

Maria Monteverchio

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21 Wellesley College Road, Unit 1000
Wellesley, MA 02481

1111 Via Jose
Yorba Linda, CA 92886

EDUCATION

2011-Present

WELLESLEY COLLEGE, Wellesley, MA

Candidate for BA, May 2015.

Courses include Data Structures, Introduction to Microeconomics, and Calculus.

First-years and sophomores may want to include high school information on their resumes. Upperclasswomen generally will not.

2007-2011

TROY HIGH SCHOOL, Fullerton, CA

High Honor Roll for four years, National Honor Society, National Merit Finalist, International Baccalaureate graduate, four years varsity swimming and varsity water polo, four years speech and debate, six years violin.

EXPERIENCE

2011-Present

WELLESLEY COLLEGE, Wellesley, MA

Helpdesk Consultant, Information Services

Resolve technology problems for faculty and staff. Trained to solve hardware and software problems for PCs and Macintoshes as well as for printers, scanners, and other equipment. Assist with software applications such as Microsoft Office and Power Point.

February-
August 2011

SCORE! EDUCATIONAL CENTER, Yorba Linda, CA

Assistant Coach

Tutored and mentored children ranging in age from pre-kindergarten to 10th grade. Consulted with parents on children's progress.

Summer 2011

LAW OFFICE OF JOHN RAMIREZ, Fullerton, CA

Administrative Assistant

Conducted research, assisted lawyer in case preparation, and communicated with clients in person and through the phone. Updated website.

ACTIVITIES

September 2011-
Present

CHINATOWN AFTER SCHOOL PROGRAM, Boston, MA

Tutor and mentor fourth graders. Assist with homework and provide academic support. Plan sports activities.

SKILLS

Programming skills in HTML; proficient with Microsoft Office Word, Excel, and PowerPoint. Fluent in Italian; proficient in Spanish.

Salma Abdur Rahman

salmarahman@wellesley.edu ~ (339) 555-1234
21 Wellesley College Road, Unit 1000, Wellesley, MA 02481
Jalan Rasuna Said 3-5, Jakarta 10110, Indonesia

EDUCATION

Wellesley College, Wellesley, MA

Candidate for BA, May 2014. GPA: 3.xx/4.00. Coursework includes music theory, music appreciation, calculus, astronomy, quantitative reasoning, and art history.

Jakarta American School, Jakarta, Indonesia

Graduated 2010. Served as yearbook editor-in-chief and school play costume manager. Participated in Global Awareness in Action, Class Cabinet, Tri-M Music Honors Society, and volleyball.

EXPERIENCE

Use postal code abbreviations when listing U.S. states.

WELLESLEY COLLEGE

Wellesley, MA

2011-Present

Astronomy Department, *Night Assistant*

Set up telescope, assist students with observation assignments, answer student questions on basic astronomy, provide on-site constellation quizzes.

2010-Present

Music Department, *Recording Assistant*

Operate equipment to record concerts, monitor microphone levels, label and prepare digital clips for reproduction.

GENERAL ELECTRIC

Jakarta, Indonesia

Summers

General Electric Power Department, *Administrative Intern*

2010, 2011

Assisted in setting up meetings for three department managers. Wrote and compiled information for website. Performed general office duties including filing, typing, and answering phones. Took minutes in meetings.

ACTIVITIES AND LEADERSHIP

Use past tense to describe work experiences that have ended; use simple present tense to describe work experiences that are still ongoing.

WELLESLEY COLLEGE

Wellesley, MA

2011-Present

Pomeroy Hall House Council, *Treasurer*

Monitor \$5,000 residence hall budget and all financial transactions. Report on account status at House Council meeting. Work closely with student bursar in managing checkbook for residence hall. Arrange fundraising event. Serve on Residence Hall Steering Committee.

2010-Present

Wellesley Mediation Program, *Planner*

Plan programs for group members and the Wellesley community. Oversee event logistics, including catering and invitations. Assisted in drafting new college legislation to govern mediation program.

Winter 2011

Office of Admissions, *Student Admissions Representative*

Visited high schools to promote Wellesley College and recruit candidates.

SKILLS AND BACKGROUND

Basic knowledge of HTML and JavaScript programming. Proficient in Microsoft Office Word and Excel.

Fluent in English and Indonesian. Basic knowledge of French.

International: United States (five years), Indonesia (fifteen years).

If you state that you're fluent in a language, make sure that you are capable of carrying on a conversation with an interviewer in that language.

Junior Resume

Andrea Matthews
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Wellesley, MA 02481
(781) 555-1212

2112 Mohawk Road
Jamison, PA 18929
(215) 555-4567

Consider using seasons as a simple way to indicate approximate dates.

EDUCATION

Fall 2009-Present

Wellesley College, Wellesley, MA

Candidate for BA in American Studies and Classical Civilization, anticipated in May 2013. GPA: 3.xx/4.00.

Fall 2011

Williams-Mystic Maritime Studies Program, Mystic, CT

Interdisciplinary study of the sea. Credit from Williams College. GPA 3.xx/4.00.

WORK EXPERIENCE

Fall 2011

G.W. Blunt White Research Library of the Mystic Seaport Museum, Mystic, CT

Collections Assistant. Independently organized and prepared newly received shipyard collection for cataloguing and use by researchers. Wrote first academic paper based on the collection, *For Patriotism and Profit: Edwin Cramp and the Pursuit of Merchant Marine Subsidy Legislation, 1904-1908*, now included in the library's holdings.

Summer 2011

Jacob's Pillow Dance Festival, Lee, MA

Development Intern. Participated in all aspects of individual and institutional fundraising. Independently planned and coordinated donor events and assisted special events planner for annual benefit gala. Worked on board relations, VIP arrangements, and membership recruiting in conjunction with annual, scholarship, and endowment campaigns. Completed grant research, writing, and reporting. Performed database maintenance.

2009-2011

Wellesley College Board of Admissions, Wellesley, MA

Student Admissions Representative. Entrusted to work with confidential applications and materials as the records assistant for international applicants. Led guided admissions tours of college campus. Maintained admissions database.

2009-2010

Dr. Robert Campbell, Boston University, Boston, MA

Collection Assistant. Designed computer database system to catalogue and preserve private rare books and maps collection. Assisted with the preservation of books and maps.

Summers 2009, 2010

Fonthill Museum, Doylestown, PA

Historic Interpreter. Presented guided lecture tours of national historic landmark. Conducted research to develop an interactive tour and presented it to visitors. Led tours tailored to visitors of varied ages, nationalities, and educational backgrounds.

2009-2010

Clapp Library, Wellesley College, Wellesley, MA

Circulation Assistant. Assisted patrons in locating resource materials. Prepared materials for inter-library loan. Conducted research on new acquisitions for library.

LEADERSHIP

2011-Present

Awaken the Dawn, Wellesley College, Wellesley, MA

Treasurer. Coordinate and manage a cappella group's finances. Prepared budget of over \$2,000.

PATRICIA LEE

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101 Tremont Street, Apartment F267, Boston, MA 02116

Seniors should consider creating a LinkedIn profile and adding the URL to their resumes. You can also customize your URL to make it easier for people to remember.

EDUCATION

Wellesley College, Wellesley, MA

Candidate for BA degree, June 2012. Major: Urban Studies & Planning. Minor: Economics. **Cross-registered at MIT's Department of Urban Studies & Planning, Spring 2010.** Awarded 2010 Summer Opportunity Stipend. Teaching assistant for the Asian-American Experience course, Spring 2011. First Year Academic Distinction. Overall GPA: 3.XX/4.0.

Boston Latin High School, Boston, MA

Graduated in June 2008. National Honor Society. Coursework included calculus and statistics.

If you attended a prestigious high school, you may want to leave your high school experience on your resume even as a senior.

WORK EXPERIENCE

Fidelity Management and Research Corp., Fidelity Investments, Boston, MA

INROADS Intern of the Legal ERISA Department, June 2011-Present

- Recommend, compile and review all improvements and edits to the Legal ERISA intranet site, including content and technicality of the web pages.
- Design, create and update PowerPoint presentations regarding the Economic Growth and Tax Relief Reconciliation Act of 2011 for various business units, including senior executives of the retirement business sector.
- Research, write and edit articles for the *ERISA Bulletin*, a monthly company-wide online newsletter highlighting significant changes and updates related to tax legislations and the retirement business.
- Coordinate the collection of prototype plan documents from various business units to create an internal online resource allowing employees of the legal department to access custodial agreements and disclosure statements of the company.

Begin each bullet or short phrase with a strong action verb

Phillips Brooks House Association, Harvard University, Boston, MA

Director of Chinatown Adventure Summer Camp, 2008-2009

- Supervised general administration of camp operations and oversaw the safety of seventy-five campers and seventeen staff.
- Raised and managed a budget of \$58,000 in-kind support and \$37,000 revenue through grant proposals and solicitations.
- Recruited, trained and supervised a staff of 12 high school-age junior counselors and 10 college-age senior counselors.
- Developed an enriching academic and recreational curriculum based on the needs of the campers.
- Established and maintained close relationships with Chinatown community leaders and social service agencies.
- Wrote, edited and designed the final report of camp for distribution to foundations, donors and community collaborators.

Senior Counselor of Chinatown Adventure Summer Camp, Summer 2008

- Developed and implemented an original seven-week academic and recreational curriculum.
- Collaborated with fellow staff members in designing and facilitating new projects for the camp.
- Responsible for the safety of nine middle school campers and a junior counselor in and outside of the classroom setting.
- Built and maintained an intimate and trusting relationship with parents of the campers.

SKILLS

- Strong knowledge of Microsoft Excel, PowerPoint, and Word, as well as NJStar Chinese Word-processing.
- Oral proficiency in the Cantonese and Toisanese dialects of Chinese, and working knowledge of Mandarin and Latin.

ACTIVITIES

- INROADS/Central New England, Inc. Student Association: co-founder and treasurer of the Chinatown College Workshop.
- HIP-HOP (Highways into the Past-History, Organizing, and Power): board and alumnae coordinator.
- Wellesley College Asian Students Union: campus representative (2010-2011).

Selena (Hyun-Hye) Choi

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(516) 123-1234

Education

List academic honors and awards with your educational information, or create a separate category for it if you have a large number of distinctions to include.

WELLESLEY COLLEGE, Wellesley, MA

Candidate for BA degree, May 2012. Double major in International Relations and History. Courses include: Japan, the Great Powers, and East Asia; International Finance; Macroeconomic Policy. GPA: 3.xx/4.0. **Honors and Awards:** Phi Beta Kappa; First-Year Academic Distinction; New York City Government Scholars Program (2011).

Work Experience

MAYOR'S OFFICE OF EMERGENCY MANAGEMENT, New York, NY Summer 2011

Assistant Health Emergency Management Planner. Researched materials for Mayor Giuliani's planning initiatives in Bioterrorism, Public Access Defibrillation, and West Nile Virus. Provided analysis for weekly task force meetings and synthesized materials for further review and discussion. Oversaw project and managed personnel for citywide inquiry hotline during four-day heat emergency.

MASSACHUSETTS OFFICE OF THE ATTORNEY GENERAL, Boston, MA Spring 2011

Consumer Complaint Mediator. Investigated consumer complaints. Conducted informal mediation between consumers and businesses. Identified and monitored trends of unfair or deceptive business practices.

CUNNINGHAM COMMUNICATIONS, Cambridge, MA Summer 2010

Public Relations Intern. Collaborated with team of junior account executives, project manager, and managing director for Internet-based biotechnology firm. Researched media contacts for press placements in high-profile industry publications.

Leadership Experience

Quantify your experiences whenever possible to make them more specific.

LEARNING AND TEACHING CENTER, Wellesley College, Wellesley, MA Fall 2011-Present

LTC Student Coordinator. **Manage administrative issues for 15 academic peer tutors and 250 subject tutors.** Organize fall and winter training sessions for all tutor programs. Interview students for Academic Peer Tutor (APT) positions in the spring. Promoted from APT position (2010-2011).

WELLESLEY COLLEGE CREW, Wellesley College, Wellesley, MA Fall 2008-Present

Varsity Rower/Co-Captain. Elected co-captain for the 2011-2012 year. Rowed in the spring 2010 first varsity 8 and represented Wellesley College in the 2010 NCAA Division III Regional Student Athlete Leadership Conference. Selected as 2009 NEWMAC All Conference Novice Team member.

OFFICE OF RESIDENTIAL LIFE, Wellesley College, Wellesley, MA 2010-2011

House President. Executive student officer in 150-member residence hall. Presided over weekly House Council meetings. Provided campus-wide leadership through weekly active participation in House Presidents' Council.

Skills

Computer: Proficient in Microsoft Word, Excel, and PowerPoint, and Internet research; strong knowledge of Macintosh OS. Familiar with Macromedia Fireworks, Macromedia Dreamweaver, and Adobe Photoshop.

Language: Proficient in Spanish; working knowledge of Korean.

Public Speaking: Presented at Wellesley College's annual Tanner Conference, a college-wide venue to present about off-campus learning, fall 2011.

Senior Resume

KAREN J. SULLIVAN

(617) 452-3452 ~ ksullivan3@wellesley.edu ~ www.linkedin.com/pub/karen-sullivan
21 Wellesley College Road, Unit 7000, Wellesley, MA 02481
42 Wydown Blvd., Camden, ME 04110

EDUCATION

Wellesley College, Wellesley, MA

Candidate for BA in English with a minor in French, May 2012. GPA: 3.xx/4.00. *Honors and Awards*: Elected Phi Beta Kappa junior year, nominated for Katherine Malone Prize sophomore year, First-Year Academic Distinction. *Study Abroad*: Wintersession in Paris, January 2011.

You can highlight your experience in a particular field by creating a specific category for it.

EDITORIAL EXPERIENCE

Wellesley College Writing Department, Wellesley, MA

Fall 2011-Present

Writing Tutor. Create assignments, evaluate, and comment on student writing. Meet with students once per week to review and edit writing. Attend workshops to strengthen teaching techniques.

Counterpoint, Wellesley, MA

Fall 2008-Present

Contributor and Editor. Author of five published articles for Wellesley/MIT magazine. Brainstorm article ideas and evaluate submissions with other editors. Work with authors to prepare pieces for publication.

Marlowe & Co., Avalon Publishing Group, New York, NY

Summer 2011

Editorial Intern. Checked facts for publications. Worked closely with editor-in-chief and editorial assistant. Wrote back-panel copy, catalogue copy, tip sheets, and publicity releases; copy edited and slugged manuscripts. Maintained correspondence with authors. Organized travel arrangements for conferences.

The Atlantic Monthly, Boston, MA

Summers 2009, 2010

Assistant to Fiction Editor (2010). Read and evaluated all submissions to The Atlantic Unbound, the magazine's web-fiction site. Collaborated with web-fiction editor on reader generation. Maintained correspondence with authors.

Research Intern (2009). Worked in magazine's online division researching back issues to feature as "Flashbacks" related to current events. Responded to customer questions about web site.

ADDITIONAL EXPERIENCE

Wellesley College Computer Science Department, Wellesley, MA

Fall 2008-Present

Computer Science Tutor. Tutor a website design course with a focus on web-based research, HTML, and Java script programming.

Girls' LEAP Self-Defense Inc., Wellesley and Boston, MA

2008-2010

Student Coordinator (2009-2010). Researched grant opportunities. Coordinated programs with executive director. Managed and provided training for student volunteers. Member of the board of directors.

Teaching Assistant (2008-2010). Served as physical and reflective skills teaching assistant for weekly programs run in greater Boston area.

Web Mistress (2008-2010). Updated website with current information.

ACTIVITIES

Wintersession Habitat for Humanity Service Project in New Orleans, January 2010.

House Council secretary and floor representative, 2008-2010.

Admissions representative, 2008-2009.

SKILLS

Language: Proficient in French.

Computer: Microsoft Word, Excel, and PowerPoint, Java Script, Dreamweaver, HTML, Adobe PhotoShop and InDesign, Fireworks, Graphic Converter, and website design.

Senior Resume

Catherine Schwartz

cschwartz@wellesley.edu | www.linkedin.com/pub/catherine-schwartz

Wellesley College
21 Wellesley College Road, Unit 5421
Wellesley, MA 02481
973.456.7890

You may wish to include information on relevant coursework when you are targeting your resume for a specific type of position or specific industry.

Home:
123 Randall Ave.
South Orange, NJ 07079
973.123.1234

EDUCATION

- Wellesley College**, Wellesley, MA 2008–Present
Candidate for BA, May 2012. Double major in Studio Art and Italian Studies. GPA 3.XX/4.0.
Relevant Coursework: Art History (survey courses and Modern Art Since 1945 with Professor Patricia Berman), Studio Art Honors Thesis, Black & White Photography, Digital Imaging, Web Page Design.
- University of Georgia (UGA) Study Abroad Art Program**, Cortona, Italy Spring 2011
Honors: UGA Presidential Scholar. *Coursework:* Painting, Photography, Printmaking, Italian Renaissance Art.
- Eastern College Consortium (ECCO): Wellesley in Bologna**, University of Bologna, Italy Fall 2010
Coursework: Advanced Italian Grammar and Composition, Italian Literature, Cinema Studies.

FIELD EXPERIENCE

List your study abroad experience under the Education category.

- Wellesley College Art Department**, Wellesley, MA, *Studio Assistant* Fall 2011
Painting Techniques: Broadened knowledge of studio preparation and of materials and their functions in traditional workshop practices while assisting Professor Elaine Spatz-Rabinowitz.
Print Shop: Supervised printmaking studio, prepared class demonstrations for Professor Phyllis McGibbon.
Gallery: Assisted artist Andrew Johnson with construction and installation of “Stock Options.”
- The Gallery of South Orange**, South Orange, NJ, *Volunteer* Summer 2010
Catalogued artists’ work for juried art exhibition, prepared mailings and slides for nonprofit gallery.

OTHER EXPERIENCE

- Wellesley College Department of Italian Studies**, Wellesley, MA, *Student Assistant* 2008–Present
Design course publicity catalogues, fliers, lecture materials, and bulletin boards; conduct research for film, language and culture classes; advise students with language and culture concerns; correct student manuals.
- Organon Pharmaceutical Co.**, West Orange, NJ, *Customer Service Representative* Summer 2010
Telemarketed pharmaceuticals to physicians nationally; managed ongoing contracts project.

EXHIBITIONS

- Galerie Des Arcs [contemporary art]**, Selected works, Cortona, Italy 2011–Present
“Obsession” and “The Grid,” Drawings in student exhibitions, Wellesley College, Wellesley, MA Fall 2011
“REFUSE,” Solo print installation, Severini School, Italy June 2011

ACTIVITIES

- Wellesley College Tupelos A Cappella Group**, Wellesley, MA, *Musical Director* 2011–Present
Plan and lead rehearsals with 13 members, collaborating with other leaders on group decisions. Led group to victory at International Championship of Collegiate A Cappella NE Quarterfinals, fall 2001.
- Wellesley College Art Club Student Organization**, Wellesley, MA, *Treasurer* 2009–2010
Rebuilt struggling organization in collaboration with club president; organized fundraisers, model sessions, applied arts workshops, visiting-artist lectures; applied for and received \$1,300 increase in college funding; co-designed Art Club site: www.wellesley.edu/Activities/homepage/art/mainpage/frame/mainpage.html.

SKILLS

Fluent in Italian, proficient in Italian writing and translation.
Proficient in Macintosh and Windows, Microsoft Word, Microsoft Excel, Appleworks, Filemaker Pro, ACT!, Fireworks, Adobe Photoshop 6.0, web design languages HTML and JavaScript.

Caroline Druckerman

caroline.druckerman@gmail.com | (774) 262-8888 | www.linkedin.com/pub/caroline-druckerman
College Address: 21 Wellesley College Road, Unit 5430, Wellesley, MA 02481-0254
Permanent Address: 8 Jacob Road, Westborough, MA 01581

Selection as an Albright Fellow is best included under your Education category.

EDUCATION

Wellesley College, Wellesley, MA

Candidate for BA degree, May 2012. GPA: 3.xx/4.00. Elected Phi Beta Kappa. *Majors*: Economics and Chinese Studies. *International study*: Wintersession coursework in Beijing, China and Kyoto, Japan.

Madeleine Korbel Albright Institute for Global Affairs, Wellesley, MA

Selected as a Fellow, 2011. Interdisciplinary program that focuses on preparing students to address global challenges through discussions with public leaders and professionals and in-depth, analytic research of key issues.

Westborough High School, Westborough, MA

Graduated High Honors 2008. GPA: 4.77 (weighted). SAT: Math - 740, Verbal - 710.

Some consulting firms may require you to provide SAT scores.

RELEVANT WORK EXPERIENCE

CRA International, *Intern* Boston, MA

Summer 2011

- Participated in internship program in the financial markets practice of the financial consulting division.
- Assisted on case resulting from post-fraud disclosure of healthcare company.
- Catalogued invoices, payments, and services rendered, and identified potential offsets for vendors.
- Prepared presentation in regard to fees claimed through related-party transactions and rebuttal arguments.

UBS Investment Bank, *Intern* Stamford, CT

Summer 2010

- Participated in rotational internship program working for Equities, Fixed Income, Operations, and IT.
- Developed new data download procedures for Loans Internal Control Accounts reports.
- Proposed bond trade in auto industry sector based on credit, industry, and economic conditions.

Lehman Brothers, *Intern* New York, NY

January 2010

- Participated in winter internship program in the Global Client Services division.
- Assisted business analyst in completion of fixed income prime brokerage analysis.

American Express Financial Advisors, *Intern* Wellesley, MA

Summer 2009

- Compiled client service packages and observed bi-annual client service meetings.

LEADERSHIP EXPERIENCE

Wellesley College Government, *Vice President* Wellesley, MA

Fall 2011-Present

- Serve as chair of the 30-member Student Organizations and Appointments Committee (OAC).
- Supervise duties of OAC coordinators and lead weekly meetings to review applications of new student organizations and design more efficient review systems.
- Act as liaison between Wellesley College administration and student body.

Wellesley College Center for Work and Service, *Recruiting Assistant Manager* Wellesley, MA

Fall 2009-Present

- Coordinate recruiting activities and provide technical assistance for over 175 companies and 800 students.
- Facilitate workshops on internships, resumes, cover letters, and how to use the alumnae network.
- Lead presentations introducing the recruiting program to all interested students.

Society Zeta Alpha, Literary Society, *Tea (Recruitment) Chair* Wellesley, MA

Fall 2010

- Organized tea activities and served as an active officer of the executive board and as sisterhood chair.

SKILLS AND BACKGROUND

Language: Proficient in Mandarin Chinese.

Interest: Chinese history, Asian-American literature, and Buddhism.