Undergraduate Resume Sample #1

(Junior or Senior student with a lot of experience)

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

- Analyzed federal government agency rules and code comments from elected officials and various organizations to gauge their impact federal public policy
- Coded details surrounding the organizations' asks, position, coalition, and success
- Evaluated 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 WI
Madison District Office Intern 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

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

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

- 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

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

University of Wisconsin - Madison
Bachelor of Arts — Expected May 20xx
Double Major: Health Promotion & Health Equity and Gender & Women's Studies
Minors (Certificates): Health Policy

EXPERIENCE

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 PRO|CV 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

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

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

Undergraduate Resume Sample #3

(1st or 2nd yr student with limited experience)

sample2@wisc.edu | 608-555-1234

EDUCATION

University of Wisconsin - Madison
Bachelor of Arts — Expected Graduation: May 20xx
Double Majors - International Studies and Political Science
Minors (Certificates) - Public Policy and History

EXPERIENCE

Michaels Craft, 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 - 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 EXPERIENCE

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

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