



Career
Services

The following sample resumes are from *Your Resume*, a workbook available for purchase at Career Services.

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JAY R. PATEL
12 Alpine Road
Boulder, CO 80301
303-xxx-xxxx
jpatel@colorado.net

JOB OBJECTIVE

A software engineering position in UNIX and C++ with an emphasis on customer satisfaction, requiring skills in software quality assurance, user interface design, and technical support

COMPETENCIES

- UNIX korn shell scripting language
- Omnis GUI development tool
- C++ Programming language
- Oracle Pro*C, SQL*plus and SQL *Loader

PROFESSIONAL EXPERIENCE

FOUNDER AND OWNER

19xx – 20xx

Nonprofit Support Services, Boulder, CO

- Discerned market opportunities and attracted 150 new customers.
- Hired, trained and supervised 15 employees.
- Saved over \$10,000 by prototyping a GUI (graphical user interface).
- Created user-friendly software by inventing multiple versions of a GUI and testing customers' preferences, which resulted in a commercially viable product.
- Determined customer requirements and developed applications software to handle mailing lists, taxes, data conversions, printer interfaces and document indexing.
- Wrote detailed business plans, contracts and proposals.

COMPUTER CONSULTANT

19xx – 19xx

AGS Computers, Denver, CO

- Devised test cases likely to expose software defects.
- Detected 135 software defects before the product shipped, saving \$1,000,000.
- Automated suites of test cases and used them in regression testing.
- Implemented software quality assurance procedures at AT&T Bell Laboratories.

PROGRAMMER / ANALYST

19xx – 19xx

Computer Sharing Services, Denver, CO

- Provided technical support and resolved problems for timesharing customers.
- Tested and corrected existing software.
- Developed and demonstrated enhanced versions of software to customers.

EDUCATION

Master of Business Administration, University of Colorado, Boulder, CO

Bachelor of Science in Electrical Engineering, University of Colorado, Boulder, CO

Sample Resume

Architecture

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LANCE JACKSON
9925 Crescent Avenue
Highlands Ranch CO 80232
303-555-1234
Lance.Jackson@colorado.edu

OBJECTIVE: To obtain a position with a Golf or Landscape Architecture firm.

EDUCATION

UNIVERSITY OF COLORADO AT DENVER May XXXX

Master of Landscape Architecture

Courses included: History of Landscape Design, Landscape Technology, and Site Planning

UNIVERSITY OF COLORADO AT BOULDER May XXXX

Bachelor of Environmental Design

Courses included: Architectural History, Environmental Studies, and Design Philosophy

EXPERIENCE

Managing Member/Lead Designer March XXXX-Present

IRWIN AND HOY INTERNATIONAL

- ♦ Design several local upscale residential landscape projects
- ♦ Provide consulting for Designsapces Colorado and Ecoscapces of Colorado
- ♦ Complete layout and design for residential landscape
- ♦ Track golf course work
- ♦ Perform accounting duties and day-to-day business management

Golf Course Designer Jan XXXX-Feb XXXX

PERRY O. DYE DESIGNS/DYE DESIGNS INTERNATIONAL

- ♦ Designed golf course projects from conception through construction
- ♦ Conceptualized initial layouts
- ♦ Finalized golf course routing
- ♦ Designed documents include grading, drainage, shaping, grassing and green detail plans
- ♦ Produced plans using Microstation
- ♦ Obtained environmental permits
- ♦ Managed general office projects

ADDITIONAL INFORMATION

- ♦ Proficient with Microstation, Autocad, Excel and Word
- ♦ Fluent in Spanish
- ♦ Avid golfer, backpacker and rollerblader

Architecture

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ELIZABETH CROMWELL

65112 Deer Antler Trail
Boulder, CO 80235
303-555-1234
Lizzy.Cromwell@weblink.com

EDUCATION

University of Colorado at Boulder
Bachelor of Environmental Design, with honors May XXXX
GPA 4.0
University of Colorado at Boulder Continuing Education June XXXX
Technical Writing Course

RELATED EXPERIENCE

Planner January XXXX-Present

City of Boulder Planning Department

- Manage major development review applications
- Write analyses for Planning Board and City Council
- Manage project reviews for compliance with city codes and guidelines
- Negotiate with neighborhood representatives and developers
- Review building permits
- Write the majority of publications for the Project Review and Neighborhood Assistance Division
- Edited the first city-wide employee newsletter "Rumor Has It"
- Wrote, proofread, and edited sections of the City of Boulder land use regulations, including revisions to the City's Solar Access Ordinance

Planning Assistant February-June XXXX

Boulder Urban Renewal Authority (BURA)

- Co-wrote the BURA Shopping Center Sign Program Guidelines, for use by developers and the public
- Wrote correspondence, meeting materials, and meeting minutes for staff meetings
- Performed administrative duties such as copying, filing, and answering phones

Planning Assistant September-December XXXX

WestPlan Partnership

- Wrote planning documents
- Produced graphics
- Performed administrative duties such as copying, filing, and answering phones

OTHER EXPERIENCE

Freelance Copywriter and Technical Writer May XXXX-Present

- Write clear, creative technical and advertising copy
- Specialize in web pages, user manuals, and brochures
- Wrote text for USA.NETLINK, Inc. web pages, advertising copy, informational text for subscribers, and reference/help areas for their e-mail services

SKILLS

- Proficient in HTML, Word, AutoCad, Excel, and Lotus
- Fluent in Spanish, French, and German

Sample Resume

Biology

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Christopher Demadano

1846 Abalon Way
Denver, CO 80217
303-774-8215
demado@hotmail.net

SUMMARY

Over four years of Biotechnology Industry experience in multiple areas including Manufacturing, Quality Assurance, Plant Scheduling and Project Management. One year of supervisory experience including leading highly matrixed teams.

EDUCATION

B.A., Molecular, Cellular and Developmental Biology. University of Colorado, May XXXX.

EXPERIENCE

Quality Assurance Associate III

Amgen, Inc., XXXX to present

- Serve as LC Plant QA New Product Introduction (NPI) representative. Review all manufacturing procedures, SOP's, process flow diagrams, change-over documents and validation master plans associated with new product campaigns.
- Lead weekly manufacturing/QA group meeting to assist in corporate partnering effort. Facilitate the improvement of lot review timelines, increasing understanding of department roles and responsibilities.
- Serve as product lot contact to ensure timely review and disposition of batch production records.

Manufacturing Associate I&II

Amgen, Inc., XXXX-XXXX

- Served as Production Scheduler for manufacturing group. Published weekly detailed schedule to assist supervisors with scheduling needs. Updated schedule and posted on server daily.
- Volunteered for eight-week business trip to California to assist in preparation for FDA inspection. Cross-referenced batch records, standard operating procedures and Biological License Application (BLA) to ensure consistency with manufacturing operation.
- Headed Buffer Hold Validation Study to extend expiration dates of LakeCentre process solutions. Coordinated ver 400 samples during a three-shift operation for this two-month project.
- Served as chemical dispensing area lead for Building and Dispensing Area. Authored all area documentation including standard operation procedures and manufacturing supply requisitions.
- Assumed responsibility for production equipment as system owner. Authored documentation, ordered and maintained inventory, reviewed validation protocols and calibration reports.

Bioprocess Operator I&II

Synergy, Inc., XXXX-XXXX

- Actively contributed to a successful Medicines Control Agency (MCA) inspection. Conducted internal audits of area documentation and procedures.
- Served as lead operator position in the Buffer Preparation/Dispensing area for IL-1ra campaign.
- Assisted with execution of a bench-scale chromatography resin longevity study as a temporary assignment for the Process Validation Group. Recorded data, prepared buffers and performed general maintenance on the system

PROFESSIONAL DEVELOPMENT

- Skillpath Seminar: Managing Multiple Projects, Objectives and Deadlines, XXXX.
- Outward Bound, The Nature Place in the Rocky Mountain Region, September XXXX.

COMPUTER SKILLS

PC and Macintosh literate, JD Edwards Software/MRP II, MS Word, MS Excel, MS PowerPoint, MS Project, FileMaker Pro, LiveLink, Visio, Internet.

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Ashoke Vhingh

3685 West Arvada Ave.
Boulder, CO 80303
303-555-1234
ashoke.vhingh@yahoo.com

OBJECTIVE

To obtain a financial analyst position in the field of corporate development

EDUCATION

University of Colorado at Boulder
Bachelor of Science - Business Administration, May XXXX
Double Emphasis: Finance and Information Systems
GPA - 3.2

WORK EXPERIENCE

Charles Schwab, Englewood, CO May XXXX-August XXXX

- Worked as summer intern in the branch office as a customer service representative.
- Assisted clients in interpreting and realizing their financial needs.
- Acted as a greeter; opened new accounts and facilitated many client transactions.
- Gained valuable new insights about financial world through close contact with brokers.
- Shadowed many different departments at Schwab and gained exposure to various levels of the organization.
- Analyzed multiple issues related to Schwab and made presentations.
- Served as Student Ambassador to Schwab for the University of Colorado at Boulder.

Foleys, Boulder, CO September XXXX-January XXXX

- Worked as a sales associate in the Better Sportswear department.
- Demonstrated responsibility; ensured the highest level of quality customer service.
- Facilitated presentation as well as safety of merchandise; handled cash register.

Deutsche Bank, Chandigarh, India May XXXX-August XXXX

- Worked as an international summer intern
- Analyzed commercial banking opportunities in the North Indian export sector.
- Traveled extensively and interviewed with over 50 small and medium scale exporters.
- Researched and analyzed problems involved in international banking in India.
- Designed and created an extensive project report for offering solutions.

SKILLS

- Fluent in four languages - English, Hindi, Punjabi and Spanish
- Proficient with JAVA, Visual Basic, Microsoft Word, Excel, PowerPoint and Access

Your Resume

Sample Resume

Business

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RYAN EASTON

1497 Montgomery Ave. #202
Boulder, Colorado 80303
303-555-6120

OBJECTIVE Seeking a position in the field of marketing.

EDUCATION UNIVERSITY OF COLORADO AT BOULDER May XXXX
B.S. Business and Administration
Emphasis: Marketing
Cumulative GPA 3.22, Business GPA 3.45,

Leeds School of Business Dean's List Fall XXXX & Spring XXXX

Relevant Coursework: Adding Value With Management and Marketing I & II;
Critical Leadership Skills; Total Quality Management.

Relevant Projects:

Process Simulation Business Process Design, Fall XXXX
♦ Evaluated proposed process designs using computer simulation.

Marketing Research Project Marketing Analysis, Spring XXXX
♦ Developed new product: 3D Interactive Online Travel. Submitted market profile,
target segment, consumer analysis, market research, plans and recommendations.

LEADERSHIP Rocky Mountain Investment Management (RMIM)
Assisted in establishing student-led company. Discussed buying and selling of stocks
with member stockholders with goal of maintaining a diversified investment portfolio.

Sports Marketing Club Spring Semester, XXXX

EXPERIENCE SAE Circuits Colorado, Inc. Boulder, Colorado
Internship Summer XXXX
♦ Prospected and participated in sales calls while working in sales department.
♦ Implemented Cimnet Software which is specially designed for the Print Circuit Board
Industry. The software allows integration of different departments to a live database
that is updated in real time.
♦ Aided CFO in obtaining and analyzing profit/loss performance and business planning.

Homestead Builders Morrison, Colorado
Assistant Supervisor Summers XXXX, XXXX, XXXX
♦ Assisted in management of sub-contractors and general communication with
customers.
♦ Involved in construction of houses, garages and decks.

COMPUTER SKILLS Familiar with Windows, Excel, Micro Saint, C++ and Visual Basic Applications.

Business

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COLE McGOVERN

5497 Scott Way
Westminster, CO 80021
303-555-1234
colemcgo@qwest.net

Education

UNIVERSITY OF COLORADO at BOULDER
Leeds School of Business. B.S. Business Administration
Emphasis: **Finance and Information Systems**
Graduation Date: May XXXX
G.P.A.: **3.53**

Relevant Coursework

FINANCE

- ♦ Corporate Finance
- ♦ Accounting & Financial Analysis
- ♦ Derivative Securities
- ♦ Investment & Portfolio Mgmt.
- ♦ Applied Business Finance
- ♦ Financial Markets and Institutions Management

INFORMATION SYSTEMS

- ♦ Systems Analysis and Design
- ♦ Database Design and Inquiry
- ♦ Computer Network Design
- ♦ JAVA Development
- ♦ Programming in C++
- ♦ Systems Design and Implementation

Employment

Lucent Technologies / Avaya Communications Englewood, CO
Business Analyst Intern May XXXX - Present

- ♦ Financial Management - Analyzed revenues, expenses and margins of business units and recommended actions to correct budget variation.
- ♦ Business Planning - Organized the financial planning for the Professional Services LOB and the Avaya spin-off.
- ♦ Business Management - Co-managed several hundred-million dollar business units.
- ♦ Process Consulting - Streamlined information flow throughout the LOB through interactive spreadsheets.
- ♦ Database Development - Designed and implemented an Access database for creating custom bids, job management and consultant scheduling.

Nortel Networks Atlanta, GA
Access Networks - Co-op August XXXX - December XXXX

- ♦ Financial Analysis - Generated a series of reports for ideal allocation of NHL sponsorship funding.
- ♦ Statistical Analysis - Developed interactive models and charts to represent sales information.
- ♦ Creative Marketing - Co-designed and produced collateral for telecommunications tradeshows.
- ♦ Web Development - Designed the web site for the marketing and sales division of Access Networks.

Software Knowledge

JAVA, SQL, C++, PERL, HTML, Visual Basic 5.0, Excel, PowerPoint, FrontPage, Access

Sample Resume

Education (Combination)

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Susan Watson

6250 W. Dakota Place ♦ Denver, Colorado 80222 ♦ 303-555-1234

OBJECTIVE

A position in education and youth development that supports social justice and the success of all students.

EXPERTISE

Curriculum Development

- Developed and coordinated a variety of prevention, conflict resolution, leadership, Anti-Semitism and academic programs - BGCMD
Designed and instructed a variety of middle and high school level courses including composition, literature, film and service learning - New Vista, Aspen Community School
Modified curriculum for special education students - New Vista, Morey Middle School, Carbondale Middle School
Developed weekly educational activities as a governess for two primary-school-aged children - Benton/Gradow residence

Diverse Population Influence

- Provided community development projects to inner-city - BGCMD
Received extensive training to support diversity and multicultural education - BGCMD, New Vista
Substitute taught in bilingual and ESL classrooms - Medford School District, RE-1 School District
Student teaching in an alternative setting that supports community and social justice - New Vista

Interpersonal Communication

- Member of administrative taskforce for staff retention and development - BGCMD
Managed an AARP employee with limited English proficiency - BGCMD
Actively participated in departmental, advisory and all-staff meetings - BGCMD, New Vista, Morey Middle School
Co-developed interdisciplinary curriculums and projects with other educators and organization program directors for BGCMD, New Vista, and Morey Middle School.

EXPERIENCE

- Education Program Specialist, Boys and Girls Clubs February XXXX-Present of Metro Denver (BGCMD) - Denver, CO
Substitute Teaching, Medford School District - Medford, OR September XXXX-December XXXX
Student Teaching, New Vista High School - Boulder, CO January XXXX-June XXXX
Practicums in Colorado Schools: January XXXX-December XXXX
Morey Middle School, Denver
Centaurus High School, Louisville
Aspen Community School, Woody Creek
Carbondale Middle School, Carbondale
Governess, Barbie Benton and George Gradow - Aspen, CO March XXXX-December XXXX
Substitute Teaching, RE-1 School District - Roaring Fork Valley, CO October XXXX-December XXXX

EDUCATION

- University of Colorado
Boulder and Woody Creek - Roaring Fork Teacher Education Project (RFTEP) January XXXX-June XXXX
Obtained Colorado licensure for Secondary English Education
Coordinated and implemented service learning and other community-based projects
Volunteered in LIFE programs (ESL for adults)
Graduated with 4.0 GPA

- University of Northern Colorado August XXXX-May XXXX
Bachelor of Arts in English
Minors in Writing and Psychology

Education (Chronological)

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Joan Rees

2845 North Aladana Way
Loveland, Colorado 80509
303-555-1212
rees@hotmail.com

Objective: *To obtain a teaching position working with special needs children*

EDUCATION: University of Colorado at Boulder August XXXX
M.A., Special Education endorsement
GPA 4.0

University of California at Irvine May XXXX
B.A., Psychology
GPA 3.9
Graduate Magna Cum Laude

TEACHING EXPERIENCE Centennial Middle School Boulder, CO Spring XXXX
Student Teacher

- ♦ Implemented individualized curriculum for sixth grade special education students.
- ♦ Taught three study hall periods daily, assisting special needs children as necessary.
- ♦ Served as a liaison between mainstream classrooms and special education department.
- ♦ Taught reading skills workshop using six traits for three developmentally disabled students.

Angevine Middle School Boulder, CO Fall XXXX
Teaching Assistant

- ♦ Assisted in planning and organization of Science Seminar on water systems.
- ♦ Organized and instructed conflict mediation workshop for students.
- ♦ Provided support to Social Studies team.

Bryan Center Irvine, CA Spring XXXX
Teaching Assistant

- ♦ Worked in private special education school setting with developmentally disabled children and young adults.
- ♦ Assisted teaching staff in creating individualized lesson plans, planning of classroom activities and record keeping.

COMMUNITY SERVICE Boulder Homeless Shelter Spring XXXX
Volunteer - Meal Service

Sample Resume

Education (Chronological)

Font: Times New Roman

Sarah Hosten

1465 West Philadelphia Street • Broomfield, Colorado 80021 • 303-555-1212 • hos@qwest.net

- Objective** To obtain a full-time position teaching K-3
- Education** University of Colorado at Boulder May XXXX
B.A., English
Licensure: Elementary Education
Cumulative GPA: 3.3
- Awards and Achievements** University of Colorado Regents Scholarship, XXXX
Dean's list, Fall XXXX
Valedictorian, Pomona High School, XXXX
- Teaching Experience** **Centennial Elementary School**, Boulder, CO Jan-May XXXX
Student Teacher
- Designed and implemented unit lessons for math, language arts and sciences
 - Actively participated in teacher planning, team meetings and parent conferences
 - Led after school program for students requiring academic assistance
- Work Experience** **YMCA**, Boulder, CO Dec XXXX-Dec XXXX
Assistant Director - Day Care
- Planned and organized activities for children ages 6 -12
 - Supervised staff members
 - Worked cooperatively with parents and members of the community
 - Led games, crafts, plays and sports activities
- Sports Camp Director, Boulder, CO June XXXX-Aug XXXX
- Instructed and supervised children ages 6 - 12 in various recreational activities
 - Planned and organized field trips for camp participants
 - Facilitated involvement in sporting activities for several special needs children
- Community Service** Expand Program
Volunteer
- Played on a basketball league with mentally disabled adults
- Colorado Therapeutic Riding Center
Volunteer
- Helped disabled children learn to ride horses

Engineering

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Nathaniel T. Goldman

71245 S. Old Maple Way Englewood, CO 80456 303-555-1234 nathaig@colorado.edu

OBJECTIVE

Seeking lab technician position in the chemical engineering industry

EDUCATIONUniversity of Colorado at Boulder December XXXX
B.S. Chemical Engineering, GPA 3.233**EDUCATIONAL EXPERIENCE****Senior Design Project, CATERPILLAR, Inc.**

Worked in a team of two to evaluate and determine economical treatment for wastewater stream produced by Caterpillar's Track-Type Tractor Division in Peoria, IL.

- ♦ Operated HYSYS and ICARUS software
- ♦ Contacted vendors to collect information
- ♦ Prepared comprehensive 50 page technical report with recommendations
- ♦ Conferred with Caterpillar liaison
- ♦ Presented results through a poster presentation

Junior and Senior Chemical Engineering Laboratories, UNIVERSITY OF COLORADO

Worked in teams to evaluate performance of heat exchangers, sprinkler systems, mixers, column and batch distillation units, triple-effect evaporators, and CSTR & PFR reactors.

- ♦ Calibrated flow meters, thermocouples, pH meters
- ♦ Collected and reduced data
- ♦ Performed calculations and statistical analyses
- ♦ Prepared comprehensive written reports
- ♦ Created oral presentations using Powerpoint

EMPLOYMENT**SPHERION****Tape Operator**Boulder, CO
June-August XXXX

- ♦ Inserted tape cartridges into appropriate drives according to code on tapes
- ♦ Answered calls from systems operators
- ♦ Assisted systems operators with problems

CITY OF WESTMINSTER, Water Utilities Department**Safety Intern**Westminster, CO
May-August XXXX

- ♦ Learned OSHA industrial safety guidelines
- ♦ Evaluated the Meter and Electrical Shops in the Water Department for safety concerns
- ♦ Reported findings to head of Water Utilities Department

COMPUTER SKILLS

OS: Windows 98, limited Unix

Languages: C++, Fortran, Matlab program language, limited HTML

Software: Hysys, Icarus, Aspen, Excel, Word, Powerpoint, Matlab, Mathcad

HONORS/AFFILIATIONS

- ♦ College of Engineering Dean's List (above 3.5 GPA), three semesters
- ♦ Giroux Engineering Academic Scholarship
- ♦ Walnut Hills Community Scholarship
- ♦ Omega Chi Epsilon (Chemical Engineering Honor Society) student member
- ♦ American Institute of Chemical Engineers, student member

Sample Resume

Engineering

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Renee Kaminsky

2549 Blue Peak Highway

Boulder, CO 80569

303-555-1234

Renee.Kaminsky@colorado.edu

OBJECTIVE: Seeking an engineering position related to space construction and robotics

EDUCATION

University of Colorado at Boulder

May XXXX

B.S. Aerospace Engineering

- ♦ GPA 3.4-Dean's List, XXXX
- ♦ Aerospace honor society member
- ♦ Scholar, President's Leadership Class, XXXX-XXXX
- ♦ Senior Project-Robotic Autonomous Transportation Vehicle (for use on Mars)

EXPERIENCE

AES Consulting, Boulder, CO

March XXXX-Present

Account Manager

- ♦ Perform UNIX system administration and improve web hosting architecture
- ♦ Create e-commerce applications (<http://www.sweetbird.com>)
- ♦ Meet with clients and formulate site vision

IBM Global Services, Boulder, CO

Jan-Aug XXXX

Intern-Assistant to Senior IT Architect

- ♦ Assisted development of IBM's web hosting strategy
- ♦ Presented beginning-to-end design for VP in charge of Diagonal Highway campus
- ♦ Used Lotus Notes as a web development platform

LEADERSHIP EXPERIENCE

University of Colorado, Boulder, CO

Sept XXXX-May XXXX

Resident Advisor

- ♦ Resolved conflict situations effectively
- ♦ Received high evaluations from my supervisors and residents

Student Leadership Institute, Boulder, CO

May XXXX-May XXXX

Class Advisor for highly selective academic leadership program

- ♦ Developed curriculum and syllabus for academic year
- ♦ Taught two-hour weekly recitation on leadership, ethics, and community
- ♦ Coordinated Colorado Leadership Conference for 100 high school juniors

COMPUTER SKILLS

- ♦ HTML/UNIX/SSI, perl, mysql, PhotoShop, Office, NT, and Linux
- ♦ Founded and currently administer web site for HikingBoulder.com

INTERESTS

- ♦ Volunteer: Climbing for Life, Icebusters, Colorado Close-up
- ♦ Emergency Medical Technician-EMT-B (Colorado Certified)
- ♦ Team captain for Ultimate Frisbee team the last three years

Engineering

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Yu Li

20316 Shadow Glen Lane
Westminster CO 80569
303-555-1234
yuli1@colorado.edu

OBJECTIVE Seeking a position in civil engineering utilizing expertise in hazardous waste treatment.

EDUCATION

University of Colorado at Boulder	May XXXX
M.S., Civil Engineering, Emphasis: hazardous waste treatment	GPA 3.7
University of California, Santa Barbara	May XXXX
B.A. Chemistry, <i>Magna Cum Laude</i>	GPA 3.6

SKILLS & EXPERIENCE

- Developed a remediation strategy for BTEX contamination of a groundwater-surface water system using MODFLOW
- Reevaluated the implemented remediation strategy for Marshall-Boulder Landfill Superfund Site
- Created an optimization model to design a remediation strategy for a site with contaminated soil, groundwater, and surface water
- Developed a method for quantification of groundwater seepage into and recharge from the South Platte River in Colorado
- Designed a tutorial of groundwater-surface water interactions and contaminant transport using a finite-difference FORTRAN code
- Analyzed Cu/Humic acid breakthrough curves using the USGS model REACT

EMPLOYMENT HISTORY

- | | |
|--|--------------------|
| • Hydrologist, U.S. Geological Survey | June XXXX-Present |
| • Sales Representative, Time-Life Libraries | May XXXX-May XXXX |
| • Research Assistant, Panlabs Research | Sept XXXX-May XXXX |
| • Research Assistant, Palmer Station, Antarctica | May-August XXXX |
| • Teaching Assistant, UC Santa Barbara | Jan-May XXXX |

COMPUTER SKILLS

Systems: IBM PC and compatibles, Macintosh, Sun Workstations
Applications: MS Dos, Quattro Pro, MS Word, MS Excel, WordPerfect, IDL, Grapher, Freelance, MODFLOW, REACT, Cumoc, and Matlab
Programming: FORTRAN, basic knowledge of UNIX, C++, and LISP

HONORS & MEMBERSHIPS

- Fluent in Spanish and German
- Member, American Geophysical Union
- Member, National Groundwater Association
- Member, American Water Resources Association
- Selected for Dean's List of Scholastic Excellence seven quarters at UCSB
- Elected member Phi Lambda Upsilon, National Honorary Chemical Society

Anthony Melden

1465 Cedar St. Apt 118
Denver, Co 80217
(303) 555-1234
mel@qwest.com

EDUCATION

B.A., English with an Art History Minor XXXX
University of Colorado at Boulder
Cumulative GPA 3.2

WORK EXPERIENCE

Director of Volunteer Services, Colorado Special Olympics Colorado XXXX - Present
Denver, CO

- Recruit, train and track 27,000 volunteers
- Develop of literature for statewide use
- Design and manage the volunteer budget
- Serve as head of Special Olympics Colorado State Volunteer Committee

Volunteer in Service to America (VISTA) Corporation for National Service XXXX - XXXX
Denver, CO

- Recruited and trained volunteers for literacy programs in area schools
- Secured funding for an after-school program through a Learn and Serve grant
- Worked with local news publication to promote literacy awareness and community involvement
- Organized fundraising events for literacy-related programs

Resource Coordinator Learning Resource Center, Manor Library XXXX - XXXX
Boulder, CO

- Designed a proposal accepted by Boulder County Board members to triple existing library space
- Worked with local news publications to promote library events, recruit volunteers, and solicit donations from local community
- Secured funding for library expansion through a Tocker Foundation grant

Donations Coordinator/Case Mgr. Liaison Lutheran Family Services XXXX - XXXX
Aurora, CO

- Solicited in-kind donations from area corporations
- Worked closely with case management personnel, federal matching grant coordinator, and housing staff

VOLUNTEER EXPERIENCE

Adult Literacy Tutor Reading Connections XXXX - XXXX
Aurora, CO

- Tutored adults in English

COMPUTER SKILLS

MS Word, MS Outlook, Raiser's Edge, WordPerfect Applications

Journalism

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Marcia Ebrahimi

89 Twelfth Street
Apartment 123
Boulder, CO 84632
303-555-1234

- OBJECTIVE** To obtain a writing position for a public relations or advertising firm
- EDUCATION** B.A. English
University of Colorado at Boulder May XXXX
- EXPERIENCE**
- Greek Journal** XXXX-XXXX
University of Colorado
Advertising Editor
- Sold advertising space and handled accounts ranging from small businesses to multi-million dollar companies
 - Supervised five advertising representatives and seven sales accounts
 - Designed visual and technical aspects of advertisements
 - Designed advertisement and photo layouts
 - Trained staff of seven advertising representatives
- Campus Press** XXXX-XXXX
University of Colorado
Advertising Representative
- Sold advertising space and managed over 20 accounts
 - Planned and designed the newspaper's first two-page holiday advertisement centerfold
 - Sold the most promotional advertising space out of all sales representatives
- Direct Marketing, Inc., Boston** XXXX-XXXX
Direct Marketer
- Raised over \$30,000 for various political organizations in New England
 - Supervised and verified all money amounts pledged
 - Trained 15 new employees in all aspects of position
- LEADERSHIP/
MEMBERSHIPS**
- President, Pi Beta Phi Sorority
 - Member, College American Marketing Association
 - Member, Mortar Board
 - Member, College Republicans

Sample Resume

Journalism

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Roger Julian

1224 Seymour Lane
Louisville, CO 80256
303-555-1234
Roger.Julian@colorado.edu

OBJECTIVE

Seeking employment in advertising or public relations

EDUCATION

University of Colorado at Boulder
School of Journalism and Mass Communication
B.S. Advertising

May XXXX
GPA 3.6

Relevant Coursework:

Advertising Campaigns and Media, Advertising Copy and Layout, Principles of Marketing, Advertising Research, Photography

EMPLOYMENT HISTORY

Communications Intern Jan. - May XXXX

Boulder County United Way

- Planned and created 2001 advertising and fund raising campaign with communications director
- Wrote press releases, campaign material, annual report, and company newsletter
- Assisted with advertising and marketing committees on campaign and events

Student Assistant Sept. XXXX - Dec. XXXX

University of Colorado Electrical Engineering Department

- Performed general clerical work
- Served as part-time receptionist
- Worked with Macintosh PC system

Ad Creation/Data Entry Summer XXXX - XXXX

US West/Qwest-Aurora, CO

- Entered, designed and created ads in the Space and Trade Department
- Served as liaison with Sales and Graphics Departments

HONORS AND AWARDS

- Dean's Scholarship, XXXX
- Regent's Scholarship, XXXX
- Golden Key National Honor Society
- Two silver medals, Sentinel Publication Olympics XXXX, XXXX (feature story, layout and design)

Journalism

Font: Garamond

Theresa Vanderloop

2211 Winding Trail Street
Longmont, CO 80694
303-555-1234
Theresa.Vanderloop@colorado.edu

OBJECTIVE

To obtain a position as a reporter at a radio or television station.

EDUCATION

University of Colorado at Boulder Dec XXXX
School of Journalism & Mass Communication
Bachelor of Science, Broadcast News, GPA 3.65

Relevant Courses:

Contemporary Mass Media, Electronic Information Strategies, Media and Public Culture, Radio and Television News, TV Reporting, Principles of Broadcast Production

RELATED EXPERIENCE

Channel 9 News Sept-Dec XXXX

News Desk Intern

- ♦ Prepared copy for live news desk updates
- ♦ Researched stories and verified sources for on-air talent
- ♦ Prepared copy for and uploaded stories to 9 News web site
- ♦ Staffed news desk information line
- ♦ Served as second assistant to the floor director for afternoon newscasts

Boulder Daily Camera Jan-May XXXX

Student Intern

- ♦ Reported on local high school sporting events in Boulder, Lafayette, and Louisville
- ♦ Covered men's basketball and track
- ♦ Covered women's basketball, soccer, and track

OTHER EXPERIENCE

Olan Mills Photo Studio, Denver, CO Sept XXXX-Dec XXXX

Receptionist

- ♦ Assisted customers
- ♦ Answered the telephone
- ♦ Scheduled appointments
- ♦ Filed and performed other clerical duties

ACTIVITIES & ACCOMPLISHMENTS

- ♦ Member, Black Student Alliance, University of Colorado at Boulder
- ♦ Member, National Association of Broadcasters
- ♦ Big Sister Program, United Way
- ♦ Volunteer Reader, Radio Reading Service of the Rockies

Jennifer Montgomery

montg@qwest.com

1465 Newberry Street
Boulder, CO 80304

Office: 303-555-1212
Home: 303-555-1212

OBJECTIVE: To obtain a litigation position in the field of personal injury and products liability

EXPERIENCE: **DAVOLOS & LINEER**, Westminster, CO XXXX - present

Partner

- Performed insurance litigation in the areas of insurance coverage, insurance fraud, and personal injury
- Assisted lead counsel in six-month trial of insurance bad faith case
- Prepare trials; research and draft pleadings and discovery requests
- Researched legal issues surrounding insurance coverage cases involving tobacco-related claims

BROWN & NIELSON, Denver, CO XXXX - XXXX

Law Clerk

- Researched issues in product liability and unfair competition
- Assisted in research and preparation of three major cases for trial
- Reviewed personal injury and malpractice cases

HANLEY, DAVID & LEE, Mill Valley, CA XXXX - XXXX

Law Clerk

- Assisted partners in general research for firm specializing in physician malpractice
- Drafted memoranda and trial briefs for personal injury litigation

EDUCATION: UNIVERSITY OF COLORADO SCHOOL OF LAW

Juris Doctor XXXX

Law Review

Finalist, Moot Court Competition

UNIVERSITY OF CALIFORNIA - SANTA BARBARA XXXX

M.A., Political Science

Dean's list every semester of attendance

UNIVERSITY OF COLORADO - BOULDER XXXX

B.A., Psychology

Graduate Magna Cum Laude

PUBLICATIONS: *Viela v. Superior Ct.* (G.A.B.)(2000)154.Col.App.3f.157
Johnson v. Superior Ct. (Denver)(1999)213.Col.App.3f.231
Bachelor v. Superior Ct. (G.A.B.)(1999)312Col. App.4f.765

AFFILIATIONS: Member, State Bar of Colorado
Colorado Trial Lawyers Association

Law

Font: Times New Roman

Dominique Anne Baxter

10 Downing Street Apt. 3B
New York, NY 10235
(212) 555-1234
Baxter@NYC-Home.com

Member, State Bar of New York, admitted XXXX

EDUCATION

Harvard Law School-Cambridge, MA

Juris Doctorate

June XXXX

- Editorial Staff, Journal on Legislation
- Law School Council: Committee to Renovate the Student Union
- Ames Moot Court Competition

University of Colorado-Boulder, CO

Bachelor of Arts, History

May XXXX

- *Phi Beta Kappa*
- Hearst Award (highest department GPA)
- Graduated with honors for senior thesis analyzing the relationship between popular culture and public policy in the context of the Iran-Contra hearings

RELATED EXPERIENCE

Ascher, Eliasson & Rheikhart, New York, NY

Sept XXXX-Present

Attorney

- Currently carrying the major responsibility for a multimillion-dollar commercial dispute between a corporate insured and its insurer
- Member of trial team for the \$2.1 billion Texoil pollution coverage litigation
- Managed numerous smaller matters
- Prepare and argue motions
- Defend depositions

Ascher, Eliasson & Rheikhart, New York, NY

July-August XXXX

Summer Associate

- Prepared summary judgement motions
- Researched and drafted memoranda for corporate and litigation matters
- Observed depositions
- Received permanent offer

Isham, Lincoln & Beall, Chicago, IL

June-July XXXX

Summer Associate

- Researched and drafted memoranda for numerous cases
- Received permanent offer

Higgs, Fletcher & Mack, San Diego, CA

Summer XXXX

Law Clerk

- Researched and drafted memoranda for personal injury and business litigation
- Drafted settlement conference brief, orders, and trial briefs for an attorney malpractice case

Janet Towers - soprano

85 North Prospect St.
Denver, CO 80217
303-555-1212
tow@qwest.com

- Roles Prepared** *Le nozze di Figaro*, Susanna
Idomeneo, Ilia
Porgy and Bess, Clara
Die Zauberflote, Pamina
Gianni Schicchi, Lauretta
- Opera Performance** *Così fan tutte*, Fiordiligi
Dido and Aeneas, First Witch
A Game of Chance (S. Barab), Second Knitter
Magic Flute, First Lady
Le nozze di Figaro, Countess (scenes)
Die Zauberflote, Pamina (scenes)
The Consul, Foreign Lady (scenes)
The Old Maid and the Thief, Mrs. Pinkerton
- Other Appearances** **Chevron Jazz Festival**, Soloist
Richmond Jazz Festival, Soloist
“Gala Salute to Lionel Hampton” (NYC), Soloist
Ain’t Misbehavin’, Armelia
Showboat, Queenie
Porgy and Bess, Chorus (Australia Tour)
Treemonisha, Chorus
- Teachers** Hilda Harris
Margaret Poyner
Cynthia Donnell
- Education** Manhattan School of Music, Master of Music
Candidate, expected August XXXX
- University of Colorado at Boulder
Bachelor of Music, XXXX
- Additional Studies** Aspen Music Festival (XXXX), Alexander Technique,
Ballet, Modern Dance, Acting, Stage Movement

Music

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Travis Conklin

236 S. 23rd Street
Boulder, CO 80306
303-555-1234
Travis.Conklin@colorado.edu

OBJECTIVE Teaching Instrumental Music in grades 5-12.

EDUCATION

University of Colorado at Boulder May XXXX
Bachelor of Music Education Music GPA: 3.554 / Cum GPA: 3.22

TEACHING EXPERIENCE

Boulder Valley School District Boulder, CO XXXX-XXXX
Substitute Teacher-License # 0151598

- Fairview High School Instrumental Music, January-March 2001
- Burbank Middle School Orchestra, December 2000
- Alicia Sanchez Elementary School Beginning Band, October 2000

Student Teaching Spring XXXX

Fairview High School Boulder, CO

- Assisted with music rehearsals for three concert bands, three large jazz ensembles and four small jazz combos
- Conducted two jazz ensembles at the Mile High Jazz Festival and at the Spring Concert
- Conducted the symphonic band at the Colorado Band Association Festival

Burbank Middle School Boulder, CO

- Assisted with music rehearsals for four concert bands, three large jazz ensembles and three beginning bands
- Conducted the jazz ensembles at an April Jazz Festival

PERFORMANCE EXPERIENCE

- Guest musician, Church at Carbondale, trumpet XXXX-Present
- Trump Mother Jones-house band and performing ensemble, New Heights Church, trumpet XXXX-Present
- University of Colorado Marching Band, trumpet XXXX
- University of Colorado Symphonic Band, trumpet XXXX-XXXX
- University of Colorado Jazz Ensemble, trumpet XXXX
- Symphony in the Valley (Roaring Fork), trumpet XXXX

AWARDS/PROFESSIONAL MEMBERSHIPS

- International Association of Jazz Educators XXXX
- Outstanding Senior Music Education Student XXXX
- Music Educators National Conference XXXX-XXXX
- Scholarship for outstanding academic achievement XXXX
- Colorado Music Educators Association XXXX-XXXX

Sample Resume

Music

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Aimee Metz

6932 S. Sunway Court
Arvada, CO 80237
303-555-1234
Amy.Metz@colorado.edu

OBJECTIVE

Obtain an Instrumental Music position, preferably in middle or elementary school band. Interested in assisting with marching band or musical theater.

EDUCATION

K-12 Music Endorsement, University of Colorado at Boulder May XXXX
B.A. Music Education, University of Colorado at Boulder GPA 3.6 May XXXX

STUDENT TEACHING EXPERIENCE

Southern Hills Middle School-Boulder, CO Spring XXXX

- Responsible for rehearsals of 6th grade and 7th/8th grade Concert and Jazz Bands in preparation for many concerts, festivals, and recordings.
- Helped organize special Solo and Ensemble Unit for 7th/8th grade including individual and small group instruction.
- Contracted with professional recording company to produce a CD of our band concerts.
- Assisted with writing grant proposals for various extra activities including private lessons and field trips.

Louisville/Lafayette area Elementary Schools Spring XXXX

- Responsible for beginning brass and/or woodwind classes in five elementary schools.
- Worked in two bilingual schools.

PRACTICUM EXPERIENCE

Assisted with and observed large ensemble rehearsals, instructed sectionals, coached chamber ensembles, and helped run a Colorado Bandmasters Association festival at several schools including:

Angevine Middle School, Boulder Fall XXXX
Pioneer Elementary, Lafayette Fall XXXX
Ryan Elementary, Lafayette Fall XXXX
Southern Hills Middle School, Boulder Fall XXXX
Centennial Middle School, Boulder Fall XXXX
Northglenn High School, Northglenn Spring XXXX

Music

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YOUTH EXPERIENCE

- Instructed music and drill for Arvada West High School Marching Band. XXXX-XXXX
- "I Have a Dream" Foundation of Boulder: Tutored middle school students in Math, English, and Social Studies. Spring XXXX
- Lafayette summer literacy program: Taught 1st grade reading to students with special reading and comprehension problems. Summer XXXX

PERFORMANCE

- University of Colorado Concert Ensembles XXXX-XXXX
- University of Colorado Golden Buffalo Marching Band XXXX-XXXX
- Trumpet Section Leader Fall XXXX
- El Jebel Shrine Band XXXX-present

PROFESSIONAL ASSOCIATIONS

- Member of Collegiate Music Educator National Conference XXXX-present
- Attended Colorado Music Educators Association Convention XXXX-XXXX

HONORS AND AWARDS

- Member of Kappa Kappa Psi, National Honorary Band Fraternity
- Held office of Secretary and headed several committees
- Organized the commission of a band piece by Frank Ticheli
- Awarded several scholarships including Wilson Music Education Scholarship, Mile High Music Education Scholarship, and a Golden Buffalo Marching Band Alumni Scholarship
- Most Valuable Person/Employee award for Colorado Bailey Company June XXXX

WORK EXPERIENCE

University of Colorado XXXX-XXXX
Band Department Librarian
 • Catalogued and was responsible for music for the CU Marching Band and several concert ensembles.

CU Housing Department XXXX-XXXX
Academic Support Resident
 • Provided academic assistance to students in the residence halls.
 • Organized academically-oriented programs for students.

Sample Resume

Music

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BRANDAN BIANA

325 Eaglecrest Way ♦ Boulder, CO 80309 ♦ 303-432-8940 ♦ bb129@colorado.edu

EDUCATION

Doctor of Musical Arts, Percussion (ABD)
University of Colorado at Boulder, May XXXX

Master of Music, Jazz Studies and Contemporary Media
Eastman School of Music, Rochester, NY, May XXXX

Bachelor of Music, Percussion
Lawrence University, Appleton, WI, June XXXX

PERFORMANCE EXPERIENCE

Jazz

Dizzy Gillespie	Clark Terry	Benny Golson	John Faddis	Gary Bartz
Claudio Roditi	Tim Hagens	J.J. Johnson	Bob Belden	Art Lande
Vince Mendoza	Diane Schuur	John Fedchok	Kitty Margolis	Ron Miles
Diane Reeves	Ellis Marsalis	Jerry Hahn		

Percussion

- ♦ Performances and study with Glen Velez, Ruben Alvarez and Art Lipner
- ♦ Denver Chamber Players
- ♦ Eastman Philharmonia Orchestra
- ♦ “Sambistas” Brazilian/Afro-Cuban Ensemble
- ♦ Green Bay Symphony

To hear a demo audio clip, go to www.brandanbiana.com and download an MP3 file.

TEACHING EXPERIENCE

Jazz Studies Teaching Assistant, University of Colorado, Boulder, CO, Aug. XXXX-present

- ♦ Coordinator of Jazz Combo Program
- ♦ Director of Jazz Ensemble II
- ♦ Instructor of Improvisation
- ♦ Designer and Team Teacher of Jazz Methods pedagogy class
- ♦ Coordinator of weekly jazz clinic sessions including booking guests and managing budget

Private Percussion Teacher, various locations. XXXX-present

- ♦ Beginner through graduate-level students

Founder and Director, Afro-Cuban Ensemble, Boulder, CO, XXXX-present

- ♦ Arrange ensemble music

Faculty Member, Continuing Education Dept. University of Colorado, Boulder, CO, XXXX-present

- ♦ Teach jazz and percussion classes

Selected Guest Conductor, Colorado Jazz Workshop, Vail, CO, June XXXX

Jazz Studies Teaching Assistant, Eastman School of Music, Rochester, NY, XXXX-XX

- ♦ Clinician and Instructor of Eastman Summer Jazz Camp and MENC/Eastman Jazz Festival
- ♦ Completed Jazz Arranging/Writing sequence
- ♦ Taught drum set and percussion

Psychology

Font: Humanist 521

Aidan Kelly Holmes

4615 Creekside Lane
Niwot, CO 80504
(303) 555-1234
holm@qwest.net

OBJECTIVE

To obtain an internship position within the university setting assisting clients with career development issues.

EDUCATION

M.A., Counseling Psychology and Counselor Education, University of Colorado at Denver. Emphasis in Community and Agency Counseling. Expected date of graduation: August 2001

B.A., Sociology. University of Colorado at Boulder, May XXXX. Graduated *Cum Laude*. Honor's Thesis - "The Near-Death Experience: An Overview of Contemporary Research and the Arguments in Support and Opposition."

EXPERIENCE

Graduate Assistant

University of Colorado at Denver, August XXXX - August XXXX

- ♦ Conducted intake interviews with clients seeking services at The Counseling and Family Therapy Center.
- ♦ Served as liaison between the community, the student body and the counseling center.
- ♦ Assisted Counseling Psychology and Counselor Education department with screening new applicants to the academic program.
- ♦ Supported the clinic director and department faculty and staff as necessary.
- ♦ Provided resources and referral information to individuals in the community.

Patient Account Representative

Surrey Ridge Medical Center, Denver, CO, August XXXX- August XXXX

- ♦ Responsible for accurate data entry and file maintenance of patient insurance information for large medical practice.
- ♦ Served as liaison between patients, insurance companies and billing office.
- ♦ Codied experience in accordance with national medical coding procedures.

Special Education Paraprofessional

Centennial Middle School, Boulder, CO, August XXXX-December XXXX

- ♦ Provided in-classroom support to special needs children on a daily basis.
- ♦ Worked individually with three severe-needs children.
- ♦ Directed the after-school program for special education students.
- ♦ Recipient of the "Above and Beyond Award."

PROFESSIONAL AFFILIATIONS

American Counseling Association, September XXXX - present

PROFESSIONAL DEVELOPMENT

Counselor Training, Camp Comfort, Denver, Colorado. June XXXX, XXXX, XXXX

- ♦ Participated in grief education training seminar for camp volunteers.

Sample Resume

Teacher (Combination)

Font: Century Schoolbook

ANNIE MUÑOZ

amunoz@colorado.edu

720-222-2020

Local Address

123 Western Ave.
Boulder, CO 80302

Permanent

34 Foster St.
Colorado Springs, CO 80345

CAREER OBJECTIVE

*Middle school Spanish teacher.
Interested in sponsoring Spanish club or coaching baseball.*

SUMMARY OF EXPERIENCE

- Trained new counselors and planning group activities for young teens in summer camp positions.
- Worked at daycare centers (ages 2–10) while obtaining undergraduate degree.
- Trained in CPR and First Response Aid.
- Languages include American Sign Language and Spanish fluency.
- Volunteered for Bi-lingual Reading Program.

EDUCATION

B.A., Spanish and Teacher Endorsement for Middle/High School

University of Colorado at Boulder, May XXXX

Study Abroad Program in Barcelona, Spain, Spring XXXX

TEACHER TRAINING

Student Teacher, Casey Middle School, Boulder, CO - Spring XXXX

- Taught beginning Spanish classes.
- Tutored ESL students.
- Provided translation for parents during parent conferences.

Practicum

- Wyman Elementary, Denver Public Schools, Fall XXXX
- Baseline Middle School, Boulder, CO, Fall XXXX

RELEVANT EXPERIENCE

Camp Cayuga, Redland Lakes, CO. May-Aug. XXXX

Volunteer Reader, University Hill Elementary, Feb.-May XXXX

Cottage School, Boulder, CO. Sept. XXXX-April XXXX

West Lake Discovery Center, West Lake, MA. Summers XXXX-XX

Children's World, Broomfield, CO. Oct.-May XXXX

Teacher (Combination)

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JESSICA JENKINS

**90 CENTRAL AVE
BROOMFIELD, CO 80026
303-754-9877
JJ@colorado.edu**

QUALIFICATIONS

- ♦ Music Education endorsement, K-12
- ♦ Fifteen years experience teaching individual piano
- ♦ Founding member and participant of the Traveling Troubadours Musical Review
- ♦ SIT/PTA parent member for the past 10 years in elementary and middle schools
- ♦ Possess a fun, sometimes comical, approach to teaching music

EDUCATION

Music Education, University of Colorado at Boulder, Dec. XXXX
B.A. Music, Colorado State University, Fort Collins, May XXXX

STUDENT TEACHING AND PRACTICUM

Student Teacher, Foothills Elementary, Boulder, CO, Fall XXXX

Taught musical scale and organized fall festival production "Peter and the Wolf Raps to Modern Times." Offered individual tutoring. Assisted with parent education night, explaining music program.

Practicum, Whittier Elementary, Boulder, CO, Spring XXXX

Assisted music teacher with ESL class. Tutored two ESL students.

Practicum, Casey Middle School, Boulder, CO, Spring XXXX

Assisted with music bi-lingual program.

RELEVANT EXPERIENCE

Tutor, Self-Employed, XXXX-Present

Teach piano lessons to ages 5-30.

Performer and Founding Member, Traveling Troubadours Musical Review, Denver, CO, XXXX-XXXX

Adapted music to accompany musical review, sang, and acted.
Performed from small groups to large conventions.

OTHER INFORMATION

Conversational Spanish ability
Currently learning flute

Sample Resume

Teacher

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JASON WILLIAMS

23 Western Street, Boulder, CO 80302
303-443-5690, jwilliams@colorado.edu

OBJECTIVE

Secondary Social Studies/History position. Interested in coaching football or lacrosse.

EDUCATION

Secondary Social Studies Endorsement, University of Colorado at Boulder, GPA 3.8, May XXXX
B.A., Political Science, University of Colorado at Boulder, GPA 3.2, Dec. XXXX

STUDENT TEACHING EXPERIENCE

Fairview High School, Boulder, CO. Jan.-May XXXX

- Team taught Social Studies component for school-within-a-school Option Alternative Program; interactively combined Science, English, and Social Studies for grades 9-12
- Designed and implemented curriculum for several interactive units with distinctive multi-cultural foci.
- Emphasized alternative assessments and experiential learning
- Co-facilitated a Socratic seminar concentrating on development of critical thinking processes utilizing a broad curriculum ranging from Platonic theory to current, cross-cultural issues in modern literature

PRACTICUM EXPERIENCE

New Vista High School, Boulder, CO. Oct.-Dec. XXXX

- Assisted with Socratic Seminar focused on experiential learning
- Organized and instructed an elective weight training workshop
- Taught beginning guitar for an elective music class jam session

Angevine Middle School, Lafayette, CO. Sept.-Oct. XXXX

- Assisted with an interdisciplinary Social Studies and Math class
- Taught elective lacrosse program emphasizing fundamental skill development

OTHER YOUTH-ORIENTED EXPERIENCE

Substitute Teacher, Denver Public Schools, Denver, CO. Spring XXXX

- Frequently requested; taught all subjects, Kindergarten through 12th grade

Assistant Director and Camp Counselor, Department of Defense Youth Services, Misawa, Japan and Tague, Korea. Summer XXXX

- Coordinated daily activities; taught English to Korean children
- Integrated children with ADD in activities

COACHING EXPERIENCE

Assistant Coach, Lacrosse, Chatham H.S., Chatham, NJ. Summer XXXX

- Led team to regional and county tournaments

Assistant Coach, Lacrosse, Bayley Ellard H.S., Madison, NJ. Feb.-June XXXX

Assistant Coach, Football, Bayley Ellard H.S., Madison, NJ. Aug.-Dec. XXXX

ACHIEVEMENTS

Research & Development Rider for K2 snowboards, XXXX-present

Four-year Varsity Lacrosse Letterman, XXXX Captain & Most Valuable Player

Teacher

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WENDY SMITH
brands@colorado.edu

Local

123 Lee Hill Rd.
Boulder, CO 80302
303-442-0987

Permanent

45 Just Lane
Ash, CO 80357
303-987-0987

EDUCATION

University of Colorado at Boulder

M.A. Secondary Science Endorsement, 4.0 GPA, May XXXX
B.S. Geology, 3.1 GPA, May 1999

TEACHING EXPERIENCE

Student Teacher, 11th-12th grade Physics, Lyons High School, Lyons, CO. Spring XXXX

- Taught lessons dealing with the concepts of power, heat, and the nature of light
- Assisted students in preparation and performance of laboratory experiments
- Designed worksheets and exams to assess student progress and understanding

Practicum, Physical Science, Fairview High School, Boulder, CO. Fall XXXX

Practicum, Bilingual Math, Casey Middle School, Boulder, CO. Fall XXXX

YOUTH EXPERIENCE

Youth Instructor, YMCA, Boulder, CO. Summer XXXX

- Coached volleyball for 6-9th grade team division
- Assisted with the Teen Night Out Program

Camp Counselor, Ferndale Day Camp, Springfield, VT. Summer XXXX

- Coordinated and refereed numerous sporting events and competitions
- Supervised and assisted campers in daily activities

WORK EXPERIENCE

Laboratory Chemist, Alexander Film & Video, Colorado Springs, CO. Summer XXXX

- Maintained accurate records of daily test results, observations and calculations
- Trained new employee in performance and analysis of chemical tests
- Performed data entry and inventory recordkeeping

Student Assistant, CU Book Store, University of Colorado-Boulder. Aug. XXXX-May XXXX

- Designed creative window displays for marketing and promotional purposes

ADDITIONAL INFORMATION

Computer Skills: MS Office; SPSS statistical package

Language: Conversational Spanish

Activities: Intramural volleyball team

Sample Resume

Women's Studies

Font: Arial

LINDA K. WEST
123 Jasper Avenue
Boulder, CO 80302
(303) 442-3456
Linda.West@Colorado.Edu

QUALIFICATIONS

- Assessment of individual clients' needs on diverse issues such as education, crisis intervention, adjustment to chronic illness, depression, abuse, loss and grief.
- Co-led group therapy for adolescents, women, men, and families.
- Created educational class session on family roles and interventions.
- Served on selection committee for crisis counselors and adolescent attention home parents.

RELEVANT EXPERIENCE

VICTIMS ASSISTANCE OFFICE, Boulder, CO. May XXXX – present
Respond to needs of victims who have experienced a violent attack or burglary.
Give educational support and referrals for legal proceeding.
Help individuals create emotional support structure.

SAFE HOUSE, Boulder, CO. Aug. XXXX – May XXXX
Assisted women and children with abuse issues.
Participated in family group counseling sessions.

ATTENTION HOME, BOULDER, CO. May XXXX – Jan. XXXX
Weekend parent for adolescent home for teens experiencing transition due to living situations and the legal system.
Enforced house rules and “listened” to teen concerns.

EDUCATION

B.A., Women Studies, University of Colorado at Boulder, 3.6 GPA, May XXXX.

OTHER SKILLS

Language: Conversational Spanish
Computer: Microsoft Word, Excel, PowerPoint

COMMUNITY ACTIVITIES

Boulder Homeless Shelter Volunteer Cook

Women's Studies

Font: Gil Sans

VALARIE WEST

vepste@hotmail.com

Home: 303-489-4739

Cell: 303-329-9876

12 Jason Street
Boulder, CO 80302

RESEARCH & WRITING EXPERIENCE

Collaborated with professor to research and document effects of global tourism on indigenous people in Caribbean countries; resulted in 40-page report

Senior Honors Thesis – Beyond the Backpack of Privilege: White Feminist Antiracism Strategies, awarded *summa cum laude*

Co-authored article on Women's Studies Degree, published in Circles Magazine, April XXXX

Wrote abstracts of departmental proposals for advertising materials

PUBLIC SPEAKING EXPERIENCE

Participated in panel discussion on domestic violence and welfare reforms

Presented antiracism workshops

Spoke at annual campus rallies about police brutality, local hate crimes, race and gender issues

Guest lectured for Sociology and Women's Studies classes

Interviewed on live radio/video talk shows

EDUCATION

Bachelor of Arts, University of Colorado at Boulder, *summa cum laude*, GPA 4.0, May XXXX

Awards & Honors

Undergraduate Research Opportunity Program Grant, XXXX-XXXX

Jean Dubofsky Undergraduate Scholarship in Women's Studies, XXXX

Dean's Scholar in Arts and Sciences, XXXX-XXXX

Jacob Van Ek Award in Arts and Sciences, XXXX

Community Builder Award, Chancellor's Building Community Committee, XXXX

Golden Key National Honor Society

Phi Beta Kappa

RELEVANT WORK EXPERIENCE

Financial Officer, ECD Design/Accessibility, architectural consulting firm, Boulder, Colorado, XXXX to present

Grader for various faculty, University of Colorado at Boulder, XXXX-XX

Network Administrator, Texas Workers Compensation Insurance Fund, Austin, Texas, XXXX-XX

COMMUNITY SERVICE EXPERIENCE

Co-founded Feminist Student Network at CU-Boulder

Planned three International Women's Week (IWW) conferences

Co-chair, International Women's Alliance, coordinated 25th Annual IWW XXXX

Team Captain for XXXX Race for the Cure

Coordinated campus effort for the National Breast Cancer Coalition's "Campaign 2.6"

Women's International League for Peace and Freedom, Anti-Racism Task Force member

White Women Aligned Against Racism, charter member

Participated in Denver neighborhood effort against residential picketing

Participated in XXXX campaign for CU Regent candidate

United Students of Color participant in evaluating CU's diversity policy and campus hate crimes

Committee for XXXX "Unfinished Liberation" conference

Sample Resume

Women's Studies

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Marie Weston

71 10th Street Boulder, Colorado 80302 westm@hotmail.com 303-333-3030

Personal Profile

Highly ambitious to achieve results
Keen learner; able to process new information efficiently and effectively
Adaptable to new environments, duties and procedures

Education

B.A., Political Science & Women's Studies, CU-Boulder May 2001
Dean's List: Fall 1999, Spring 2000, Spring 2001
Recipient of Jean Dubofsky Scholarship based on achievements May 2001

Internship

Assistant Intern, Mayor Wellington Webb's Office and Assistant to the Mayor/City Council Liaison Briggs Gamblin, Denver, CO. Fall 1999

- Monitored weekly Mayor/Council, City Council Legislative Committees meetings, and special events (including press conferences)
- Summarized information for regular meetings with City Council Liaison Briggs Gamblin
- Monitored approval of proposed legislation and properly logged information
- Compiled weekly Mayor/Council meeting agenda
- Researched and wrote a 50-page report on term limits
- Conducted interviews with City Council members, Mayor's staff, and other prominent researchers

Work Experience

- Sales Associate, Artmart, Boulder, CO 2000/2001
 - Assisted customers in purchasing luxury items such as jewelry, art pieces, textiles, and pottery
- Administrative Assistant, Dwyer Business Systems, Chicago, IL Summer 1999
 - Performed general clerical duties with an emphasis on database management
 - Actively maintained client databases
 - Edited, exported and merged documents
- Sales Associate, H2O+ Skincare, Chicago, IL Summer 1998
 - Identified customer needs and sold skincare products
 - Successfully exceeded sale quotas
- Administrative Assistant, Evelyn Echols, Chicago, IL Summers 1997/1998
 - Assisted renowned speaker/owner with the organization of speaking engagements, correspondence, bookkeeping and accounts payable
 - Organized work opportunities in hotel management for high school students

Computer Skills

Competent in Windows and MacOS operating systems, and Microsoft Office.