

# Name

AC #0000 Keefe Campus Center · Amherst College · Amherst, MA 01002  
email@amherst.edu · 413-###-####

## EDUCATION

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- Amherst College**, Amherst, MA Expected May 2021
- Bachelor of Arts
  - Prospective Economics Major
  - GPA: **3.58/4.00**
- Oak Park High School**, Oak Park, California Graduated May 2017
- GPA (unweighted): **3.98/4.00** SAT: **2330** M: **800** CR: **800** W: **730**
  - AP Scholar with Distinction

## SERVICE EXPERIENCE

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- Los Robles Hospital**, Thousand Oaks, California March 2016 - June 2017  
*Hospital Volunteer*
- Assisted doctors and nurses in daily tasks in all departments of the hospital such as patient discharges, blood runs, specimen deliveries to the laboratories, and nutrition deliveries.
  - Worked closely with other volunteers to satisfy the needs of the patients and guarantee a positive visit and experience.
- Oak Park Peer Tutoring**, Oak Park, California August 2014 - May 2017  
*Tutor*
- Advised students of all ages and backgrounds from the neighboring areas in various subjects such as reading, writing, history, science, and mathematics in order to build more confidence in their skills.
- Kid City Hope Place**, Los Angeles, California June 2016 - August 2016  
*Office and Teaching Assistant*
- Guided a SAT Verbal class and closely worked with students from low-income families to answer questions and clarify confusion in order to improve their scores and maximize their success on the SAT.
  - Supported Site Director with organizational tasks for grant applications.

## LEADERSHIP EXPERIENCE

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- Asian Student Association**, Amherst College, Amherst, Massachusetts September 2017 - Present  
*Political Committee Member*
- Organize voter registration and education events to encourage voter participation amongst Asian American and Pacific Islander (AAPI) voters.
- GlobeMed**, Amherst College, Amherst, Massachusetts September 2017 - Present  
*Campaigns Committee Member*
- Plan and host fundraisers for Heart and Sole Africa to treat individuals with podoconiosis in Rwanda, raising a total of over \$3,000.
- Oak Park Peer Tutoring**, Oak Park High School, Oak Park, California August 2015 - May 2017  
*President*
- Led a group of 25 student tutors and connected them to prospective students searching for tutors in various subjects.
  - Communicated and coordinated the needs of parents and students to ensure the most successful tutoring experience.
  - Corresponded with teachers and counselors in order to publicize the club services and allow more students to access academic help.

## SKILLS AND INTERESTS

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- Fluent in Mandarin Chinese.
- Varsity high school tennis, high school Science Olympiad, piano, and cooking

# Name

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soandso@amherst.edu · (617) xxx-xxxx

## EDUCATION

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**Amherst College** Amherst, MA *Expected May 2014*

- *Bachelor of Arts in Psychology*
- Overall GPA 3.40/4.00

**SIT Study Abroad, Nicaragua: Youth, Culture, and Literacy** Managua, Nicaragua *Sept.-Dec. 2013*

- Studied youth culture and expression, historical and contemporary challenges for youth, and Nicaraguan literature, advocacy, social change, and expression
- Traveled to Cuba for a week to gain comparative perspectives on Cuban and Nicaraguan youth
- Lived with two different host families and learned to speak Spanish in every day interactions

## RESEARCH EXPERIENCE

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**University of Wisconsin – Madison, Psychology Department** Madison, WI *June-Aug. 2012*

*Undergraduate Research Fellow for Professor Judith Harackiewicz*

- Investigated the mechanisms of values-affirmation-mediated achievement gap reductions
- Identified specific research questions to target with an existing data set
- Cleaned, transformed, and interpreted data, as well as crafted a compelling presentation of results
- Developed a code to gauge cognitive engagement in student essays

**Amherst College, Department of Psychology** Amherst, MA *Jan.-May 2011*

*Research Assistant*

- Tested a Pashto language instruction software and determined its potential for use in an experiment looking at the relationship between musical training and language-learning aptitude

## ADDITIONAL EXPERIENCE

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**Vela Scholars Program** Amherst, MA *Oct. 2011-Present*

*Instructor at Amherst Regional Middle School*

- Teach study strategies and math concepts to students of all skill levels

**Green Amherst Project** Amherst, MA *Feb. 2010-Present*

*Events Coordinator*

- Support student-led sustainability initiatives by managing social media accounts, arranging speaker engagements, and organizing on-campus events
- Promote high-level dialogue between students, administrators, and College Trustees

**Casa de Madre** Managua, Nicaragua *Sep.-Dec. 2013*

*Volunteer*

- Taught beginning English to residents between the ages of 5-10 years old through games and activities
- Helped prepare meals and serve them to the residents

## SKILLS

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- Intermediate Spanish, written and spoken
- Microsoft Excel, NetLogo, SPSS

## ACTIVITIES AND INTERESTS

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- Editor of campus opinion magazine and contributing writer at *The Amherst Student*
- Traveling in Latin America, cooking dishes from around the world

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fresume15@amherst.edu | 000.000.0000

## EDUCATION

**Amherst College**, Amherst, MA | *Bachelor of Arts* Expected May 2015

- Double Major in Economics and Psychology
- Relevant Coursework: Corporate Finance, Advanced Macroeconomics, Multivariable Calculus, Statistics
- Major GPA: 3.90/4.00 Cumulative GPA: 3.82/4.00

**Horace Mann High School**, Riverdale, NY June 2011

- Cumulative High School GPA: **4.9/5.0** SAT: **2700** M: **900** CR: **900** W: **900**
- AP Scholar with Distinction (Score of 5 in Microeconomics, Macroeconomics, Chemistry, and Calculus)

## EXPERIENCE

**J.P. Morgan Corporate and Investment Bank**, New York, NY | *Summer Analyst in Treasury Services* June-August 2014

- Acted as project lead of surveys initiative, analyzing 45 client feedback reports to propose actionable opportunities
- Organized team of 9 interns: assigned roles, fielded questions, and was ultimately accountable for project's outcome
- Gathered team's data, devised summary pages, edited final project, and presented to senior management
- Created summary slides that were used in global town hall meetings and strategic planning
- Developed wallet-sizing methodology to determine the most suitable client and product targets
- Used cash-to-revenue ratios from firms' annual 10-K reports to estimate wallet-sizes

**MAStorage**, Amherst, MA | *Co-Owner, Head of Finance & Operations* September 2012-December 2013

- Provided student-run, full-service summer storage to students at five colleges
- Managed company bank account, approved uses of corporate funds, and determined worker compensation
- Represented MAStorage owners in negotiating and successfully executing acquisition by All College Storage (ACS)
- Developed and executed valuation methodology for MAStorage using projected discounted cash flows
- Asked to join ACS senior management team; worked as ACS Campus Head until 01/14

**Primary Wave Music**, New York, NY | *Summer Intern* June-August 2012

- Worked directly with CMO of pioneering music publishing company, effectuating innovative promotional ideas
- Developed and executed strategy to acquire sponsorship for *Earth, Wind, and Fire* Latin Tribute Album
- Designed multiple compensation packages for advertising agencies and sold project

## ATHLETICS

**Amherst College Men's Varsity Soccer**, Amherst, MA September 2011-Present

- Named 2015 co-captain of NESCAC Champions; NESCAC All-Academic Team

**Horace Mann Varsity Athletics**, Riverdale, NY September 2008-June 2011

- 2011 Athlete of the Year: Varsity Soccer, Basketball, and Lacrosse; Two-Time Captain of Varsity Soccer

## LEADERSHIP AND ACTIVITIES

**Pre-Business Group & Business Leadership Seminar**, Amherst, MA | *Officer* October 2012-Present

- Selected to be one of four student-officers of college's only student-run, pre-professional business group
- Learn business essentials from high-ranking corporate executives in annual 3-day lecture series

**Amherst Leads Futures Program**, Amherst, MA | *Member* September 2011-Present

- Participate in leadership development program that prepares student-athletes to lead on and off the field through symposia, workshops, and interactive lectures with revered leaders in sports
- Chosen to be one of seven student-athletes on advisory panel aimed at increasing Amherst Leads' effectiveness

## SKILLS AND INTERESTS

- Highly conversational in French; familiar with German
- Intermediate proficiency in Excel and PowerPoint; familiar with SPSS
- Enjoy skiing, travel, and NHL hockey

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(435) XXX-XXXX • email@amherst.edu

## EDUCATION

**Amherst College**, Amherst MA  
Bachelor of Arts in English and History

*Expected May 2021*

- 3.65/4.00 GPA
- National Scholar of Distinction in 2018 for earning at least 3.90 GPA while on a NESCAC field hockey team
- Finalist for Muriel Spark Award Essay Contest sponsored by the Amherst Scottish Association

**Falmouth High School**, Falmouth, MA  
High School Diploma

*June 2016*

- 3.80/4.00 GPA

## EDITORIAL AND LITERACY EXPERIENCE

**Circus Magazine**, Amherst MA — Editor

*September 2018 - Present*

- Collaborate with poetry editing team to review and select pieces for admission, and suggest minor changes when appropriate
- Advertise submission deadlines through social media, email, and posters; received over 30 submissions in poetry alone for the Fall 2017 issue

**Indicator Magazine**, Amherst MA — Editor

*September 2018 - Present*

- Team up with entire staff to brainstorm themes and related articles for each issue
- Partner with one staff writer to provide in-depth feedback for strengthening and polishing their piece
- Format articles to create a consistent issue layout

**Reader to Reader**, Amherst MA — Reading Mentor

*September 2017 - Present*

- Tutor 2-5 middle and high school students per semester to improve reading comprehension, literary analysis skills, and spelling and grammar through an online forum
- Evaluate content and difficulty level of books being considered for admission into program

## EXTRACURRICULARS & COMMUNITY ENGAGEMENT

**Amherst College Field Hockey**, Amherst, MA — Team Member

*September 2017 - Present*

- Dedicate 25+ hours per week to practices and games

**Amherst Leads and Futures Programs**, Amherst MA — Member

*September 2017 - Present*

- Engage with student-athlete community at Amherst in activities and discussions working toward fostering leadership, accountability, and teamwork in all facets of members' lives
- Participate in workshops, team-building activities, and symposia that connect student-athletes to one another and to role models from post-collegiate life

**All Pets Animal Hospital**, Encinitas CA — Kennel Assistant

*June - August 2016*

- Coordinated with veterinary assistants to schedule time-sensitive tasks, such as sterilizing examination rooms, supervising post-surgical patients, and conducting grooming appointments
- Charted patient information after appointments to maintain medical records and catalog completed tasks

## SKILLS AND INTERESTS

- Intermediate writing and speaking proficiency in Spanish
- Enjoy reading fiction novels, writing poetry, baking pies, and taking care of pets

# Name

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Email • Phone number

## EDUCATION

**Amherst College** | Amherst, MA | Expected May 2018

- ♦ Bachelor of Arts in Environmental Studies and French | GPA: 3.34/4.00

**University of Strasbourg** | Strasbourg, France | Sept. – Dec. 2017

- ♦ Enrolled in classes at local university to study French literature and European politics
- ♦ Relevant coursework: Environmental Policy in France 1900-Present

## INTERNATIONAL EXPERIENCE

**Roncesvalles Albergue** | Roncesvalles, France

Volunteer | July – Aug. 2017

- ♦ Volunteered at an albergue (hostel) for hikers on the Camino de Santiago
- ♦ Met hikers from around the world, and informed them about the Camino de Santiago
- ♦ Prepared and served meals to hikers every night

**LSI Paris, Language Studies International** | Paris, France

Student | July 2017

- ♦ Studied the French language and lived with a local host family

## WORK EXPERIENCE

**Amherst College Dept. of Environmental Studies** | Amherst, MA

Research Assistant | Jan. 2018 – present

- ♦ Analyze the development of pollution control policy in the United States for Prof. David Murillo's book project about partisanship on American environmental issues from 1900-1970
- ♦ Learned archival research methods to collect primary sources from presidential libraries and the Congressional record
- ♦ Create a comprehensive database of federal environmental laws from 1900-1970

**Amherst College Dept. of Geology** | Amherst, MA

Teaching Assistant | Sept. 2016 – May 2017

- ♦ Led weekly lab activities and homework help sessions for 15 students in an introductory course
- ♦ Taught students how to identify rock and mineral samples and interpret their geologic history

Research Assistant to Professor Sarah Webster | Feb. – May 2017

- ♦ Assisted Prof. Webster on research about snowball earth events during the Neoproterozoic era
- ♦ Used laboratory processing equipment to prepare rock samples for chemical analysis

## LEADERSHIP

**Amherst College Outing Club** | Amherst, MA

President | Sept. 2016 – May 2017

- ♦ Planned and led local camping and hiking trips as well as Amherst College spring break trip to Zion National Park

**Amherst College Climate Justice and Divestment** | Amherst, MA

Campaign Organizer | Sept. 2015 – May 2017

- ♦ Analyzed Amherst College's sustainability and investment policies and made policy change recommendations to College Trustees and staff in favor of campus environmental initiatives
- ♦ Educated and mobilized students around environmental issues such as fossil fuel divestment
- ♦ Organized successful votes by the student body and the Amherst Town Hall in favor of Amherst College endowment divestment from fossil fuels

## SKILLS AND INTERESTS

- ♦ Fluent in French and English
- ♦ Interests include backpacking, vegetarian cooking, environmental justice, public lands conservation

**EDUCATION**

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**Amherst College**, Amherst, MA Expected January 2020  
*Bachelor of Arts in Political Science* GPA: 3.63/4.00  
♦ Concentration in political philosophy

**Bunker Hill Community College**, Boston, MA December 2017  
*Associate of Arts in General Studies and Humanities* GPA: 3.96/4.00  
♦ Graduated with High Honors

**EXPERIENCE**

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**Boston Asian: Youth Essential Service**, Boston, MA October 2011 – Present  
*Volunteer*  
♦ Coordinated workshops and community service projects at homeless shelters and food banks.  
♦ Facilitated a range of art workshops such as silk-screening, airbrushing, clothing design and alteration.

**Andrews International – Securitas USA**, Boston, MA November 2014 – December 2017  
*Security Dispatcher for Dana Farber Cancer Institute*  
♦ Maintained access control and secured premises.  
♦ Dispatched officers, monitored video surveillance and reported suspicious activities or persons.  
♦ Fully trained for Hazmat Emergencies and C-Cure security software for emergency and daily events.

**Bunker Hill Community College**, Charlestown, MA September – December 2017  
*Teaching Assistant*  
♦ Taught introductory philosophy course while participating in an independent course in political philosophy.  
♦ Led discussions and group work for students aged 18 to 35 in learning of concept, theory and theology.  
*Learning Community Peer Mentor* September 2010 – December 2017  
♦ Mentored peers in seminars that explored complex issues of recognition such as race, class, and identity.  
♦ Collaborated with faculty members to discuss changes that improved students' experiences.

**PRESENTATIONS**

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**Atlantic Center for Learning Community**, Hartford, CT October 2017  
♦ Participated on a panel to discuss the impacts of student learning from Learning Community seminars and peer mentoring.

**National Institute for Staff and Organizational Development**, Austin, TX May 2016  
♦ Co-presented with a professor on topics ranging from using student mentoring to support diversity training to using student mentoring to increase retention and graduation rates.

**Massachusetts Teaching and Learning Conference**, Boston, MA March 2016  
♦ Presented on the topic of empowering men of color in and out of the classroom.  
♦ Facilitated group discussion on the advantages of diversity and cultural experiences.

**SKILLS**

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**Computer Proficiency**

- ♦ Basic HTML and CSS scripts writing for web development.
- ♦ Advanced proficiency with personal computers, Apple computers, Microsoft Office, and Adobe applications.

**Languages**

- ♦ Fluent in Chinese.

**Automotive Collision Repairs**

- ♦ Trained and certified to repair damaged vehicles, experienced in metal welding and body repairs, and paint preparation, specialized in restoration and painting.