

FIRST YEAR STUDENT SAMPLE RESUME

Evan Reese
ereese@email.unc.edu
(919) 464-5555

School Address
147 B Craige North
Chapel Hill, NC 27514

Home Address
6216 Roam Lane
Charlotte, NC 28227

OBJECTIVE A summer internship with a non-profit organization.

EDUCATION **University of North Carolina at Chapel Hill**
First Year Student, expected graduation May 2014

David W. Butler High School, Class of 2009
GPA 4.5, Ranked in top 5% of class

HONORS Best Buy Scholarship, awarded for demonstrating academic excellence and community service

RELATED EXPERIENCE

Volunteer Tutor, Feb 2008-Mar 2009
Project Elevation, Charlotte, NC Summers
· Assisted non-native English speaking residents develop conversational language skills.
· Helped create lesson plans to facilitate learning.
· Exposed immigrants to local customs and cultures.

Mission Volunteer, Jun 2007-Aug 2007
Baja Missions, Various Cities, Mexico
· Travelled to Ensenada, Vicente Guerrero, and Chapultepec Mexico during 6-week trip.
· Assisted team leaders distribute resources and materials to local villages.
· Utilized Spanish-speaking skills to effectively communicate.

ADDITIONAL EXPERIENCE

Scooper, Apr 2006-Oct 2006
Rita's Water Ice, Charlotte, NC
· Provided friendly customer service in family environment.
· Handled cash transactions and balanced the register nightly.
· Monitored inventory and assisted with reordering inventory.

LEADERSHIP EXPERIENCE

UNC
Students Today, Alumni Tomorrow, Fall 2009-present

High School
Senior Board, 08-09
Student Body President, 07-08

ACTIVITIES

Habitat For Humanity
National Honors Society
Varsity Soccer Team, 3 years

REFERENCES Available upon request

INTERNSHIP SAMPLE RESUME

Kyle Chase • 3 Dumford Court • Durham, CH • 27703 • (919) 555-5555 • kchase@unc.edu

OBJECTIVE

To obtain an internship within the media industry.

EDUCATION

University of North Carolina at Chapel Hill
B.A. in Communication Studies, May 2013
Media Studies & Production concentration
GPA: 3.24

RELATED COURSE/PROJECT WORK

Audio, Video, Film Production and Writing

- Studied various film and screen-writing templates and approaches.

Narrative Production

- Created storyboards, scripts and filmed and edited three short films.

Interactive Media

- Learned design basics; used Adobe Photoshop, Flash, ActionScript, and Dreamweaver to create interactive websites.

RELATED EXPERIENCE

Social Media Intern

Myth Marketing, San Antonio TX, May 2009-August 2009

- Assisted start up company with establishing online presence utilizing web 2.0 technology.
- Created and maintained daily blog and Twitter account to promote marketing services and increase visibility to potential clients.

ADDITIONAL EXPERIENCE

Administrative Assistant

Douglas and Matcovsy, LLC. Chapel Hill NC, Sept 2008 – May 2009

- Demonstrated attention to detail skills while completing clerical tasks such as filing, typing, mass mailings and data entry.

Cashier

North Carolina Museum of Life and Science, Durham, NC, April 2007– Sept 2007

- Assisted with customer relations and sales in gift shop.
- Balanced register nightly and ensured accuracy of deposits.

Volunteer

North Carolina Museum of Life and Science, Durham, NC, June 2004 – April 2007

- Performed field research for the National Resources Action Team grant.
- Presented science activities and animals to children both at the museum and at school and community functions.

ACTIVITIES

UNC-CH Ballroom Dance Team, Fall 2008-Present

MASALA Multicultural Organization, Fall 2008-Present

TECHNICAL SKILLS

SQL, Dreamweaver, Web 2.0 applications (Twitter, LinkedIn, blogging), MS Office
Conversational Spanish skills

REFERENCES

Available upon request

SAMPLE RESUME FOR FULL TIME JOB SEARCH

Joshua Bordwick

jbordwi@email.unc.edu

School Address: 304 Rock Road East , Chapel Hill NC, 27514

Home Address: 21 Oakey Drive, Kendall Park NJ, 08824

Phone: (919) 555-5555

OBJECTIVE

A support position in a residential treatment facility utilizing my counseling and leadership skills.

EDUCATION

University of North Carolina at Chapel Hill

B.A. Psychology, May 2011

Wake County Community College, Raleigh NC

Completed 36 general education credits, 2007-08

GPA 3.9

HONORS

Dean's List 3 semesters

Riley Fay Community Service Scholarship Recipient, 2008

LEADERSHIP EXPERIENCE

Alpha Beta Fraternity, University of North Carolina

President, Fall 2008-Spring 2009

- Chaired weekly Brotherhood meetings, directing over 100 members.
- Supervised weekly meetings to evaluate goal progression of 25 executive officers.
- Served as liaison for brotherhood with UNC and National office.
- Oversaw the philanthropy efforts by raising over \$6,000 for local charities.

Child and Family Services, Raleigh, NC

Youth Counselor, Summer 2008

- Assisted students with completing various academic assignments.
- Demonstrated creativity in maintaining a conducive and learning-rich environment for 15 students.
- Facilitated bi-weekly meetings with 4 counselors to strengthen teamwork and define learning objectives for students.

WORK EXPERIENCE

Buckingham Golf Course, Morrisville, NJ

Pro Shop Associate, Summers, 2006-2008

- Conducted research on golf clubs and made recommendations to customers.
- Utilized communication and customer service skills to teach golf techniques to new and experienced players.

Top of the Hill Grill, Chapel Hill, NC

Server, October 2007-May 2008

- Provided exceptional customer service to ensure pleasant dining experience for restaurant patrons.

REFERENCES

Available Upon Request

SAMPLE RESUME FOR FULL TIME JOB SEARCH

David Rivera

drivera@gmail.com
Home (919) 555-5555
2409 Kingston Pike
Raleigh, NC 27695

Objective

To obtain a position as a Research Assistant.

Education

The University of North Carolina at Chapel Hill

B. S. Biology, December 2010
Overall GPA 3.79, Major GPA. 3.93

Honors

Dean's List (3 semesters)
Phi Beta Kappa

Relevant Classes

Lab Experiments in Genetics, Introduction to Statistics, Molecular Biology,
Genetics Elementary Pathogenic Microbiology

Related Experience

Hanson Research Lab, Chapel Hill, NC, May 2008- August 2009

Lab Technician

- Assisted in experimental design setup of sequencing the tau gene in individuals with Alzheimer's disease or Front Temporal Dementia
- Evaluated sequencing program and clarified ambiguous base calls
- Managed data of individual's genotypes
- Observed and assisted a graduate student in preparing specimens for microarray
- Learned proper lab techniques and gained experience in pipetting

Academic Skills Center, Goldsboro, NC, August 2007- May 2008

Peer Tutor

- Encouraged and coached students struggling to understand course material
- Tutored subjects ranged from General Chemistry, English, and Mathematics

Other Experience

Circulation Department, Davis Library, Chapel Hill, NC, May 2006-April 2007

- Facilitated a better experience for patrons by enabling effective access to library resources
- Discharged books to patrons, sorted and shelved returned books

Activities

Phi Beta Kappa, UNC-CH, November 2008-Current
UNC Health Care Systems- Student Volunteer August 2008-December 2009
YMCA Helping Paws, UNC-CH, September 2007-2009

Skills

PC operating systems, Microsoft Office Suite, Microsoft Excel, Microsoft Access

SAMPLE RESUME FOR FULL TIME JOB SEARCH

Walter Curtayne
walterc@email.unc.edu
919) 555- 5555
685 Adjacent Street
Chapel Hill, NC 27598

Objective

To obtain a staff position in Washington DC utilizing my communication skills, writing abilities, and passion for politics.

Education

University of North Carolina at Chapel Hill

B.A. Sociology, December 2010
Second Major: Political Science
GPA 3.2 Dean's List- 2 Semesters

Study Abroad

UNC Honors Semester in London, Spring 2007

Related Coursework

State and Local Government	Analyzing Public Opinion
International Politics	Southern Politics and Journalism
Comparative Democracies	News Reporting
Media Law	Practical Politics
Campaign Management	

Experience

Research Intern, May 2008-August 2008

JOHN WILLIAM POPE CIVITAS INSTITUTE, Raleigh, N.C.

- Analyzed and summarized N.C. House Bills for organization's website
- Observed committee hearings, tracked bill progress
- Reported on House Sessions, especially regarding budgeting and finance

Elected Representative, October 2007-May 2008

STUDENT CONGRESS, UNC-CH

- Participated in the formation of policies and writing of bills concerning budgeting for student groups
- Represented the interests of off-campus students

Chair of Redistricting Committee, January 2007-May 2007

STUDENT CONGRESS, UNC-CH

- Compiled and organized data of campus population
- Led committee in writing a bill that redistributed number of elected representatives

Catalog Management Student Assistant, January 2007-December 2007

UNC-CH DAVIS LIBRARY, Chapel Hill, NC

- Maintained online catalog records
- Assisted with the evaluation of online records database
- Helped to keep track of the inventory for library special collections

Technical Skills

Intermediate Spanish, Introductory Italian
Proficient in MS Word, PowerPoint, Adobe InDesign and InCopy

SAMPLE CV

Mark Kalet

201 Autumn Way
Carrboro, NC 27510
(919) 515-5555
mkalet@email.unc.edu

Education:

Ph.D. Public Policy, May 2010

University of North Carolina at Chapel Hill

Faculty Advisor: Dr. Geoff Hunt

Dissertation Title: Income allocation and growth demands in low income Hmong communities

B.A. in Public Policy, May 2006

North Carolina State University, Raleigh, NC

GPA, 3.8

Research Experience:

Typhoid Vaccine for International Vaccine Institute (ITVI), Summer, 2008

- Studied the principles of non-market valuation and intra-household resource allocation to determine household demand for Typhoid vaccine in Southern China

Willingness to Pay Studies for International Vaccine Institute (IVI), Summer, 2007

- Managed the fieldwork for household surveys to determine Willingness to Pay for Cholera and Typhoid vaccines in China and Indonesia
- Conducted econometric analysis and submitted findings as a report funded by The *Bill and Melinda Gates Foundation*

Cash Flow Equilibrium Model for The World Bank, Fall 2007

- Developed an analytical accounting based tool in VBA for policy makers and professionals for regulatory oversight of natural gas utilities
- Estimated the increase in average tariff required to bring the energy sector in financial equilibrium within a certain period, defined by the user

Teaching Experience:

University of North Carolina, Chapel Hill

Instructor, Research Methods in Liberal Arts, Fall 2007

Teaching Fellow, Intro to Public Policy, Fall 2007

Teaching Fellow, Public Policy and Financing, Fall 2007

Teaching Assistant, Statistics, Spring and Summer 2007

Teaching Assistant, American Environmental Policy

Publications:

“Demand for Preventive Typhoid Vaccines in China: Do Parental Preferences Differ?” 2008, Johnson, M., D., Kalet, M., and Rubenstein, M., Action Now Press

“World Bank Assumptions and Erroneous Allocations,” 2007, Berringer, M.K., and Kalet, M. American Economic Journal

“Kiva – Is it Working?” 2007, Larkin, A.C, Dailey, A.M., Kalet, M., Journal of International Affairs

Presentations:

Kalet, M. 2008: “Abrupt climate changes caused by subterranean natural gas implosions.” 11th Annual Lando Research Symposium, Minneapolis, MN

Kalet, M. and Brooks, K. 2007: “World markets and the global demand for vaccinations.” NC State Graduate Symposium, Raleigh, NC

Grants, Academic Achievements & Fellowships:

- Two year \$30,000 GOAL Dissertation Grant, UNC-Chapel Hill, 2006
- Young - Urban Viability Fellowship, UNC-Chapel Hill, 2006
- Dean’s List, NC State University, 8 semesters

Relevant Professional Conferences:

- Workshop on GASB 34 (2007) organized by Environmental Finance Center, UNC
- G8 Discussion Forum, San Francisco, CA, 2007

Software Knowledge:

Proficient in STATA, FORTRAN, VBA for Excel, MS Office 97, Dreamweaver, Basic

Languages:

Fluency in English, Hmong, Spanish

References:

Available Upon Request