

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 | PHONE | EMAIL | LINKEDIN

EDUCATION

University of Central Florida (UCF) – Orlando, FL

December 20XX

Bachelor of Science: Anthropology

Minor: Business

RELEVANT COURSEWORK

Cultural Anthropology
Anthro of Globalization

Applied Anthropology
Historical Archaeology

Experimental Archaeology
Methods: Anthropological Research

EXPERIENCE

123 Museum – Altamonte Springs, Florida

December 20XX – Present

Collections Management Intern

- Utilized ArtSystems Pro to input pertinent information on newly acquired ethnographic and archaeological objects
- Acquired knowledge about different preservation techniques such as the Integrated Pest Management Program
- Assisted the collections manager with the acquisition of new museum items

UCF Library – Orlando, Florida

September 20XX – Present

Library Assistant

- Organize and maintain library materials
- Sort and re-shelve returned books, periodicals, and other materials
- Assist students and faculty with interlibrary loans

CAMPUS INVOLVEMENT

University of Central Florida – Orlando, Florida

January 20XX - January 20XX

Orientation Team Leader

- Assisted in Facilitating Orientation for over 18,000 incoming students.
- Collaborated with First Year Experience to resolve problems, improve operations, and provide exceptional customer service
- Supported incoming students transition to college life by providing one-on-one support
- Troubleshoot and resolved issues with registration
- Facilitated group activities among assigned students and promoted community bonds through engaging events

SKILLS

Technical: ArtSystem Pro, Adobe InDesign

Name

Address • City, State Zip Code • Phone Number • Email

OBJECTIVE

Obtain a laboratory research position in biotechnology using critical thinking and communication/teamwork skills plus the ability to work independently.

EDUCATION

University of Central Florida, Orlando, FL

8/20XX

Bachelor of Science in Biology

GPA: 3.1, Major GPA: 3.5

Minor: **Chemistry**

TECHNICAL SKILLS

- Efficiently conduct independent or group laboratory research and accurately record data
- Ability to thoroughly research literature and identify pertinent publications using the Internet
- Proficiency with Microsoft Word, Excel, Access, AMBIS, Sigma Plot and Cricket II

RELATED RESEARCH/LAB EXPERIENCE

“DNA Topological Modifications after Gyrase Inhibition” independent study in Genetics

- Explored DNA modifications in *E. Coli* and *Salmonella* 12/20XX-05/20XX
- Separated DNA fragments with pulsed gel electrophoresis
- Applied Lowry assays and used spectrophotometry, digital photography, and AMBIS density quantification software
- Prepared written report summarizing data analysis and conclusions
- Advanced our understanding of the activation of the DNA repair system in *E. Coli* by demonstrating that both subunits of the topoisomerase enzyme possess a DNA binding specificity

Biology Lab Student Assistant

University of Central Florida

Fall 20XX

- Conducted DNA cloning, sequencing, and mapping of the *Vibrio fisheri lux* operon using PCR and gel electrophoresis

Assistant Laboratory Technician,

Blood Center of Central Florida

06/20XX-08/20XX

- Maintained proper records and documentation of blood products
- Conducted troubleshooting and determination of appropriate or suspect products
- Trained department lab aides on procedures and requirements

ADDITIONAL WORK EXPERIENCE

Resident Assistant

University of Central Florida

08/20XX-Present

- Oversaw 40 first year students in a building of 240 students
- Designed and facilitated social and educational programs for students
- Conducted monthly floor meetings with students for information and community building purposes

ACTIVITIES

Member, Pride Student Union

12/20XX-Present

Member, Korean Culture Club

08/20XX-Present

Name

Address · Email · Phone Number · LinkedIn

EDUCATION

University of Central Florida, Orlando, FL

May 20XX

Bachelor of Science in Chemistry

GPA: 3.32

RELATED COURSEWORK

Chemistry Fundamentals I & II

Organic Chemistry I & II

Organic Laboratory Techniques

LABORATORY SKILLS

- Preparation of microscope slides
- Staining procedures, including Globin IHC trials, ferric ferricyanide, erythrosin B, and acid elution

RELEVANT EXPERIENCE

University of Central Florida – Chemistry Department, Orlando, FL

September 20XX-Present

Research Assistant

- Synthesized organic ligands and inorganic compounds using anaerobic techniques
- Characterized products with ¹H, NMR, UV-visible, and IR spectroscopies
- Measured interactions of the complexes with duplex DNA via melting curves
- Presented posters at **1** regional and **2** local meetings

Global Brigades, Port-Au-Prince, Haiti

December 20XX

Health Brigades Volunteer

- Served rural Haitian communities, assisting in the provision of immediate and restorative dental services for **3** weeks
- Conducted disease prevention and dental hygiene workshops
- Trained community members in developing and implementing health initiatives and strategies to create sustainable dental care services

OTHER EXPERIENCE

Forever 21, Orlando, FL

June 20XX – December 20XX

Sales Associate

- Assisted and advised customers on purchases of various merchandise
- Dealt with customer inquiries and complaints in a polite and efficient manner
- Exceeded weekly sales goals consistently, resulting in being named sales associate of the month on 3 occasions

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 Email Phone Number

OBJECTIVE

Obtain summer actuarial science internship with a focus in property and casualty assessment

EDUCATION

University of Central Florida, Orlando, FL

Bachelor of Science in Mathematics

December 20XX

GPA: 3.7

RELATED COURSES

Probability & Statistics I & II

Combinatorics

Numerical Analysis

Real Analysis I & II

Mathematics of Finance I & II

Theory of Numbers

Microeconomics

Macroeconomics

RELATED EXPERIENCE

State Farm, Lakeland, FL

Actuary Intern

August 20XX-Present

- Assist actuary associates in reviewing premiums, losses and expenses
- Perform rate review activities including implementation of new rating plans
- Analyze adequacy of current rates

University of Central Florida Math Department, Orlando, FL

Math Tutor

January 20xx-Present

- Assist students one-on-one in Probability & Statistics I & II
- Create individualized study guides and practice quizzes
- Answer inquiries regarding material comprehension and problem solving

JOB SHADOW EXPERIENCE

State Farm, Lakeland, FL

June 20XX

- Observed process of assessing losses and expenses
- Discussed rates regarding property and casualty assessment

LEADERSHIP EXPERIENCE

University of Central Florida Math Club

President

January 20xx-Present

- Organize and facilitate monthly club meetings
- Coordinate professional speaker events focusing on mathematical research and careers
- Oversee new member induction and event promotion

University of Central Florida Peer Tutoring Center

Lead Tutor

August 20xx-May 20XX

- Tutored students in undergraduate college algebra, pre-calculus, and calculus I
- Improved exam performance of multiple students by at least one letter grade
- Trained new peer tutors on best practices

INVOLVEMENT

Member, Kappa Mu Epsilon National Honorary Mathematics Society

20xx-Present

Name
Address
Phone Number | Email

Education

University of Central Florida (UCF) Orlando, FL
BS in Physics, Minor: Computer Science Expected Graduation: May 20XX
Cumulative GPA: 3.68 Major GPA: 3.86

Skills

Programming: Python (experienced), Java (proficient), C (proficient), C++ (limited)
Software: Microsoft Office, LabVIEW, gnuplot, Verilog
Hardware: Advanced electronics, analog and digital device design, machining tools
Analysis: Electronic noise, Electromagnetic field simulation of devices
Languages: Conversational Spanish

Experience

Undergraduate Research Assistant June 2016 - Present
UCF Department of Physics, Advisor: Dr. Isaac Newton Orlando, FL

- Built a temperature controller using a Programmable System on a Chip (PSoC)
- Programmed a PID controller system using C with a wide range of inputs
- Conducted extensive literature reviews and a patent search on comparable devices
- Strong familiarity with electronics, analog/digital electronic devices, and machining tools

Logic Design Intern May – August 20XX
Intel Corporation San Jose, CA

- Designed and implemented high speed memory interface IPs for low power applications
- Validated designs using standard test protocols
- Reduced error rates by 20% between test phases
- Developed advanced abilities in debugging using Verilog simulation tools

Leadership

President, UCF Society of Physics Students August 20XX – May 20XX

- Conducted 12 science outreach events for local elementary and high schools
- Organized 20 students to attend 20XX Physics Congress (PhysCon) in Miami, FL

Resident Advisor, UCF August 20XX – Present

- Mentored and counseled 45 first-year students
- Developed programming covering conflict resolution, sustainability, and study habits

Poster Presentations

Low-temperature PID characterization of LaB6 crystals November 20XX
20XX Physics Congress (PhysCon), Miami, FL

Characterization of LaB6 devices in UHV August 20XX
Florida Space Grant Symposium, Tampa, FL

Awards and Honors

Sigma Pi Sigma Physics Honor Society May 20XX – Present
Maxwell Physics Scholarship August 20XX – Present

Name

Phone | Number | Email |LinkedIn

EDUCATION

University of Central Florida
Bachelor of Science, Sociology

June 20XX
GPA: 3.2

OBJECTIVE

Obtain an internship with a non-profit organization where I can utilize my problem-solving skills, leadership abilities and experience working with community organizations and people of diverse backgrounds

EXPERIENCE

University of Central Florida Bookstore | Orlando, FL

December 20XX – Present

Team Member

- Assist customers in locating fun novelty items for purchase
- Process all cash and credit card transactions
- Organize and restock items on gift shop shelves

LEADERSHIP EXPERIENCE

University of Central Florida | Orlando, FL

August 20XX – Present

Resident Assistant

- Organized various building and campus wide programs to create a strong sense of community for the residential hall
- Led floors of about 35 residents, maintaining residential records for each resident, and resolving conflicts and problems throughout the year

COMMUNITY INVOLVEMENT

123 Elementary School | Oviedo, FL

June 20XX – Present

Volunteer, Service Scholar

- Tutor a fourth grader one on one in basic reading and math skills to improve skills
- Assist students with homework assignments using fun and rewarding methods
- Provide students with support while partaking in their after-school activities

Salvation Army | Orlando, FL

January 20XX – May 20XX

Volunteer, Service Scholar

- Aided the volunteer staff with sorting clothes and toy donations
- Assisted with the creation of a database used to organize holiday donations
- Collated welcome packets for new volunteers

LANGUAGE SKILLS

Fluent in Spanish

Name

City, State | Phone Number | Email | LinkedIn

EDUCATION

University of Central Florida (UCF)

Orlando, FL

Bachelor of Science Degree in Statistics

June 20XX

Minor in Actuarial Science

GPA: 3.36

SKILLS

- Technical Skills: R, SAS, SPSS, JMP, Minitab, Python, Microsoft Office, etc.
- Language: Fluent in French

STATISTICAL EXPERIENCE

Senior Project

20XX

College of Business Development Office, UCF

- Used predictive analytics to target potential major donors to the University of Central Florida College of Business

Student Assistant & Grader

January 20XX-June 20XX

Statistics Department, UCF

- Assisted and instructed students one-on-one and in groups to increase their understanding of applied and theoretical statistical concepts and improve their problem-solving skills
- Graded for 3 statistics courses: Statistics for Engineering, Statistics II, and Applied Regression Analysis

Seminole County Jail Survey

Fall 20XX

Statistics Department, UCF

- Worked under Dr. Heather Smith to conduct a survey of jail staff members' attitudes towards programs for inmates
- Served specifically on the Survey Instrument Development Team
- Collaborated closely with the Jail Programs Manager and presented findings to Sheriff's Department

Summer Researcher

Summer 20XX

Statistics Department, UCF

- Worked under Dr. Hunter Glanz to create interactive coding lessons in R through the Swirl package
- Provided recommendations to Dr. Glanz on creating optimal lessons for beginner statistics courses

LEADERSHIP & CAMPUS INVOLVEMENT

President

May 20XX-June 20XX

UCF Statistics Club

- Organized monthly club meetings featuring industry professionals as guest speakers
- Increased exposure of members to career opportunities in the field of data analysis and statistics

Board of Directors, College of Sciences

June 20XX-June 20XX

Associated Students, Inc.

- Served as one of 27 representatives for the entire student population (i.e., 20,000 students)
- Oversaw corporate operations and approved allocation of student fees and \$25 million ASI budget