

# Undergraduate Resume Sample #1

sample3@wisc.edu | (608)-555-7896

## EDUCATION

**University of Wisconsin-Madison** Anticipated May 20xx  
Bachelor of Arts with Honors  
Double Majors: Political Science with Honors and Legal Studies  
Minor: Public Policy  
Honors: Phi Beta Kappa - inducted April 20xx

## ACADEMIC EXPERIENCE

Name of course, Project name, When taken

- Achievement
- Achievement
- Achievement

## RELEVANT EXPERIENCE

**University of Wisconsin – Madison** Madison WI  
Research Assistant to Professor Smith October 20xx - Present

- Analyze federal government agency rules and code comments from elected officials and various organizations to gauge their impact federal public policy
- Code details surrounding the organizations' asks, position, coalition, and success
- Evaluate agencies' responses to comments and record on an Excel sheet for the professor to further analyze the findings

**City of Madison** Madison WI  
Election Official October - November 20xx

- Processed over 1000 absentee ballots to help polling place report results by the end of the night
- Ensured the election process was fair by verifying names and voting status of individuals before processing their ballots
- Assisted the chief official with distribution of overseas ballots to be processed by other election officials to ensure all ballots were counted

**Black Hawk Middle School** Madison WI  
DanePASS AmeriCorps Intern September 20xx - August 20xx

- Coordinated after school clubs for groups of five to thirty middle school students to foster interpersonal communications skills and professionalism in and outside of the classroom
- Tutored groups of five to twenty middle school students in Math, Science, English, History and Spanish
- Facilitated discussion around service projects so that youth would be able to implement ideas for the greater Madison community

**UW-Madison Student Orientation Advising and Registration Program (SOAR)** Madison WI  
New Student Leader April 20xx - August 20xx

- Facilitated small groups of twenty students to deliver beneficial information to first year students: ensuring safety and success with their matriculation at UW-Madison
- Tracked students' completion of tasks regarding their transition and answered all questions regarding anything about UW-Madison or SOAR through email and phone
- Hosted weekly social media events that provided information and answered questions about UW-Madison to ensure a smooth transition to campus for new students

**Senator Tammy Baldwin**

Madison District Office Intern

Madison WI

August 20xx - December 20xx

- Managed calls from the Senator's constituents about important issues and recorded them on database
- Supervised town halls with the community to ensure that Senator Baldwin was aware of constituents' thoughts, opinions, and concerns
- Communicated with a group of young professionals in order to provide the best work for Senator Baldwin's Milwaukee constituents

**ADDITIONAL EXPERIENCE**

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**After School Care Madison, WI** After School Care Aid June 20xx-Present**Caretaker Madison, WI** Caretaker for Four+ Children June 20xx- August 20xx**CAMPUS AND COMMUNITY ENGAGEMENT EXPERIENCE**

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**Aspiring Educators Madison, WI** Ambassador February 20xx-Present**Badger Catholic Madison, WI** Ignite Team Member January 20xx-October 20xx**Ignite Leadership Program Milwaukee, WI** Ambassador October 20xx-November 20xx**PUBLICATIONS, AND CONFERENCE PRESENTATIONS**

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- Organization Name - Annual Conference Awards
  - Winner, *Cutting Edge Award* for Outstanding Scholarly Papers, 20xx
  - Finalist, *Excellence in Scholarly Practice Award*, 20xx
- *Article Title and Subtitle.* Sample, J., Simple, M. Journal of ZZZ and QQQ. July 20xx
- *Presentation Title and Subtitle.* Sample, J. Virtual presentation at: Name of Organization Annual Conference; February, 20xx

**SKILLS**

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**Languages:** English (Fluent), French (Conversational), Portuguese (Conversational)**Computer:** MS Excel/Word/PowerPoint, and Zoom (highly proficient), Stata (beginner)

# Undergraduate Resume Sample #2

608-555-5555 • sample1@wisc.edu

## EDUCATION

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### University of Wisconsin - Madison

Bachelor of Arts

Expected May 20xx

Double Major: Health Promotion & Health Equity and Gender & Women's Studies

Minors: Health Policy

## EXPERIENCE

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### Wisconsin District Office Intern

Madison, WI

#### Senator Tammy Baldwin

August 20xx - December 20xx

- Managed calls from the Senator's constituents about important issues and recorded them on database
- Supervised town halls with the community to ensure that Senator Baldwin was aware of constituents' thoughts, opinions, and concerns
- Communicated with a group of young professionals in order to provide the best work for Senator Baldwin's Milwaukee constituents

### Undergraduate Researcher

St Paul, MN

#### Medtronic PROJCV and EPPA

May 20xx – August 20xx

- Developed patient care pathways in several Minnesota hospitals to prepare for the COVID-19 pandemic as a member of a project team with Medtronic hospital consulting and the Emergency Physician Professional Association
- Performed an in-depth literature review and drafted numerous project deliverables such as project charter, implementation plan, and future state value stream maps
- Co-authored a refereed medical journal article and award-winning conference paper and presentation

### Waterfront Director

Minneapolis, MN

#### Minneapolis Sailing Center,

May 20xx - August 20xx

- Directed the daily operations of up to 100 students and 70 training boats
- Managed the daily coordination and organization of youth program classes, including student behavioral and first-aid needs. Revised and adapted youth sailing curriculum
- Planned, implemented, and delivered training of COVID-19 protocol in accordance with MN Department of Health and CDC guidelines to safely run summer programming.
- Instructed beginning and intermediate sailing classes from 2016 to 2019

## CAMPUS AND COMMUNITY ENGAGEMENT EXPERIENCE

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UW Hoofers Ambassadors Executive Board /Outreach Coordinator	20xx - Present
UW Rowing Club, Coxswain	20xx - Present
"Pink Grapefruit," Musician	20xx - Present
Madison Magazine, Freelance Writer	20xx - 20xx

## SKILLS

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**Languages:** English (Fluent), French (Conversational), Portuguese (Conversational)

**Computer:** MS Excel/Word/PowerPoint, and Zoom (highly proficient), Stata (beginner)

# Undergraduate Resume Sample #3

sample2@wisc.edu | 608-555-1234

## EDUCATION

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**University of Wisconsin - Madison** | Madison, WI  
Bachelor of Arts, Expected Graduation: May 20xx  
Double Majors - International Studies and Political Science  
Minors - Public Policy and History

## EXPERIENCE

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**Michaels Crafts** | Minneapolis, MN | May - August 20xx, and January 20xx  
Sales Associate

- Assisted customers' both in person and via phone to provide them with information about products
- Ensured a good customer experience during returns and purchases
- Collaborated with other team members to create a positive working environment

**Caribou Coffee** | Chaska, MN | May 20xx - July 20xx  
Barista and Sandwich Maker

- Opened and closed the store, ensuring that security and banking procedures were covered
- Efficiently managed morning and afternoon rushes to help customers receive their orders quickly

**Dolly, Molly, and Solly LLC** | Chaska, MN | June 20xx - August 20xx, and June - August 20xx  
Administrative Assistant and Receptionist

- Scanned old and current files to ensure full documentation of all electronic file copies
- Directed client and prospective client calls to the attorney best suited to their needs
- Managed all officer logistics so that attorneys were able to access conference rooms and other office facilities without delay or overlap

## CAMPUS AND COMMUNITY ENGAGEMENT

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**Leading Women of Tomorrow** | UW-Madison | Madison, WI, Member, 20xx - Present

**Democrat Club** | UW-Madison | Madison, WI, Member, 20xx - Present

**Cheese Club** | UW-Madison | Member and Secretary, 20xx - Present

## SKILLS

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**Languages:** English (Fluent), French (Conversational), Portuguese (Conversational)

**Computer:** MS Excel/Word/PowerPoint, and Zoom (highly proficient), Stata (beginner)