

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

Location | Email | Phone Number

Objective

To obtain an internship with an organization where I can gain experience in healthcare industry, as well as use and further develop my skills for a future career in medicine.

Education

University of Central Florida, Orlando, FL
Bachelor of Science in Biomedical Sciences

Degree expected: 05/20XX

Skills

Laboratory: PCR-based cloning, Spectrophotometry, DNA Laddering Assay, Gel Electrophoresis
Language: Fluent in Spanish

Research Experience

Molecular Genetics Lab, UMD-College Park, MD
Intern

05/20XX – 08/20XX

- Performed phenotypic screen for developmental and response mutants in *C. elegans* and *A. thaliana*
- Carried out PCR-based cloning of the human genome.
- Identified plant transformation with reporter gene constructs
- Performed genotypic mapping of a phenotypic mutant using molecular markers to determine chromosomal location of a mutation

Community Involvement

Health Park Medical Center, Fort Myers, FL
Volunteer

32 hours
06/20XX – 08/20XX

- Assisted nurses working at the Comprehensive Progressive Care Unit
- Assisted patients daily with any non-medical needs
- Learned and developed skills for working with very sick patients of all ages
- Gained valuable bedside manner experience

Leadership Activities

UCF Pre-med American Medical Student Association
Director of Global Health

09/20XX - Present

- Worked with a team of directors from Pre-med AMSA to promote the club
- Coordinate events that promote awareness for global health issues
- Conduct workshops for people who want to educate themselves on global health issues
- Research current issues and publish articles for Pre-med AMSA newsletter

UCF Women's Soccer Team

Starting Goalkeeper

08/20XX-05/20XX

- Gained time management skills through balancing academics and athletics
- Starting as a Freshmen in college, exemplified leadership skills on and off the field

Name

City, State | Email | Phone Number

EDUCATION

University of Central Florida (UCF), Orlando, FL

August 20XX

Bachelor of Science: Communicative Disorders

Overall GPA 3.5/4.0, Dean's List, Honors Program

RESEARCH EXPERIENCE

September 20XX – Present

University of Central Florida, Orlando, FL

Research Assistant

- Evaluate data on production of "Ah" sound across different ages and genders of people with down syndrome
- Utilize the Computerized speech lab (CSL) and multi-dimensional voice profile (MDVP)

RELATED EXPERIENCE

Dale Elementary School, Lake Mary, FL

January 20XX – Present

Speech Therapy Intern Grades 1-3

- Facilitate speech activities to enhance communications skills and language development of the children
- Prepare materials for each individual therapy session
- Program new information on iPads for children who are nonverbal and use the Prologue2Go App

Oviedo Elementary School, Oviedo, FL

May 20XX – Present

Substitute Teacher, Grades K-5

- Teaches, guides and mentors classrooms of elementary school children in math, science, social studies, and ELA

Boys and Girls Club of Central Florida, Orlando, FL

May 20XX – Present

Camp Counselor

- Guides group of about 20 children in daily activities
- Problem solves disagreements between children and communicates with parents on how each day went

Bonneville Elementary School, Orlando, FL

January 20XX

Job Shadow-Speech Pathology

- Shadowed Speech Pathologist and gained understanding of school culture and speech pathologist duties
- Assisted in working with 15 students ages 3-6 by participating in speech activities with the children

LEADERSHIP EXPERIENCE

UCF Women's Club Soccer Team

Fall 20XX – Present

- Founding member/Athlete
- Treasurer- Manage budget, collect dues, and collaborate with team members on fundraising projects

COMPUTER SKILLS

- Adobe Photoshop

Name

CITY | PHONE | EMAIL

EDUCATION

University of Central Florida (UCF)

Bachelor of Science in Health Sciences

GPA: 3.7

Orlando, FL

May 20XX

EXPERIENCE

Peer Educator

Health & Wellness Promotion Services, University of Central Florida

Orlando, FL

Sept. 20XX-Present

- Aid Health & Wellness Promotion Services staff with developing and implementing new prevention programs and social media marketing campaigns
- Present prevention programs and health facts to four student organizations and seven undergraduate classes

Student Participant

Health Professions Educational Program, Columbia University

New York, NY

Jun. 20XX-Aug. 20XX

- Shadowed over 20 physical therapists in the New York area ranging from sports to elderly populations
- Collaborated with many aspiring health students from around the U.S. on a summer project

Front Desk Assistant

UCF Office of Student Involvement

Orlando, FL

Mar. 20XX - Present

- Communicates with various student populations and faculty
- Assists with campus information and direction for distinguished guests and visitors
- Schedules meetings for staff members and Registered Student Organizations

COLLEGIATE INVOLVEMENT

Technology Director

LEAD Scholars

Orlando, FL

Aug. 20XX-Present

- Constructs creative and engaging events for over 100 students on campus
- Leads a committee of 20 students, planning events and promotional videos
- Mentor students through their first year of college

Team Lead

Eagle Scout Project

Oviedo, FL

Dec. 20XX – May 20XX

- Managed a team of **25** kids and adults directing them on a community project
- Created a clay pit for a local little league baseball park to benefit community youth
- Designed and gathered all materials for the concrete pit to ensure successful completion of the baseball park
- Supervised, taught, and assisted team members throughout the building process

SKILLS

American Sign Language (Basic Understanding)

CERTIFICATIONS

CPR, First Aid, AED Certified

Expires December 20XX

Name

Address * Phone Number* Email * LinkedIn

OBJECTIVE

To obtain an internship related to *exercise science* that uses my educational background, related experience, and interpersonal skills.

EDUCATION

The University of Central Florida (UCF)

Bachelor of Science in Kinesiology, emphasis in Exercise Science

Expected Graduation: May 20XX

GPA: 3.60; GPA in major: 3.8

RELATED EXPERIENCE

Intern – Strength and Conditioning, UCF Athletic Department – Orlando, FL

Spring 20XX

- Assisted with implementation of sport specific strength and conditioning programs
- Tracked and monitored performance data; provided data to assist in the implementation of short and long term performance plans
- Provided motivation and support in the weight room
- Maintained safe and clean environment
- Acquired working knowledge of US Olympic Committee strength and conditioning philosophy

Camp Facilitator – University of Central Florida – Orlando, FL

June-August 20XX

- Instructed youth ages 5-16 in fundamental skills of tennis
- Supervised activities for up to 20 camp participants
- Assisted in processing registration forms and taking payments

ACADEMIC PROJECTS

Exercise Physiology

August 20XX

- Learned about the adaptation to and effects of physiological stress on the body, gained ability to calculate and identify how to enhance athletic performance, exposed to process of laboratory research

First Aid and Injury Management

May 20XX

- Study/application of first aid and treatment of common sports related injuries, additional exposure to providing safe exercise environments and management of exercise testing facilities, attained CPR certification

Fitness Programming and Exercise Prescription

May 20XX

- Learned how to design exercise and fitness programs for a wide range of clients ranging from normal health to individuals with cardiovascular disease, pulmonary disease, obesity, diabetes

VOLUNTEER EXPERIENCE

Habitat for Humanity, Volunteer

20XX-present

American Heart Association 5K Run, Volunteer

March 20XX

HONORS & AWARDS

Conference USA Tennis Athlete of the Month

October 20XX

UCF Women's Tennis Team, Scholarship Recipient

Sept 20XX

SKILLS

Computer Skills: Adobe PhotoShop

Name

Address • Email • Phone Number • LinkedIn

EDUCATION

University of Central Florida (UCF), Orlando, FL

Bachelor of Science in Nursing, Expected December 20XX

Honors: UCF Student Nurses' Association Scholarship Recipient 20XX

CLINICAL ROTATIONS

- Hospital of the University of Pennsylvania—Obstetrics rotation, Spring 20XX (84 hours)
- Hospital of the University of Pennsylvania—Medical-surgical rotation, Fall 20XX (84 hours)
- Children's Hospital of Philadelphia/Seashore House—Pediatric rotation, Summer 20XX (84 hours)

VOLUNTEER EXPERIENCE

Orlando Medical Bus, Orlando, FL

Volunteer - Missions-oriented medical school bus

Oct 20XX-Nov 20XX

- Counseled clients; offered information about HIV/AIDS, alcoholism, and drug use
- Provided additional contacts to clinics, rehabilitation centers, and churches

EXPERIENCE

UCF College of Nursing, Orlando, FL

Work Study Assistant

September 20XX - May 20XX

- Assisted in undergraduate and graduate recruitment activities for the School of Nursing
- Performed administrative duties, entered confidential information into the computer system, answered phones and assisted students in the offices of Enrollment Management and Student Services.

UCF Creative School for Children, Orlando, FL

June 20XX– August 20XX

Teacher's Aide

- Supervised 10-15 toddlers school children
- Planned and implemented activities, maintained health/injury forms, provided meals and snacks to children, handled injuries and sicknesses
- Supervised swimming activities, chaperoned children on trips, and maintained contact with parents and directors

LEADERSHIP AND ACTIVITIES

Secretary/Treasurer, UCF Student Nurses Association

December 20XX – present

- Develop and implement budget
- Advise the board about finances
- Organize minutes and complete paperwork for the organization

Community Service Chair, UCF Student Nurses Association

December 20XX – December 20XX

- Planned American Red Cross Blood Drives and service projects
- Attended the National Student Nurses Association Annual Convention in Nashville, TN in April 20XX

Alternative Spring Break

March 20XX

- Worked at the Denver Rescue Mission in Colorado, serving meals and sorting donations

SKILLS AND INTERESTS

Languages – Proficient in Spanish and French, 2 years of Russian

Name

Address • Email • Phone Number • LinkedIn

EDUCATION

University of Central Florida Orlando, Florida
Bachelor of Science: Health Sciences, Health Promotion Track May 20XX
Multicultural Certificate GPA: 3.5/4.0

RELEVANT COURSEWORK

Introduction to Epidemiology	Principle Practices of Public Health
Social and Behavioral Health Theory and Practice	Health Promotion Planning
Principles of Environmental Health	Ethics in Public Health

WORK EXPERIENCE

UCF Department of Health Sciences: Dr. Name Orlando, Florida
Research Assistant January 20XX - Present

- Screened for reverse mutant in Arabidopsis Frd3-1 using Agrobacterium Dipping Assay
- Carried out electrophoresis and PCR procedures
- Prioritized tasks and applied time management skills
- Worked effectively on research projects both independently and in a team

UCF College of Health Professions and Sciences Orlando, Florida
Office Assistant January 20XX - December 20XX

- Screened and directed incoming phone calls and in-person inquiries to appropriate faculty and staff within the department
- Communicated with students and faculty through e-mail and telephone correspondence

VOLUNTEER EXPERIENCE

UCF Alternative Breaks Lake Luzerne, New York
Volunteer, 7-day service trip March 20XX

- Partnered with the Opportunity Community Ability spring break camp for children and adults with cognitive, physical, and behavioral disabilities
- Assisted camp participants with daily activities such as brushing teeth, playing outside, cleaning the house, and paying bills
- Served families of children with life-threatening illnesses at Double H Ranch by delivering food, coordinating group activities, and hosting special events for the guests

Knight-Thon, UCF Dance Marathon Orlando, Florida
Volunteer Participant, 11 hours March 20XX

- Participated in a 13.1-hour dance marathon to raise money for Children's Hospital
- Personally fundraised over \$500 for Children's Miracle Network through online solicitation, canning, and dinner speaking