

## Resume Samples

The overall objective of your resume is to provide a composite snapshot of who you are and what skills, abilities, and knowledge you have acquired through coursework, projects, self-taught initiatives, service-learning, student organizations, volunteer work and employment. The emphasis lies on what you have to offer rather than a chronological timeline.

The following resumes were developed to help UCF students to better compete for internships and co-ops. Please use these examples to create your own unique style and clearly represents your academic and professional background.

A few reminders:

- Do not use these examples as templates
- Use descriptive action verbs
- Check for spelling, grammar, punctuation, and correct verb tense
- Minimize lines, graphics, or other distracting visuals

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# Name

Address · Email · Phone Number · LinkedIn

## EDUCATION

University of Central Florida, Orlando, FL

May 20XX

**Bachelor of Science in Advertising/Public Relations**

GPA: 3.32

## RELATED COURSEWORK

Advertising Media Planning

Advertising Campaigns

Advertising Media Sales

Mass Media Graphics

Professional Issues in Advertising

International Advertising

## ADVERTISING PROJECTS

**Branding Campaign – Client: OrderUp! (1st Place)**, Orlando, FL

Spring 20XX

- Built a mock-up brand identity for a new, local food delivery service's planned expansion
- Worked with a team of four on creative planning and execution of a campaign involving social media, meet-up groups in populated urban neighborhoods, and proposed major Orlando event sponsorships

**Media Plan – Client: Baltimore Uber**, Orlando, FL

Fall 20XX

- Created a media plan, budget and flowchart for a 20XX campaign in the target market

## ADVERTISING EXPERIENCE

Central Florida Zoo & botanical Gardens – Marketing Department, Sanford, FL

August 20XX – present

### **Advertising & Promotions Intern**

- Perform market research; obtain media sponsorship; support promotional events, exhibit and program launches; and ensure sponsorship fulfillment
- Research prospective partners including non-profit organizations as well as local and national business
- Coordinate and assist in integrated communications for promotional programs with Creative Services, Media Relations and Digital Marketing departments

ALIGN Public Strategies, LLC, Orlando, FL

May 20XX – August 20XX

### **Media & Advertising Department Intern**

- Conducted basic initial media research, including digital searches and telephone requests
- Sorted media kits and proposals as they were submitted, approximately five items per week
- Built maintenance documents to share with other departments internally and externally including media authorization forms, insertion orders, digital tracking reports and TV/radio traffic instructs
- Sent requests to representatives for invoices, broadcast schedules and proofs of performance
- Built and maintained client relationships on behalf of the agency in an effort to be better prepared to execute, negotiate and implement approved advertising campaigns

## LEADERSHIP

XYZ Fraternity, University of Central Florida, Orlando, FL

September 20XX – present

### **Communications & Development Chair**

August 20XX – present

- Oversee distribution of monthly newsletters to over 600 parents, chapter alumni, and the national office with updates on events, fundraising, and membership to elicit donations to the amount of \$15,000 each year
- Outline and design newsletter and social media graphics using Adobe InDesign

## Name

Address | Phone Number | Email | Portfolio Link

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### OBJECTIVE

Seeking an internship with an art gallery

### EDUCATION

Bachelor of Art, Studio Track  
University of Central Florida

May 20XX  
GPA: 3.4

UCF Study Abroad  
University, of Alicante Alicante, Spain

Fall 20XX

### RELEVANT COURSEWORK

Contemporary Studio      New Media      Senior seminar & Exhibition      Studio Art Problems

### EXHIBITIONS

**San Antonio Museum of Art-** “Arts in Spaces” Group Exhibition      Spring 20XX

- Developed 2- 8X10 oil on canvas pieces for 4-week display with 5 other exhibitors
- Utilized (*specific theory/technique*) to create monochromatic abstracts of country fields
- Worked with group to create harmony within the theme, 2-3 times per week, 3 months

### COLLECTIONS, REVIEWS, CONTESTS

#### Collections

- UCF Art Gallery      January 20XX- Present
- Witte Museum, San Antonio, TX      May 20XX- June 20XX

#### Contests

- Tampa Stock Show & Rodeo, 2<sup>nd</sup> place- Oil on canvas      February 20XX
- SA Arts, River Art Group, 1<sup>st</sup> place- Watercolor/ pastel on paper      July 20XX

#### Reviews

- “Downtown Arts for UCF”, by John Smith, UCF Knight News      January 20XX
- “Arts in Spaces”, by Ima Student, UCF Pegasus Magazine      May 20XX

### EXPERIENCE

#### Art Design Intern

June 20XX – September 20XX

Artistic Endeavors Gallery

San Antonio, TX

- Assisted director with hanging displays, greeting visitors, mailing marketing materials
- Initiated 2 written critiques of 2 works in progress, offering suggestions for improvement
- Created window display using 3 primary canvas pieces with summer theme, including lighting, securing structures, mounting art, using draping, setting props

### LEADERSHIP

Student Advisory Council Representative

January 20XX-Present

- Nominated by peers to represent College of Arts & Humanities students and serve as liaison between students and faculty/staff

# Name

Address \* Phone Number \* Email

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## EDUCATION

**University of Central Florida**, Orlando, FL  
Bachelor of Arts in Communication

May 20XX  
GPA: 3.5

## RELEVANT EXPERIENCE

### **Communications Internship**

January 20XX-May 20XX

WUCF 89.9 FM, Orlando, FL

- Contributed to the station's on-air, video, or written content and programming
- Produced 5-10 broadcast and constant online content weekly
- Facilitated interesting Facebook content that has increased on-air listener rating by 20%
- Produced a successful Instagram contest increasing followers by 1,000 people

### **Student Assistant - Communication Department**

May 20XX-May 20XX

University of Central Florida, Orlando, FL

- Addressed student issues with admissions processes through all forms of communication
- Processed student letters, files; developed an organizational system for office processes
- Created and updated appealing bulletin boards, campus postings, and department publications as directed
- Collaborated with supervisor on Sims' Public Speaking Competition event set up

## OTHER EXPERIENCE

### **Orientation Leader**

May 20XX-May 20XX

University of Central Florida, Orlando, FL

- Represented the UCF in a professional manner to incoming freshman and transfer students while leading them through a strict orientation schedule
- Assisted 8-14 students in the administration of testing programs and registration process
- Earned the UCF Role Model through Experience Award in December for representing being a successful UCF student

### **Summer Camp Counselor**

May 20XX-August 20XX

Lafayette Arts & Craft Camp, Tallahassee, FL

- Took primary responsibility for the health, well-being, and happiness of 12 campers
- Provided opportunities for the group so that each individual experience success while at camp
- Prepared daily camper activities according to camper guidelines and supervisors' directions
- Voted Friendliest Camp Counselor 2014

## SKILLS

**Graphic Design:** Adobe Photoshop, Illustrator, Fireworks

**Video Editing:** Adobe Final Cut, iMovie

**Page Layout:** Adobe InDesign, Microsoft Publisher

## INVOLVEMENT

Relay For Life of University of Central Florida

20XX-20XX

# Name

Phone Number

Address

Email

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## EDUCATION

**University of Central Florida**  
Bachelor of Arts in Digital Media  
*Specialization: Game Design*

Orlando, FL  
May 20XX  
GPA: 3.3

## TECHNICAL SKILLS

- C++    Objective-C    Python    OpenGL    MS Visual Studios    Unity 3D

## ACADEMIC PROJECTS

**Senior Capstone: Game Development Project 1 & II** Fall 20XX-Spring 20XX

- Programmed and designed game using Unity3D with five other students
- Implemented sound, gameplay animations, UI, controls, introduction/tutorial scene, and character launch physics

### **Game Modification Workshop**

Summer 20XX

- Designed, coded and implemented mobile game app
- Implemented 2D character and animation gameplay
- Served as QA for team and troubleshooted bugs

## EXPERIENCE

### **ABC Inc.**

**Chicago, IL**

*iOS App/Game Developer Intern*

May 20XX-Aug 20XX

- Assisted senior developer with build, design and implementation of mobile software for iOS applications game
- Identified inaccuracies in software and brainstormed potential solutions with production and engineering teams and managers for iOS games
- Provided detailed feedback and wrote accurate and specific bug reports, providing descriptions of how the bugs could be reproduced

### **University of Central Florida, Housing**

**Orlando, FL**

*Resident Assistant*

Aug 20XX-May 20XX

- Supervised a freshmen residence hall of over **200** students and communicate with them on a daily basis to enhance their first year experience
- Counsel students on personal and academic issues, respond to emergency situations, as well as budget and allocate **\$9,000** for the hall while working in a team of **6** other Resident Assistants
- Conduct several dorm-wide programs and events on a weekly basis, hosting about **30** students at each event

## INVOLVEMENT

### **Gaming Knights**

May 20XX-Aug 20XX

*President*

- Managed daily club activities including reserving and planning game competitions
- Recruited **60** members to the club, delegated duties to **2** other club officers and allocated money for events

# Name

Address – Email – Phone Number

## EDUCATION

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University of Central Florida

Orlando, FL

Bachelor of Arts in English

May 20XX

GPA: 3.31

## PUBLISHING & WRITING EXPERIENCE

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BarCharts Inc.

Boca Raton, FL

*Publishing Intern*

May 20XX-Present

- Edit teacher and student editions of popular novels including Hamlet for punctuation, grammar, formatting, and consistency for use in the high-school English classroom
- Create two original vocabulary test books of twenty-one lessons with varying questions for a range of student difficulty to help students in preparation for the new SAT
- Develop content and maintained the company's professional blog with posts related to teaching
- Update product listings and descriptions on the company website in order to increase marketability

Writing Center, University of Central Florida

Orlando, FL

*Student Tutor*

January 20XX-May 20XX

- Assisted students to develop and improve skills in pre-writing and proofreading personal essays and research papers
- Conducted an IRB approved research project and paper on understanding the conflict a tutor faces within their academic role
- Attended monthly meetings regarding tutoring methods, techniques, and appointment troubleshooting

## ADDITIONAL EXPERIENCE

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Miracle Hill Nursing Home

Orlando, FL

*Dining Waiter*

January 20XX-Present

- Trained new servers and bussers on customer service skills and job tasks
- Served nursing home residents food and drink orders based on dietary restrictions and preferences
- Collaborated with servicing and bussing teams to cater large holiday meals and special events for residents

## ACTIVITIES

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UCF Writing Club

September 20XX-Present

*Member*

- Attend meetings to share original creative writing pieces and receive feedback from other members
- Edit, provide feedback, and engage in meaningful discussion on original pieces of writing

## SKILLS

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Software: Microsoft Office (Word, Excel, PowerPoint, Publisher), Google Docs, WordPress

Web Design: Wix

Language: Basic Spanish

# Name

Email

Phone Number | Location

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## EDUCATION

**Bachelor of Fine Arts, Theatre: Design and Technology Track**  
University of Central Florida, Orlando, FL

May 20XX

## RELATED COURSEWORK

Stage Craft, Scenic Design, Costume Design, Lighting Design

## SKILLS

**Special Skills:** Metalworking, Basic Woodworking, Light Board Operator

**Computer Skills:** AutoCAD, Vector Works, Adobe Photoshop, SFX, Cool Edit Pro, Protools Logic, MacLux Pro

## DESIGN EXPERIENCE

### *University of Central Florida Theatre - Orlando, FL*

Scenic Designer	<i>The Arkansaw Bear</i>	Kamala Krusxka, Director	Fall 20XX
Lighting Designer	<i>Scepter in the Sand</i>	Mandy Rees, Director	Spring 20XX
Asst. Lighting Designer	<i>Everyman</i>	Chris Eicher, Lighting Designer	Fall 20XX
Props Designer	<i>Anna in the Tropics</i>	Maria-Tania Becerra, Director	Summer 20XX
Props Designer	<i>Lend Me a Tenor</i>	Zoe Saba, Director	Fall 20XX

### *Dr. Phillips Performing Arts Center - Orlando, FL*

Lighting Designer	<i>Radio Days</i>	Tyrone Guthrie, Director	August 20XX
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## PRODUCTION EXPERIENCE

### *University of Central Florida Theatre - Orlando, FL*

Master Electrician	<i>Picasso...Lapin Agile</i>	Chris Eigher, Lighting Director	Summer 20XX
Stage Manager	<i>Opera Scenes</i>	Ray Finnell, Designer	Spring 20XX
Stage Manager	<i>Doll's House</i>	Anne Bogart, Director	Spring 20XX
Stage Hand	<i>Opera Scenes</i>	Ray Finnell, Designer	Fall 20XX
Sound Board Op	<i>Blue Window</i>	Dale Becherer, Director	Fall 20XX
Carpenter	<i>Electricidad</i>	Chris Eicher, Technical Director	Spring 20XX
Stage Manager	<i>Picnic</i>	Trevor Nunn, Director	Fall 20XX

### *Kravis Center for Performing Arts - Palm Beach, FL*

Stage Hand	<i>Romeo and Juliet</i>	Sam Smith, Technical Director	July 20XX
Follow Spot	<i>My Fair Lady</i>	Adolphe Appia, Lighting Designer	July 20XX

### *Bob Carr Theatre - Orlando, FL*

Flyman	<i>Secret Garden</i>	Max Reinhardt, Director	May 20XX
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## WORK EXPERIENCE

Sales Associate, *Target*, Orlando, FL June 20XX – present

- Ensure a quality customer service experience by assisting customers and resolving concerns

Cashier, *Joe's Coffee Shop*, Orlando August 20XX – May 20XX

- Completed transactions at the register efficiently while maintaining accurate record keeping

**Name**  
Address  
Phone    Emil

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**EDUCATION**

Bachelor of Arts in Music Education May 20XX  
**University of Central Florida**, Orlando, FL

**TEACHING EXPERIENCE**

**Student Teacher**, ABC High School, Orlando, FL August 20XX-December 20XX

- Designed and taught curriculum to students in grades 9-12
- Directed the school marching band
- Organized and directed student music ensembles
- Organized and conducted student concerts on a monthly basis

**Teaching Internship**, 123 Middle School, Orlando, FL January 20XX-May 20XX

- Co-taught music theory courses with the lead teacher
- Lead a group of students in various civic engagement activities involving music
- Designed and taught a two week unit on careers in music

**Independent Music Instructor**, Orlando, FL January 20XX-May 20XX

- Taught individual piano lessons to students ages 12 – 15
- Developed individualized lesson plans for each piano student
- Designed personal website for the purpose of marketing

**OTHER EXPERIENCE**

**Musician**, Holy Church, Orlando, FL April 20XX-May 20XX

- Participated as a pianist in the church ensemble
- Attended weekly rehearsals
- Performed at Sunday services on a weekly basis

**ACTIVITIES**

**Volunteer**, Central Florida Nursing Home, Orlando, FL April 20XX-June 20XX

- Performed vocal and piano pieces for patients on a bi-weekly basis

**Volunteer**, The Big Event, Orlando, FL April 20XX, April 20XX

- Contributed to a community-wide event where students and faculty of UCF cleaned, swept, and beautified the larger Orlando community

**MEMBERSHIPS**

Member, Golden Key International Honor Society 20XX-20XX  
Student Member, Music Teachers National Association 20XX-20XX



# Name

Address

Phone Number    Email

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## EDUCATION

### Bachelor of Arts, Radio-Television

*Minor: Film*

University of Central Florida, Orlando, FL

May 20XX

GPA 3.2

## SKILLS

**Software:** Premier, After Effects, and Photoshop; Avid Express Pro, Final Cut Pro, iMovie, GarageBand; Web/Video Apple Compressor

**Equipment:** switcher, VTR, soundboard, light meter, Scoopic, Bolex, ArriFlex film cameras and mini DV; audio (boom microphones, multi-track analog and digital studio consoles, DA-88 multi-track players)

**Languages:** Fluent in French; Advanced Spanish

## RELATED INDUSTRY EXPERIENCE

### *Intern*

June-Aug 20XX

Channel 12 News, Orlando, FL

- Set up studio, cameras, lights, microphones and display screens daily
- Operated three types of cameras for live broadcasts
- Collaborated with production and directing teams to create filming schedules
- Accompanied EMT crew on live remote broadcasts, ran cables and set up camera shots

### *Producer, Director, Editor*

Feb-May 20XX

"Aluminumology," University of Central Florida, Orlando, FL

- Recruited actors by organizing promotional ads via Facebook
- Set up shoots and locations in Orlando, Tampa, and Daytona Beach
- Mobilized a production team of 20 students and managed filming and editing

## FILMOGRAPHY

"Aluminumology," Running time: 16:00 minutes

20XX

- Filmed with Sony HC20 Mini DV Camera
- Edited with Adobe Premier

"Won't be a Victim," Running time: 5:00 seconds

20XX

- Filmed with Sony HC20 Mini Dv.
- Edited with Adobe Premier
- Submitted five-second movie for Cadillac Under 5 contest

"The Ninja Roadhouse," Running time: 6:00 minutes

20XX

- Filmed with a Canon PowerShot A40 Digital Camera
- Edited with Adobe Premier

## OTHER EXPERIENCE

### *Sales Associate*

Aug 20XX-present

Kohl's Department Store, Orlando, FL

- Provide excellent customer service assisting customers in merchandise selection
- Assist in orientation for new associates and work between departments as needed
- Operate the cash register and practice secure transition procedures

# Name

Address City | Email | Phone Number

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## EDUCATION

**University of Central Florida**, Orlando, FL

*Bachelor of Arts in Spanish*

May 20XX

*Certificate: Spanish Translation and Interpretation*

*Study Abroad: Madrid, Spain*

August 20XX-May 20XX

- Coursework: Culture and Civilization of Spain, Literature of Spain, Spanish For Business
- Learned the cultural values and customs within the Spanish community and hosts' traditions

## SKILLS

*Language:* Fluent Spanish and French

*Technical:* Final Cut Pro

## EXPERIENCE

**123 Elementary**, Orlando, FL

January 20XX-May 20XX

*Teaching Intern*

- Taught a classroom of 20 third grade students Spanish vocabulary through verbal and written exercises, while supervised by a certified instructor
- Created lesson plans designed for students to learn Spanish culture by reading and playing games
- Graded class quizzes on vocabulary and grammar
- Integrated SMART Board technology into the classroom to aid students with learning

**Translation Inc.**, Orlando, FL

May 20XX-December 20XX

*Spanish Translator*

- Proof-read translations of Spanish documents into English
- Worked collaboratively with other translators and staff members to edit and publish brochures and flyers
- Communicated with current and potential clients in Spanish to address any problems

## ADDITIONAL EXPERIENCE

**ABC Nursing Home**, Tallahassee, FL

January 20XX-May 20XX

*Waiter*

- Trained new servers and bussers on customer service skills and job tasks
- Served nursing home residents food and drink orders based on dietary restrictions and preferences
- Collaborated with servicing and bussing teams to cater large holiday meals and special events for residents

## ACTIVITIES

American Council on the Teaching of Foreign Languages

May 20XX-May 20XX

*Member*

- Participate in conventions learning about educational sessions and the language profession
- Network effectively with international professionals

Sigma Delta Pi (National Collegiate Hispanic Honor Society)

August 20XX-May 20XX

*Member*

- Participate in member meetings to discuss Hispanic culture and hone Spanish-speaking skills

# STUDENT NAME

## CONTACT



Phone Number



Email



Website, Portfolio, or LinkedIn

## EDUCATION

**Bachelor of Arts  
Emerging Media, Graphic Design**

University of Central Florida

Dec. 20XX

## SKILLS

INDESIGN



PHOTOSHOP



ILLUSTRATOR



DREAMWEAVER



## LANGUAGES

HAITIAN CREOLE



SPANISH



## DESIGN EXPERIENCE

### Graphic Design Student Assistant

UCF ALUMNI CENTER - ORLANDO, FL

AUGUST 20XX - PRESENT

- Design digital and print marketing pieces for Alumni Association Newsletter and social media platforms
- Create media guides, event posters, programs, and brochures using InDesign
- Provide design input for 30 Under 30 campaign rebranding

### Graphic Design Intern

FLOWERS FOR YOU - WINTER PARK, FL

OCTOBER 20XX - JANUARY 20XX

- Developed corporate identity package including business cards, stationery and brochures for a new business
- Created three proposals based on employer's specifications and presented to the staff for their approval

### Graphic Designer

UCF RELAY FOR LIFE- ORLANDO, FL

OCTOBER 20XX - JANUARY 20XX

- Assisted with the creative process and developed innovative concepts for the 20XX Relay For Life
- Provided infographics and other materials and posters for the event

## LEADERSHIP

### Member

BEST BUDDIES INTERNATIONAL- ORLANOD, FL

OCTOBER 20XX - JANUARY 20XX

- Update Web site calendar for yearly events, conferences and meeting
- Create a focus group dedicated to feeding hungry children in Orlando