

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
Phone Number Email

EDUCATION

Bachelor of Arts in Elementary Education
University of Central Florida, Orlando, FL

May 20XX

CERTIFICATIONS

Florida Professional Educator License
CPR/First Aid

TEACHING EXPERIENCE

Student Teacher, ABC Elementary School, 3rd Grade, Orlando, FL September 20XX-December 20XX

- Conducted spelling and reading lessons for 25 students
- Instructed students in social studies on geographic aspects of community by using Google Maps to show landmarks within the Orlando community and culminating in each student creating his or her own neighborhood map
- Created an interactive bulletin board for students' pictures about "What makes me smile!" to teach dental hygiene

Student Teacher, New Elementary School, 1st Grade, Orlando, FL January 20XX-May 20XX

- Observed class and assisted teacher with classroom management of 20 students resulting in cooperating teacher recognizing my intuition and ability to quickly build rapport with students
- Answered questions during learning station sessions for problem solving and creative thinking
- Led one-on-one spelling games for children to prepare them for weekly spelling test

OTHER EXPERIENCE

Peer Career Advisor, UCF Career Services, Orlando, FL August 20XX-May 20XX

- Assist students with résumé writing, interviewing, and other skills related to the job search process for both internship programs and career opportunities
- Conduct career workshops and presentations to classes and students organizations

Camp Counselor, Camp Echo, Orlando, FL (Summer) June 20XX-August 20XX

- Developed lesson plans encouraging hands-on creativity and social skills
- Co-supervised swimming pool during daily open swim hours

ACTIVITIES

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, UCF Student Education Association
Student Member, National Education Association

20XX-20XX
20XX-20XX

Name

Address
City, Zip

Phone Number
Email

- Education:** **University of Central Florida** Orlando, FL
Bachelor of Science in Elementary Education May 20XX
- Licensure:** **Professional Educator License (PEL)** June 20XX
Early Childhood Education, birth through grade 3
Self-Contained General Education, birth through grade 3
- Field Experience:** **Saddlebrook Elementary, Grade 1** January 20XX – May 20XX
Student Teacher
- Maintained classroom management using a daily bell ringer, solid agenda, prompts and one on one check-ins
 - Participated in the School Improvement Plan during Professional Development staff meetings
 - Collaborated with a translator to communicate with parents about student progress and behavior
 - Assessed student learning formally and informally using a variety of assessments and grading rubrics
 - Implemented student activities and projects using collaborative and individual learning approaches
 - Worked one on one after school with special needs students to assist with lesson comprehension
- Hawthorne Scholastic Academy** September 20XX – December 20XX
Student Teacher
- Planned lessons for children ages 3-5 years old, including fire safety using Safe Play! kit which encouraged safety skills, vocabulary, and group interactions
 - Utilized the Creative Curriculum which included weekly physical changes to the classroom environment and family/community involvement
 - Coordinated 10 educational field trips for school year to places such as the Navy Pier Children's Museum and Field Museum
 - Led students in creating "My Stories" books which included self-portraits and family narratives
- Other Experience:** **UCF Career Services** August 20XX – July 20XX
Career Peer Advisor
- Advise students on resume writing, job-search skills, professional correspondence, career and company research, graduate school research and application process, and interviewing tips
 - Promote services through outreach presentations to on-campus groups, classes, and career workshops
 - Assist with online recruiting system, on-campus recruiting, job listings, and on-campus employment
- Duval County Parks & Recreation** January 20XX – August 20XX
Cheerleading Student Volunteer
- Taught girls, from third to fifth grade, the foundations of cheerleading (cheers, dances, and stunts)
 - Choreographed routines for five local and state competitions
- Honors:** **Certificate of Outstanding Performance** May 20XX
UCF College of Community Innovation and Education
- Activities:** Member, UCF Black Student Union August 20XX-Present
Member, UCF Student Education Association December 20XX-Present

Name

Address | Phone Number | Email | LinkedIn

OBJECTIVE	To use personal strengths and experience in the field of Psychology to help clients in need of services provided by your organization
EDUCATION	University of Central Florida, Orlando, FL Bachelor of Science in Psychology Certificate: Behavioral Forensics Graduation: December 20XX
RELEVANT COURSES	Advanced Research Methods, Crime in America, Juvenile Delinquency, Abnormal Psychology, Personality Theories, Psychosocial Psychology, Clinical Psychology, Forensic Psychology
SKILLS	SPSS, SAS, PsychInfo Bilingual in English/Spanish
RELEVANT EXPERIENCE	Department of Juvenile Justice Orlando, FL <i>Juvenile Justice Intern</i> (May 20XX – Aug 20XX) <ul style="list-style-type: none">• Made initial contact with clients accused of crimes• Attended court sessions and put together case files• Received and screened youths being brought to detention center by law enforcement and met with youth being supervised by the department• Input data into Juvenile Justice Information System (JJIS) Orlando Police Department Orlando, FL <i>Police Intern</i> (Sept 20XX – Dec 20XX) <ul style="list-style-type: none">• Rode with officers to crime scenes and assisted police dispatcher• Input evidence into log and ensured that dates matched• Filed evidentiary and other paperwork and verified times and dates
RESEARCH EXPERIENCE	UCF Department of Psychology Orlando, Florida <i>Population Variables Lab Research Assistant</i> (Jan 20XX-Present) <ul style="list-style-type: none">• Collaborated with professor on current research projects and tasks.• Assisted with project research and design• Conducted literature searches using Psychinfo, University library database• Assisted with data coding; input and analysis using SPSS
COMMUNITY SERVICE	National Kidney Foundation <i>August 20XX-Present</i>

NAME

ADDRESS | CITY | PHONE | EMAIL

EDUCATION

University of Central Florida, Orlando, Florida
Bachelor of Science: Psychology | Minors: Philosophy
Graduating May 20XX

EXPERIENCE

Honors Symposium Team Leader | Burnett Honors College | Orlando, Florida

August 20XX – Present

- Helped to ensure that freshman in the Burnett Honors College (BHC) experienced a smooth transition from high school to college
- Led breakout discussions, planning, and guiding conversations to reinforce and enrich the lessons provided by the various speakers
- Supported students as a resource offering advice and guidance in their first year of studies

Research Assistant | Institute for Simulation and Training | Orlando, Florida

March 20XX – July 20XX

- Performed literature searches and reviews using multiple platforms, compiled relevant articles, and cited peer reviewed journals in APA format
- Conducted over 25 experiments, collecting data, and balancing human interaction with scripted activities
- Collected and transcribed data in Excel, including relevant notes taken during the experiment
- Gained practice in interpersonal and formal research providing input based on my experience to the Burnett Honors College leadership on how to improve the classroom environment

Golf Course Staff | Lemon Bay Golf Club | Englewood, Florida

April 20XX – August 20XX

- Worked as golf course staff helping with incoming and outgoing play and cleaned the course and clubhouse.
- Managed the range and helped to train new employees
- Learned the value of hard work developed my leadership in helping newer staff members.
- Discovered the importance of customer service while maintaining communication with managers

UNIVERSITY INVOLVEMENT

UCF President's Leadership Council

April 20XX – Present

- Represents the Office of the President and working a variety of university events throughout the year

Tech Knights

January 20XX – Present

- Active member and social media coordinator

Honors Congress

August 20XX – Present

- Represents Honors College students as a voice of leadership, advocate for social change for the Dean

LEAD Scholars Academy

August 20XX – May 20XX

- LEAD Scholar graduate, completed more than 78 service-learning hours

HONORS & ACHIEVEMENT

- National Merit Scholar April 20XX
- Dean's List, College of Sciences Fall 20XX
- President's Honor Roll Fall 20XX

NAME

Address
City, State Zip Code

Email
Phone Number

Education

University of Central Florida, Orlando, FL

December 20XX

Bachelor of Science, Secondary Education – Biology Track

Endorsements: Biology, Chemistry, Earth Science, Physics Bachelor of Sciences, Biology

Minor: American Sign Language

Teaching Experience

Substitute Teacher, Grades 9-12

January 20XX-Present

123 High School, Orlando, FL

- Developed and implemented a four-week module detailing the daily lessons and long-term goals of a thermodynamics unit consistent with the National Science Education Standards
- Facilitated student preparation for the State of Florida Physics Competition which included designing and building mouse trap cars and self-moving catapults
- Coordinated a workshop between students and scientists from the BASF chemical company utilizing Skype technology
- Incorporated knowledge of American Sign Language into lessons to accommodate the needs of a student with a hearing disability

Practicum Student, Grade 9

August 20XX-December 20XX

ABC High School, Sanford, FL

- Introduced SMARTBoard technology with an interactive PowerPoint presentation on cell anatomy
- Co-taught a two-day lesson on Gregor Mendel and genetics with an original graphic organizer
- Restructured existing final project rubric to adhere to the Iowa Core Science Standards

Practicum Student, Grade 11

January 20XX-May 20XX

Miami High School, Miami, FL

- Led a tutorial on safe laboratory practices and usage of equipment such as Bunsen burners
- Assisted students in laboratory groups during chemistry experiments
- Updated student homework assignment calendar on classroom website on a weekly basis

Leadership Experience

Campus Activities Director

August 20XX-May 20XX

Alpha Delta Pi Sorority

- Managed the schedule of meetings, rehearsals, philanthropies, and gatherings of all members in preparation for Homecoming and Greek Week
- Produced all aspects of group performances including styling, choreographing, and script writing

Peer Mentor

June 20XX-May 20XX

SLS 1501 Freshman Seminar Course

- Served as a mentor for first year students to support their transition to UCF
- Built relationships with professors who provided support and advice to new students
- Acquired skills in community-building, academic success, and interpersonal communication through leading course activities

Professional Development

Teacher Leader Certificate

August 20XX, 20XX, 20XX

College of Education, University of Central Florida, Orlando, FL

Boot Camps:

- *Assessment: Bully Prevention: School Climate, Anti-Social Behaviors and You*
- *Technology: SMART Notebook for SMART Instruction*

Workshops:

- *Assessment in Science Education*
- *140 Characters to be a Better Teacher: Teachers Who Use Twitter*

Name

Address
City, Zip

Phone Number
Email

OBJECTIVE

Obtain a social work position serving children and families in low-income neighborhoods

EDUCATION

University of Central Florida, Orlando, FL
Bachelor of Social Work

GPA: 3.2
May 20XX

RELEVANT COURSEWORK:

Understanding Generalist Practice Human Behavior & Social Environment SW Perspectives on Social Justice

CERTIFICATIONS:

- CPR/First Aid
- Bystander Intervention Certifications: Red Watch Band, Green Dot, & QPR

SKILLS

- Fluent in Spanish

SOCIAL WORK EXPERIENCE:

Oviedo Youth and Community Services, Oviedo, FL *Social Work Intern* Jan 20XX – Aug 20XX

- Co-facilitated weekly art therapy groups in day treatment program for severely ill clients
- Provided outreach services to local community center
- Observed supervisor in client sessions

OTHER EXPERIENCE:

UCF Career Services, Orlando, FL Career Peer Advisor Aug 20XX – Present

- Edit and critique resumes of undergraduate students to assist with student employment searches
- Conduct presentations on career topics including, connecting with Career Services, and utilizing Handshake
- Develop and marketing materials for Career Readiness events and programs
- Assist students with scheduling appointments and check-in process

Big Brothers Big Sisters of Central Florida, Winter Park, FL Volunteer Mentor Aug 20XX – May 20XX

- Met with mentee in weekly basis to build their self-confidence, improve peer interaction & academic abilities
- Collaborated with staff and other mentors to create a plan that focused on developing mentees academic and personal goals

LEADERSHIP:

UCF Students Empowered Against Sexual Assault Public Relations Director Aug 20XX – Present

- Collaborate with fellow executive board members to educate and empower peers about campus sexual assault
- Publicize club activities; create and coordinate events to promote awareness