

# NAME

Phone number | Tufts email

## EDUCATION

**Tufts University**, Medford, MA  
*Candidate for Bachelors of Arts*

Expected May 20xx

**Saratoga Springs High School**, Saratoga Springs, NY  
*High School Diploma*

June 20xx

## WORK EXPERIENCE

**Happy Valley Summer Camp**, Saratoga Springs, *Camp Counselor*

May 20xx-Aug20xx

- Planned, coordinated, and executed activities while guiding group of 20 middle school campers in personal growth and daily living skills
- Assisted in the direction and supervision of campers in their living unit and during activities while championing program initiatives and camp mission
- Safeguarded personal property, camp equipment, and facilities
- Provided leadership to campers in all areas and acted as a role model in all areas of camp activities, including cleanliness, punctuality, chores, rules and sportsmanship
- Planned and hosted end of summer bonfire by securing fire permit and needed materials, and teaching safe bonfire procedures to campers

**Hudson Valley YMCA**, Saratoga Springs, *Teen Mentor*

May 20xx-Aug 20xx (Seasonal)

- Facilitated small group discussions with teens about issues such as dating, fitness, education, and alcohol and drug awareness to promote a healthy, people-centered approach to safety and harm reduction
- Contributed to and participated in training program and weekly meetings with YMCA staff to strengthen group facilitation skills

**Serenity Housing**, Ballston Spa, NY, *Receptionist*

Jan 20xx – Aug 20xx

- Provided warm and attentive customer service by greeting clients and answering phone calls in a high-volume sales office
- Reviewed office databases to update and improve current file

## LEADERSHIP

**Psychology Club**, Saratoga Springs High School, *Vice President*

Sept 20xx – June 20xx

- Moderated weekly meetings consisting of 25 members by keeping track of time, taking notes, and announcing agenda items
- Coordinated monthly one time volunteer opportunities for members by partnering with local community organizations
- Coordinated speaker series by researching local psychology professors to come talk with our group and share about their research

## SKILLS & INTERESTS

*Computer:* MS Excel, PowerPoint

*Language:* Proficient in Spanish

*Interests:* Skiing, soccer, basketball, hiking, film

# Name

Cell Phone • Email

## EDUCATION

### Tufts University

Bachelor of Arts in International Relations (Middle Eastern Focus); Minor in Finance

Medford, MA

Expected May 20xx

**Relevant Courses:** Microeconomic Theory, Business Law, Entrepreneurship and Business Plan, Industrial Economics, International Economics, Entrepreneurial Marketing, Entrepreneurial Finance, Statistics, Calculus, Linear Algebra

University of Queensland, Brisbane, Australia

Spring 20xx

## FINANCIAL EXPERIENCE

### Neuberger Berman

*Portfolio Management Intern and Legal & Compliance Intern*

New York, NY

June – August 20xx

- Researched and analyzed portfolio holdings as part of ongoing due diligence efforts of industry-leading equity portfolio manager specializing in master limited partnerships (\$2.5B AUM as of 8/20xx)
- Prepared report on future prospects of liquid natural gas and presented findings to portfolio management group
- Reviewed investment management agreements with attorneys in Legal & Compliance department and documented specific terms, including most favored nation clauses, for institutional and high net worth clients
- Studied articles from industry publications involving regulatory actions and fines imposed on financial firms and developed summaries for inclusion in firm's annual training presentations
- Developed filing system for documentation associated with pledge and lien accounts at firm
- Partnered with firm's corporate social responsibility arm and Association to Benefit Children by volunteering to help underprivileged children explore New York Metropolitan Museum of Art

*Wealth Management Intern – Dallas, TX*

June – August 20xx

- Prepared client asset analyses in Microsoft Excel for meetings with high net worth and ultra-high net worth individuals
- Updated client information in computer database to ensure that portfolio managers had current information
- Provided initial training to new full-time employee including instruction on compiling asset summaries
- Researched charitable foundations, leading to several taken on as new clients

### Wellington Capital

*Intern*

Brisbane, Australia

April – June 20xx

- Communicated with shareholders regarding upcoming shareholder votes in funds collectively worth \$230MM AUD
- Assisted supervisors by compiling and binding research materials, helping with mailings, and printing as required

## LEADERSHIP

### Tufts Financial Group

*Vice President*

Medford, MA

September 20xx – Present

- Serve on the executive board of a student-run investment group managing \$150,000
- Liaise with alumni to develop outreach initiatives such as finding alumni speakers and coordinating events
- Led a team of 20 students and analyze and identify high-potential, undervalued stocks and present to TFG members
- Research and pitch companies for inclusion in portfolio; successful pitches include Express Scripts and Exxon Mobil
- Mentor junior analysts by explaining financial metrics and valuation methods, including DCFs and Comps
- Initiated Analyst Resource Center with 100+ books and additional online resources with industry expertise and advice

### Office of Residential Life and Learning, Tufts University

*Resident Assistant*

Medford, MA

August 20xx – Present

- Advise 40 undergraduate students, organize floor programs, and help resolve personal, academic, and administrative issues
- Monitor two dormitories, ensuring the safety and security of 300 residents
- Participate in extensive training focused on community building and conflict resolution

### Tufts Consulting Collective

*Project Manager*

Medford, MA

January 20xx – Present

- Lead a team of student consultants to provide pricing and marketing strategy for a media start-up
- Perform financial valuation for the company to attract investors

## SKILLS AND INTERESTS

**Language:** Fluent in English and Chinese, Proficient in French

**Computer:** Proficient in Visual Basic, Excel, PowerPoint, Bloomberg, Dealogic, SAS, and Stata

**Interests:** Rafting, Rock Climbing, Soccer, and Historical Fiction

# Name

Phone number | Tufts email | github.com/myname

## EDUCATION

**Tufts University**, Medford, MA May 20xx  
*Bachelor of Science in Computer Science, Minor Music Engineering*  
GPA 3.53, Dean's List

**Relevant Courses:** Computer Architecture; The Art of Commercial Software Development; Programming Languages; Music Apps on the iPad; Intro to Software Design and Analysis; Music Information Retrieval; Music & Art of Engineering; Computer Tools for Musicians; Acoustics

## TECHNICAL SKILLS

**Software/Tools:** Microsoft Office; AutoCAD, MATLAB, GarageBand, ProTools, Sibelius, Reason, Digital Performer  
**Programming Languages:** Visual Basic, C/C++, Java, Python

## PROJECTS

**Earth Navigation**, Introduction to Computer Science, Tufts University Sept - Dec 20xx

- Designed program that simulated navigation of Earth's Surface using Java

**House Plant Simulator**, Introduction to computer Science, Tufts University Sept - Dec 20xx

- Built software program that simulated and visualized how plants grow using C++

**TravelPro**, Tufts University PolyHack Competition Jan 20xx

- Co-Produced project idea, developed pseudocode and integrated program with Tripadvisor API

**Electronic Musical Instrument**, Electronic Instruments, Tufts University Feb - May 20xx

- Designed and built electronic musical instrument with two other teammates
- Programmed computer to interpret signals based on colors pressed by musician

## EXPERIENCE

**Student Teacher Outreach Mentorship Program (STOMP)** June 20xx - Present  
*STOMP*er

- Teach engineering concepts to sixth grade students at West Somerville neighborhood school on a weekly basis by creating lesson plans and presenting instruction
- Provide mentorship to students through developing individualized relationships outside of instruction time

**Stevenson Lumber Co.**, Stevenson, CT Sept 20xx - Feb20xx  
*Yard Helper/Delivery Truck Driver*

- Promoted to delivery truck driver from yard helper after six weeks, based on performance and dependability

## ATHLETICS

**Tufts University Varsity Football** Sept 20xx - Present  
*Starting Defensive Back/Gunner*

- Liaise with coaching staff on an on-going basis to enhance team cohesiveness
- Led tours of athletic facilities to prospective student-athletes and their families
- Learn and execute the policies and procedures governed by the NCAA
- Dedicate over 20 hours a week to training, practice and games

## ACTIVITIES

**Kids Day**, Tufts University, *Student Organization Coordinator* June 20xx - Present  
**Computer Science Exchange**, Tufts University, *Member* Sept 20xx - Dec 20xx  
**No Homer's Club, Dodge Ball Benefit Game**, Tufts University Sept 20xx

# Your Name

(617) 555-8432  
[student@smfa.tufts.edu](mailto:student@smfa.tufts.edu)

## EDUCATION

**Tufts University**, Medford, MA

May 20xx

*Bachelor of Arts in English, Bachelor of Fine Arts in Studio Art, Minor in Film and Media Studies*

**Relevant Courses:** Creative Writing, Intermediate Journalism, Direction for Film

**Paris Descartes University**, Paris, France

Jan – June 20xx

*Tufts in Paris Program*

## EXPERIENCE

**London Vogue**, London, UK

Offered and accepted Summer Editorial Intern position; subsequently cancelled due to COVID-19

**Teen Vogue**, New York, New York

June – Aug 20xx

*Digital Media Intern*

- Managed social media channels including Instagram and YouTube by creating 2 summer campaigns consisting of regular on-message posts, resulting in a following increase of 20%
- Created and edited content for bi-weekly fashion career advice blog on website
- Assisted on photo/video shoots and with post-production editing using Photoshop Advanced
- Revised intern manual, including hard copy materials and website content

**Jimmy Choo**, New York, NY

June – Aug 20xx

*Graphic Design Intern*

- Assisted graphic designer with design projects for in-store and online advertising using Adobe Creative Suite
- Maximized promotion of brand through drafting a social media strategy and creating weekly content on Instagram, Facebook, TikTok and Twitter
- Developed and edited press releases for newsworthy events

## CAMPUS AND COMMUNITY LEADERSHIP

**Tufts Daily**, Tufts University, Medford MA

Sept 20xx – Present

*Pop Culture Editor*

- Review staff articles for pop culture pages on a weekly basis, checking for content quality, grammar, and spelling
- Author a monthly letter from the editor specializing in pop culture highlights

**Entertainment Board**, Tufts University, Medford MA

Sept 20xx – Present

- Attend monthly board meetings to plan upcoming events
- Coordinated a career panel by recruiting alumni working in the industry and promoting event to study body

**Tufts University Social Collective (TUSC)**, Tufts University, Medford MA Sept 20XX – Present

- Serve on the senior committee, providing leadership and support for the planning and coordination of senior celebration
- Transitioned 7 events from in person to virtual during the pandemic by researching ways to create community online, working with vendors, and updating promotional materials to reflect changes

## SKILLS

Fluent in Microsoft Office

Advanced skills in Adobe Creative Suite

Intermediate skills in HTML, CSS, Final Cut Pro, and Avid

**NAME**  
(617) 432-8765  
student@gmail.com

## EDUCATION

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**Tufts University**, Medford, MA

May xxxx

*Bachelor of Science in Chemical Engineering*

**Relevant Courses:** Physical Chemistry of Polymers, Hazardous Waste Treatment Technology, Chemical and Biological Separations, Surface and Colloid Chemistry, Reactor Design, Data Structures, Process Dynamics and Controls

## ENGINEERING EXPERIENCE

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**Aramco Services Company**

May xxxx – Present

*Gas Separations Intern*, Cambridge, MA

- Separated gas molecules for experiments by casting membranes for post processing and characterization
- Experimented with various hollow fiber dopes and conditions by separating and testing membranes using the laserquadra knife
- Functionalized membranes using cross-linking techniques
- Investigated mechanical and thermal properties of various polymers by examining molecules utilizing various strength microscopes
- Conducted single gas tests for performance testing by running separated gas molecules through functioner machine

**Smart Polymers, Membranes and Separations Laboratory**

*Undergraduate Research Assistant*, Tufts University, MA

January xxxx – May xxxx

- Manufactured polymer membranes and dyes for filtration tests by using a staking polymer technique
- Collected and modeled diffusion rate data on different dyes utilizing a diffuser
- Synthesized zwitterionic copolymers for brackish water testing
- Characterized novel copolymer membranes using FTIR and TGA
- Tested frack wastewater flux and fouling resistance by using a frack measurer

**Bits Bytes & Bots**

*Instructor*, Anytown, NY

June xxxx – August xxxx

- Taught multiple classes involving Robotics, Game Maker, and Scratch by creating lesson plans and providing weekly instruction
- Guided 20-30 campers through their daily schedule and led fun social transition activities
- Solved any issues that arose between students and with the camp's computers by utilizing training in conflict resolution
- Created curriculum for other instructors to use in future classes by archiving lesson plans and assessments

**Marine Biotechnology Laboratory**

*Intern*, University of Connecticut, Stamford, CT

June – August xxxx

- Cultivated and gathered seaweed plants in labs and rivers carefully as to preserve the local ocean floor
- Investigated the fluorescence of ground seaweed using blue and black lights and tracked observations

## SKILLS

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**Lab:** Polymer synthesis, characterization, NMR, DSC, FTIR, TGA, DMA

**Computer:** Visual Basic, C++, Python, HTML and CSS

**Language:** Proficient Spanish