnastics
- Facilitated skill development based on individual student needs

INVOLVEMENT & ORGANIZATIONS

- New York State Athletic Trainers' Association September 2013 - Present
- Ithaca College Athletic Training Students' Association September 2013 - Present
- Ithaca College Student Leadership Institute: Leading in a Diverse World Certificate May 2013

SKILLS

- **Language:** Fluent in American Sign Language
- **Technology:** Smart Boards, Planboard, Quizlet, Prezi, Microsoft Office

Omar Shahid

oshahid@ithaca.edu | 317- 236 - 4811 | 39 W. Pleasant St., Greenwich, WA 20495

Education **ITHACA COLLEGE**, Ithaca, NY Anticipated May 2018
Bachelor of Arts in History
Minors: Anthropology and Ithaca College Honors Program
GPA: 3.64 • Deans List Fall 2016 - 2017

Awards History Club Member of the Year April 2018
Presidential Historian Scholar Award February 2018
Alpha Delta Pi Historical Honor Society Inducted March 2016
Kaplan Anthropology Award May 2016

Related Experience **Handwerker Gallery**, Ithaca College, Ithaca, NY August 2017 - Present
Archive Intern
• Organize archival material in chronological order
• Document paintings and sculpture identification into filing system
• Cross reference materials with research findings
• Research Revolutionary War art pieces for educational workshops

Ithaca College History Club, Ithaca, NY September 2016- Present
Secretary
• Facilitate campus events including Speakeasy Night, Women's History Month seminar, each with approx. 15 students
• Document updates during weekly executive board meetings
• Research African wars throughout history for weekly meetings
• Inform the public about an iconic leaders in history through tabling events

MOTT Science Museum, Nassau, NY January - May 2017
Volunteer
• Assisted patrons with navigating the traveling exhibition floor about insects, dinosaurs, vegetation, and magnetism
• Led public workshops about photosynthesis approx. 15 people per group
• Documented museum statistics including populations, and exhibit interests

Presentations Shahid, O., & Aghajan, G. (2016). *Analysis of migration trends among nomadic women in southern asia*. Poster session presented at the annual Society of South Asian Anthropology conference, Tuscon, Arizona.

Shahid, O., (2017, May). *Examining genocide within south saharan communities*. Paper presented at National Student Anthropology Consortium, Washington, DC.

SKILLS Conversational Spanish and advanced proficiency in French

Ryan Mühlbauer

FRENCH HORN

68 Ferris Road, Warwick NY | 845 674 5233 | rmuhlbauer@ithaca.edu

Education

Ithaca College, Ithaca, New York
Bachelor of Music in Music Education
Concentration: French Horn

GPA: 3.7

Honors and Awards: G.S Howard Scholarship

May 2019

September 2015

Certifications

New York State Teaching Certification

Anticipated May 2019

Teaching Experience

Private Lesson Instructor | *Freelance* | Warwick, New York

March 2015 - Present

- Teach weekly lessons for two middle school students
- Create lesson plans adhering to the National Standards in Music Education
- Prepare students for All-County auditions through individual and group instruction
- Mentor students in sight-reading, basic music skills, and audition processes

Student Teacher | *Windsor High School* | Windsor, New York

September - December 2018

- Prepared and conducted ensemble of 40 students for Winter Concert
- Designed and maintained rehearsal schedule
- Instructed 12 students in private lessons twice a week

Special Education Music Teacher | *Tompkins-Seneca-Tioga BOCES* | Windsor, New York

May - June 2017

- Implemented and designed lesson plans based around students with special needs
- Conducted Chorus and Handbell Choir weekly for monthly concerts
- Instructed hearing impaired Drum ensemble twice a week
- Founded BOCES first Drama Club to provide theater experience to differently abled students

Student Teacher | *Dryden Elementary School* | Dryden, New York

September - December 2017

- Organized band schedule for first and second year band students
- Rehearsed large group three times a week
- Lead sectionals of around 5 - 10 students in french horn, clarinet, and trombone
- Fostered safe and inclusive learning environment through group activities

Performance Experience

Symphonic Band	Principal Horn	<i>Ithaca College</i> - May 2019
Concert Band	Principal Horn	<i>Ithaca College</i> - May 2019
French Horn Choir	French Horn	<i>Ithaca College</i> - February 2018
Campus Band	Principal Trombone	<i>Ithaca College</i> - January 2018
Southern Tier Concert Band	French Horn	<i>Broome Country Arts</i> - September 2018
Maine Community Band	French Horn	<i>Arts Of Maine</i> - October 2018
Binghamton Youth Symphony	Principal Horn	<i>SUNY Binghamton</i> - April 2017

Training

French Horn: Alex Shuhan; Col. Arnals Gabriel; Micheal Haithcock

Instrumental Conduction: Dr Stephen Peterson

Choral Conduction: Dr. Janet Galvan

Donald Rodriguez

191 17th Street, Brooklyn, NY 11215
712.390.0618, dfirwin91@gmail.com

EDUCATION

Ithaca College, School of Humanities and Sciences, Ithaca, NY

May 2014

Bachelor of Arts in Politics

Minor in Economics

Free University, Berlin, Germany: Semester Study Abroad

January – May 2013

RELEVANT EXPERIENCE

Corporate Finance Legal Assistant, **Sullivan & Cromwell LLP**, New York, NY & Frankfurt, Germany

June 2014 – Present

- Conduct research on U.S. and European securities law, market environments, and board member and shareholder data
- Translate documents from English to German, including prospectuses, contracts, and press releases
- Organize, review, and format documents as part of transactions, including managing closing rooms
- Conduct research relevant to deals, e.g., U.S. securities law precedent and corporate profiles
- Assist lawyers by managing documents and process for German and U.S. regulatory agency filings for IPOs, M&A deals, and equity and debt offerings, with a focus on real estate, automobile, and internet companies
- Draft Markets and Competition section of German prospectuses; research economic indicators and competitors

Associate, **MWW Group**, Washington, DC

January – May 2014

- Wrote reports on legislative issues related to energy, higher education, information technology, and healthcare
- Conducted research on the impact of congressional and executive branch actions, e.g., federal grant opportunities for clients

Communications Intern, *Office of the Vice President*, **The White House**, Washington, DC

August – December 2012

- Drafted tweets and suggested retweets for the Vice President's official Twitter account (@VP) and its 220,000 followers
- Composed daily news card and press coverage memorandum for the Vice President and senior staff
- Coordinated press logistics for events held at the White House and Vice President's Residence, i.e., drafting press advance schedules and event memorandum
- Managed administrative tasks of the office, including record keeping, answering the press line, monitoring the press email account, and updating the Communication Director's media book

Communications Intern, **LMG Public Relations**, Washington, DC

May – August 2012

- Drafted press releases and over 10 opinion editorial pieces placed in local media as part of advocacy campaigns
- Tasked with managing policy-specific pages of a client's website, including researching and proposing new content

External Affairs Intern, **Overseas Private Investment Corporation (OPIC)**, Washington, DC

January – May 2012

- Drafted meeting summaries for senior staff between OPIC Principles and foreign leaders
- Developed project profiles for agency website and coordinated with project leads

Public Affairs Intern, **United States Trade Representative (USTR)**, Washington, DC

May – August 2011

- Organized and drafted an opinion editorial with the agency's chief policy advisor for Intellectual Property and Innovation
- Drafted and edited media advisories, press releases, and briefing memorandum for Principals

LEADERSHIP

Operations Associate, *Tennis House*, **Congressional Country Club**, Potomac, MD

June – December 2013

- Responsible for operations of the Tennis House and 21 indoor and outdoor clay courts, including over \$20,000 worth of equipment and apparel

Director of On-Campus Outreach, **Roosevelt Institute**

2012 – 2013

- Moderated panel discussions on the Trans-Pacific Partnership between trade policy practitioners, including an event with the Deputy Lead Negotiator of the agreement for the U.S. Trade Representative; over 70 students and faculty attended

New Media Coordinator, **School of Public Affairs Leadership Program**

2011 – 2012

- Launched Facebook and LinkedIn groups to facilitate communication and mentorship between students and program alumni; each platform is actively used by over 150 active program member

SKILLS

- Lexis-Nexis, WestlawNext, Perfect Information, Edgar, Microsoft Word, and document management systems
- Leadership theory, project management, and grant writing
- Conversational German
- Website and social media management

Kai Shango

567 Red Road • Denver, CO 80014 • 678-123-4567 • kshango@ithaca.edu

Education

Ithaca College, Ithaca, NY
Bachelor of Arts in Politics
Minor: Legal Studies
❖ GPA: 3.5

Anticipated Graduation May 2018

Relevant Experience

Legal Intern- Victor E. Smith Law Firm, Lansing, NY

August 2017-Present

- ❖ Perform various clerical tasks such as copying files, answering the phone, and coordinating meetings for lawyers in the firm
- ❖ Observe and participate in client meetings, trials, mediations, and outreach
- ❖ Conduct intake interviews to spot legal issues for presentation at case acceptance
- ❖ Draft, review, and revise a wide range of legal documents for staff attorneys
- ❖ Create and manage client database to ensure timely case completion
- ❖ Research documents and publications for details that would establish evidence

Summer Legal Intern- ABC Law Firm, Columbus, OH

May-August 2015

- ❖ Completed office errands and handled customer inquiries
- ❖ Updated content on social media accounts (Facebook, Twitter, and Instagram) to over 500 followers to promote the law firm
- ❖ Contacted clients regarding customer service issues such as payments and appointments
- ❖ Interacted with clients and assisted with case organization

Additional Experience

Teaching Assistant- Politics Department, Ithaca College, Ithaca, NY

August 2017-Present

- ❖ Responsible for grading assignments, class participation, and exams for Introduction to Politics course
- ❖ Assist students individually and in small groups to reinforce and master concepts introduced by the professor
- ❖ Provide recommendations to students on how to improve the write-up of their research papers

President- IC Mock Trial, Ithaca College, Ithaca, NY

August 2014-Present

- ❖ Collaborate with Vice President to create and organize club schedule including meetings, activities and events
- ❖ Oversee club members performance and provide feedback for improvement
- ❖ Organize traveling for events

Vice President- Men's Rugby Team, Ithaca College, Ithaca, NY

January 2016-Present

- ❖ Plan practice drills and team roster every week for games
- ❖ Coordinate transportation for away games
- ❖ Oversee executive board members' roles and enforce their responsibilities

Skills

Computer: Microsoft Excel Certified
Language: Fluent in French

NABHITHA SINGH

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5885 Legal Lane, Congresstown, Washington, D.C.
www.linkedin.com/in/NSingh2020

EDUCATION

Bachelor of Arts in Legal Studies- *Ithaca College* – Ithaca, NY

Anticipated May 2019

Minor: International Studies

GPA: 3.9/4.0

RELEVANT EXPERIENCE

Member, Model United Nations – Ithaca, NY

August 2015 - Present

- Learn and apply public speaking skills in high-pressure settings
- Attend club meetings twice per week to prepare for end-of-semester conference
- Prepare proposals for resolve on international law and policy
- Performing extensive research on topic of question

IC Mock Trial, IC Mock Trial Team – Ithaca, NY

January 2015 – Present

- Participated in weekend mock trials with students from other colleges
- Demonstrated public speaking skills during trial simulations
- Collaborate with team members to prepare and present both sides of criminal and civil cases

President, Difficult Conversations – Ithaca, NY

October 2017 - Present

- Craft controversial political questions about past or current events to facilitate group discussion
- Monitor club platform on social media to attract bipartisan members
- Summarize main points discussed at end of each club meeting for future reference

Social Studies Teaching Assistant, Alleged Middle School – Ithaca, NY

January – May 2017

- Educated students on geographical regions of United States and terms associated with topography
- Engaged class of 22 students in learning activities throughout the day
- Constructed lesson plans with teacher once-a-week
- Evaluated completed work of students through process of grading

Performer and Soloist, Schoolhouse Rock Summer Stage – Equityville, MD

May – August 2016

- Taught audience about Bill of Rights & Constitution through song "I'm Just a Bill" and "The Preamble"
- Collaborated with cast members during 20 hours of rehearsal per week to practice blocking and choreography
- Provided funds for costumes via organization of two fundraisers and advertisement via social media

SKILLS

Language: Proficient in Conversational Spanish; Fluent in Hindi (Urdu)

Technology: Proficient in InDesign and Photoshop, Certified in Microsoft Excel

ERIC DANCE

(800) 588-2300 • edance@ithaca.edu
1000 Yellow Brick Road Munchkinland, OZ 71517

EDUCATION

Bachelor of Arts in Psychology - *Ithaca College*, Ithaca, NY

Expected Graduation Date: May 2018

Minor: Counseling

GPA: 3.92/4.0

School of Nursing - *Widener University*, Chester, PA

August 2014 – May 2015

RELATED EXPERIENCE

Peer Career Advisor – *Ithaca College Career Services*, Ithaca, NY

January 2016 – Present

- Mentor and advise fellow students regarding professional development inquiries and concerns
- Inform students about formatting and content for résumés and cover letters during drop-in hours
- Guide students through resources for job and internship searches and networking connections
- Executed public speaking skills to represent Career Services at career-related workshops

Teaching Assistant – *Ithaca College Department of Psychology*, Ithaca, NY

August 2016 – Present

- Explain misunderstood introductory concepts regarding developmental psychology to 90 students outside of class
- Organize and assemble assignments to distribute and return to students
- Monitor academic integrity of students by proctoring tests and exams with professor
- Specify and articulate optimal study habits to students via email and in-person communication

RESEARCH EXPERIENCE

Researcher – *Center for Research on the Effects of Television (CRE-TV)*, Ithaca, NY

August 2016 – Present

- Code content of 10 specific TV channels under direction of a professor in order to promote critical thinking about television
- Collect data for CRE-TV archive from aforementioned channels on incidence of 23 specific topics
- Evaluate how the topics are framed on television and the contexts in which they appear
- Identify prevalence of mental illness and therapy (MIT) content and assess what messages are being conveyed to the audience in their portrayal
- Develop and periodically update operational definitions for classifications of MIT incidence

Researcher – *School of International Training*, India

June 2017 – July 2017

- Collaborated with community members, staff and peers to conduct research on traditional medicine and health care practices in a culturally sensitive and ethical manner
- Synthesized data from fieldwork and research into a paper and presentation
- Understand and applied fieldwork ethics during collection of information for four interviews

INVOLVEMENT

Soloist and Member – *Campus Choral Ensemble*, Ithaca NY

August 2016 – Present

- Improved and polished tone, enunciation, breath support and blend as an ensemble while practicing repertoire for 2 hours per week

Musical Munchkin – *Routine Disturbances Show Choir*, Ithaca, NY

September 2015 – December 2015

- Practiced vocals, choreography and blocking for 2-6 hours per week

HONORS

• **Dean's List** – *Ithaca College*, Ithaca, NY

August 2015 – Present

• **Multicultural Superior Gold Senior Academic Award** – *Ithaca College*, Ithaca, NY

September 2017

• **Multicultural Superior Junior Silver Academic Award** – *Ithaca College*, Ithaca, NY

September 2016

• **Transfer Honors Society** – *Ithaca College*, Ithaca, NY

August 2015

• **Tang Soo Do Martial Arts First Dan (Black Belt)** – *East Coast Karate*, Newtown Square, PA

December 2010

PHYLLIS SHERMAN

725-321-4608 | psherman@ithaca.edu | 42 Wallaby Way, Sydney, Australia

EDUCATION

Bachelor of Arts in Psychology – **Ithaca College** – Ithaca, NY

Anticipated: May 2020

GPA: 3.8/4.0

AWARDS

Psi Chi - *International Honors Society*

September 2017

President's Scholarship - *Merit Based Scholarship*

March 2016

Deans List - *3 semesters*

RELEVANT EXPERIENCE

Student Assistant – **Tompkins County Elementary** – Ithaca, NY

September 2017-Present

- Shadow 2nd grade teacher during morning instruction
- Construct lesson plans for each Friday class and teach the lesson to class of 30 students
- Monitor progress of children by grading quizzes and remaining available to help students understand concepts outside of class

Camp Counselor – **Rydel Middle School** – Greaseville, CA

June-August 2014-2017

- Monitored 20 middle schoolers during group activities such as recess games and building projects
- Brainstorm and initiate a daily team-builder activity, including team puzzle solving activity
- Collaborate with team of 4 other camp counselors to design and implement monthly lessons about fire safety

ADDITIONAL EXPERIENCE

Terrace Dining Hall Assistant – **Sodexo** – Ithaca, NY

August 2016-December 2016

- Distributed food to students in a fast-paced environment
- Assembled required food in kitchen through cutting, chopping and cooking
- Perform regular sanitation of all drink machines, tables, and condiment dispensers

ACTIVITIES

Member – **Environmental Society** – Ithaca, NY

August 2016-Present

- Participate in weekly discussions with fellow members in about climate change, clean water and food justice

EcoRep – **IC EcoReps** – Ithaca, NY

August 2016-Present

- Monitor compost, recycling and trash bins at community events
- Survey campus computer labs and turn off computers and monitors for weekend
- Distribute approximately 55 flyers in campus bathrooms to educate fellow students and faculty about environmental issues, such as energy conservation and zero waste living

CERTIFICATIONS

First Aid and CPR Certified

Valid until July 2020

SKILLS

Language: Proficient in French

Technology: Expert use with PlanMyClass software, Proficient in Statistical Package for the Social Sciences (SPSS)

Ari Goldstein

999 Sunny Drive, Los Angeles, CA 12345 | (222) 222-2222 | agoldstein3@ithaca.edu

EDUCATION

Ithaca College, Ithaca, NY

Bachelor of Arts in Sociology

Anticipated: May 2018

GPA: 3.3

Ithaca College Peggy Ryan Williams Award for Academic and Community Leadership

Received: January 2017

RELATED EXPERIENCE

Ithaca College Hillel, Ithaca, NY

President

May 2016-Present

- Oversee, mentor and offer support to the six Ithaca College Hillel E-Board members
- Facilitate weekly E-Board meetings and monthly leadership team meetings
- Create coalitions between Ithaca College Hillel, Cornell Hillel and Ithaca Area United Jewish Community
- Identified students for and facilitated student interview process in Executive Director search

Israel Awareness Vice President

August 2015-May 2016

- Recruited students of Jewish heritage on campus to participate in winter and summer Birthright trips
- Implemented an internship to engage Birthright alumni
- Organized events to educate Ithaca College students on Israel, such as Israel Independence Day Celebration

Communications Co-Vice President

January 2015-May 2015

- Used social media to connect with Ithaca College students and encourage attendance at Hillel events
- Collaborated with other board members to plan social events

StandWithUs, Ithaca College, Ithaca, NY

Emerson Fellow

August 2016-Present

- Educate students on campus about Israel through event programming with the help of StandWithUs
- Create and facilitate relationships within the Jewish, Interfaith, and Pro-Israel communities on campus

Ithaca College Student Alliance for Israel (SAFI)

Member

January 2015-Present

- Attends regular meeting to learn about different aspects regarding Israel

StandWithUs Liaison

August 2016-Present

- Uses knowledge of StandWithUs resources to provide funding for Israel Programming
- Plans programs in collaboration with StandWithUs staff to ensure SAFI has access to all StandWithUs resources

Hillel Liaison

January 2016-May 2016

- Identified and bridged the gap in communication between SAFI and Ithaca College Hillel
- Ensured that SAFI received any support needed from Ithaca College Hillel

ADDITIONAL EXPERIENCE

Campus Center and Event Services

Operations Staff

May 2016-Present

- Provides patrons with information about Ithaca College using several resources
- Employs customer service skills to create a welcoming atmosphere at the Ithaca College Recreation Center
- Completes event setups and takedowns per client instructions

Odyssey at Ithaca College, Ithaca, NY

August 2015-February 2016

Staff Writer

- Wrote articles which focused on self-care, identity and current events for college students on a weekly basis
- Coordinated with our campus manager to write diverse content for the Ithaca College student body

SKILLS

Languages: Fluent in Hebrew writing, reading and speaking

Social Media Skills: Proficient in operating Twitter, Facebook, Instagram and Slack