

Your name may be larger than the rest of your text, but don't overdo it.

ELLIS YALE

P. O. Box 200000
New Haven, CT 06520
(203) 203-2222
ellis.yale@yale.edu

EDUCATION

Yale University, New Haven, CT

Bachelor of Arts in Psychology, expected May 20XX

Current GPA: 3.9/4.0

Awards: Psi Chi National Honor Society in Psychology; Richter Fellowship for Summer Research

Public Speaking Prizes: Teneyck Prize, runner-up, 20XX; Buck-Jackson Prize, runner-up, 20XX

Relevant Coursework: Statistics; Multivariable Calculus; Game Theory; International Trade Theory and Policy; Psychology and the Law; International Monetary Theory and Policy

Institute of Public Administration, Dublin Ireland

Irish Studies Program, GPA: 4.0/4.0, Summer 20XX

Lived with host family and completed coursework in Irish political history and culture

EXPERIENCE

Jan. 20XX – present

Student Researcher, Alzheimer's Disease Research Unit, Yale University

Investigate whether certain key genes can predict differential courses of decline in Alzheimer's Disease.

Build and analyze spreadsheet of cognitive and behavioral data using linear and logistic regression models.

Conduct brain image analysis for PET and SPECT studies at the Veterans Affairs Hospital neuroimaging lab. Interpret results and co-author manuscripts for publication, collaborating closely with clinic directors.

Dec. 20XX – present

Chief Master's Aid, Pierson College Master's Office, Yale University

Act as liaison between the Pierson College Master's Office and students, parents and faculty fellows.

Make decisions about policy, purchasing and hiring, to improve the service the Office provides to the community

LEADERSHIP

Jan. 20XX – present

President (20XX-present), Representative (20XX – 20XX), Pierson College Council, Yale University

Set council agenda and lead meetings with representatives with the goal of enhancing the quality of life in the residential college. Oversee all council activities, namely hosting study breaks and social events, purchasing new equipment for the college, disbursing an annual budget of approximately \$14,000, and publishing a newsletter for students.

Sept. 20XX – present

Recruiter (20XX-present), Participant (20XX-20XX), Yale University-New Asia College Exchange

Participate in a cultural exchange program with students from the Chinese University of Hong Kong.

Organize talks, events and activities for Chinese peers as part of a team of Yale student representatives.

Travel to Hong Kong to speak at a symposium on the subject of public service in America. Promote the program, host information sessions and interview prospective participants.

Sept. 20XX-April 20XX

Financial Coordinator, Youth Together Mentorship Program, Yale University

Led fundraising drive that yielded nearly \$10,000 in grants and private donations to support teen mentoring program. Managed finances of program that encompasses approximately 140 members and has an annual budget of \$5,000.

Jan. 20XX-May 20XX

Member, Yale College Course of Study Committee, Yale University

Worked with faculty to approve all new undergraduate courses and uphold academic standards in existing programs.

Oct. 20XX – May 20XX

Crossword Writer, Yale Herald Newspaper, Yale University

Composed only student-written weekly crossword at Yale. Published on-line versions of the puzzles.

SKILLS

Language: Proficient Spanish

Computer: SPSS, Adobe PhotoShop, Microsoft Word, Excel, PowerPoint

When including computer skills, list less common programs first.

Font size for the body of your résumé should be between 10 and 12 pt.
Don't make employers strain their eyes to read your résumé.

Elian Yale

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Education

Yale University, New Haven, CT

- Bachelor of Arts, Double Major Political Science and Philosophy • Expected Graduation May 20XX.
- Undergraduate Member, Brady-Johnson Studies in Grand Strategy Graduate Seminar.

Cherry Creek High School, Littleton, CO

- High School Diploma, Graduated w/ Honors, May 20XX.
- Activities/Awards: National AP Scholar, Two time AP Scholar with Distinction, National Merit Scholarship Program Commended Student, Two time Varsity Basketball Captain, Senior Class Senator, Peer Counselor.

Experience

The United States Treasury Department, Washington, DC, Summer 20XX

Intern, Domestic Finance Division, Office of Federal Finance

- Authored numerous detailed reports on internal matters including the composition of internationally-owned Treasury securities and the historical interrelationship between receipts, outlays, GDP and total outstanding marketable debt.
- Closely followed daily market trends as a foundational member of the newly reinstated Treasury Markets Room and formulated morning, afternoon and evening "Market Updates" for widespread internal distribution.
- Compiled and delivered briefing materials on daily market activities to Secretary Paulson, Under Secretary Steele and other senior Treasury officials while receiving and responding to market inquiries throughout the trading day.

The White House, Washington, DC, Summer 20XX

Intern, Office of Presidential Personnel, National Security Portfolio

- Worked on behalf of the President to search for, research and screen candidates for Presidential appointed positions at the Departments of State, Homeland Security, Defense, Justice, Veteran's Affairs, and in the CIA and FBI.
- Assisted the Special Assistant to the President for Personnel in a variety of tasks including gathering background information on potential candidates, coordinating interviews and guiding candidates through the selection process.
- Developed briefing material and talking points used by the President to pick candidates for Presidential appointments.

The Federalist Society, Washington, DC, Summer 20XX

Research Associate

- Completed multiple writing projects on topics ranging from states' rules of evidence to the Supreme Court.
- Performed detailed legal research on numerous additional Federalist Society initiatives.

Obama/Biden 2008, Littleton, CO, Summer 20XX

Full-time Intern / Assistant to the Executive State Director for Colorado and Louisiana

- Acted as campaign Press Coordinator for both state wide Parties for the President and the Colorado Rally for Freedom.
- Researched new Help America Vote Act guidelines and helped write recommendation to cut down on voter fraud.

Activities

Co-President and Treasurer, Senior Class Council, Yale University, Spring 20XX-Present

- Led a council of 24 members while allocating nearly \$200,000 for Senior Class activities and events.
- Organized and directed Yale's Senior Week and the Class of 20XX Commencement Ceremony that follows directly after.

Director, Yale Alumni Fund Board of Directors, Yale University, Spring 20XX-Present

- Coordinated fundraising efforts as the class of 20XX's appointed representative to the Yale Alumni Fund Board of Directors.
- Recruited and managed a team of 30 college co-chairs solicit contributions for the yearlong Class Gift campaign.

President, Calhoun College Council, Yale University, Spring 20XX-Spring 20XX

- Planned activities and events within Calhoun College while directing a team of 20 representatives on issues pertinent to undergraduates in Calhoun.

Representative, Yale College Council, Yale University, Fall 20XX-Spring 20XX

- Developed "Campus Cash" program, which will allow undergraduates to use declining balance accounts on their student IDs in New Haven at dining and retail opportunities.

President, Freshman Class Council, Yale University, Fall 20XX-Spring 20XX

- Worked with top Yale University officials on issues and concerns related to the Freshman Class.

Choose fonts that are professional and easy to read when viewed on screen and printed out. Using a common font is safer when saving your résumé as a Word document. If using a less common font, save your document as a PDF.

The higher up something is on the page, the greater the likelihood of it being read. Don't put your most relevant experiences or achievements at the bottom of your document.

Elaine Yale

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Yale University, P.O. Box 222222, New Haven, CT, 06520, (203) 777-8888, elaine.yale@yale.edu

Education

Yale University, New Haven, CT

- Bachelor of Arts in English, graduation expected May 20XX, GPA 3.74
- Writing Concentration (selective English track with extra writing courses and final project)
- Coursework includes "Literature of Fact" (journalism), "Non-Fiction Writing: Voice & Structure" (creative non-fiction reportage), and "Daily Themes" (daily creative assignment)

Yale-in-London, London, UK (Summer 20XX)

- Participated in study-abroad program with two full-time Yale courses in art history and literature.
- Visited London-area theaters and museums and Oxford and Cambridge universities.
- Traveled during free weekdays and weekends around London, the UK, and Europe.

Crofton House School, Vancouver, BC (June 20XX)

- First Class Honours with Distinction, GPA 4.0

Journalism Experience

Yale Herald weekly newspaper, Staff, Yale University, New Haven, CT (20XX-Present)

- Editor-in-Chief (Dec. 20XX-Present): approve and edit all content, arrange printing and distribution, oversee event planning, delegate responsibilities to 10-person team, liaise with publisher and Yale administration, run weekly production, plan special issues, appoint next editorial board.
- Managing Editor (Sept.-Dec. 20XX): monitored and advised section editors, managed cover stories, edited pages for content and layout, helped run weekly production, wrote articles.
- Editor-in-Chief, 20XX Freshman Issue (Mar.-Aug. 20XX): led production, appointed staff, edited and approved all content, liaised with publisher and Yale administration.
- Section Editor (Sept.20XX.-May. 20XX): assigned, wrote, and edited articles, laid out section.
- Copy Editor and Staff Writer (Sept. 20XX-May. 20XX): proofread, wrote various articles weekly.

Yale Record magazine, Staff Writer, Yale University, New Haven, CT (20XX-present)

- Write 1-2 articles and contribute to group pieces monthly.

Reputations Corporation, Intern, Vancouver, BC (Summer 20XX)

- Attended press conferences, helped prepare and run conference media room, accredited and liaised with journalists and media outlets from around the world.
- Compiled press coverage, organized and edited databases.
- Wrote and edited documents such as award applications, fresh sheets, brochures, letters, press releases, proposals, final reports, presentations, and business announcements.

Media Writing Week, University of British Columbia, Vancouver, BC (Summer 20XX)

- Learned tips on pitching and writing freelance humour, lifestyle, and travel articles.

Crofton Chronicle, Staff Writer and Copy-Editor, Crofton House School, Vancouver, BC (20XX-20XX)

- Wrote monthly student life column and proofread articles

Additional Experience

Spry Hawkins Micner, Legal Assistant, Richmond, BC (Summer 20XX, 20XX, 20XX)

- Answered phones, faxed, photocopied, sorted mail, and typed and edited client bills and letters.

Activities

Yale Taps dance troupe, Treasurer, Yale University, New Haven, CT (20XX-present)

- Co-coordinate yearly performance, organize workshops and social events, and manage all finances.

Speech and Debate Team, Member, Crofton House School, Vancouver, BC (20XX-20XX)

- Participated in monthly debates with regional schools

Skills

Foreign languages: Proficient in French and Spanish, Basic knowledge of Hebrew

Technology: PageMaker, Photoshop, Microsoft Word, SMART Boards, Windows and Mac OS X

This is a good example of how to illustrate growth and advancement with an employer or activity.

elena yale

designer: product, ux, graphic

e-mail elena.yale@yale.edu
cell 555 555 5555

experience

December 20XX
- present

Design for America at Yale Studio Co-Founder and Leader

- + Co-founded DFA Yale and successfully applied to the national Design for America network.
- + Managed seven project teams within DFA Yale.
- + Led ideation and prototyping workshops.
- + Grew DFA Yale from 5 students to 50 active members.
- + Planned events and regional conferences in conjunction with DFA Headquarters.

August 20XX
- present

Yale Center for Engineering Innovation and Design

Design Aide

- + Ran 3D printing workshops and training at the CEID.
- + Designed posters, banners, and signage for the CEID.
- + Monitored studio space and assisted CEID members in need of fabrication, CAD, or design help.

May 20XX -
September 20XX

Yale Human-Machine Interface Lab Research Assistant

- + Developed prototype of posture correcting mechanism.
- + Designed and fabricated pressure actuation devices.
- + Built a system for retrofitting Aeron chairs with pressure actuators for human testing.

May 20XX -
August 20XX

Astrid Inc. UX Design Intern

- + Designed iOS and Android interfaces for popular productivity app.
- + Collaborated with software engineers to execute and implement new designs.
- + Worked with design consultants to create a more positive user experience.

education

August 20XX
- present

Yale University, New Haven, CT B.A. Fine Arts, Sculpture Concentration

August 20XX
- May 20XX

John Doe High School, Anywhere, NY AP Scholar with Distinction, National Merit Finalist

relevant coursework

- + Mechanical Design Capstone
- + Mechatronics
- + Typography
- + Metal sculpture
- + Architectural Drawing

skills

- + Adobe Creative Suite
- + SolidWorks
- + Graphic Design
- + Rapid Prototyping
- + Welding (Arc, MIG, TIG)
- + Machining
- + Sketching and Drafting
- + HTML/CSS
- + Arduino
- + Mac OSX, Windows, Ubuntu

interests

- + 3D Scanning and Printing
- + Illustration
- + Robotics
- + Animation
- + Badminton

Avoid using personal pronouns in your descriptive statements.

Within each category list positions in reverse chronological order with the most recent listed first.

Elias Yale

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(330) 703-0303

6464 Davenport Lane, Anytown, OH 44444
(330) 307-0707

EDUCATION

Yale University, New Haven, CT

- B.S. in Biology, Concentration in Neurobiology expected May 20XX
- Cumulative GPA: 3.71

Jackson High School, Jackson, OH

- *Diploma*: 20XX, Cumulative GPA: 4.80/4.00, 1st in class of 448 (*Valedictorian*)
- *Awards*: Mr. Jacksonite (awarded to senior who most excels in academics, extracurriculars, leadership, and service), National Merit Commended Scholar, Canton Repository Teen of the Month
- *Activities*: Class President, National Honor Society Vice-President, Captain of Varsity Basketball Team

EXPERIENCE

UCB Pharmaceuticals Health Policy Office, Washington DC (May 20XX – Aug. 20XX)

- Researched current health trends, prepared briefs, and presented information to supervisors
- Attended Congressional hearings and other health-related meetings on Capitol Hill
- Designed a health initiative to prevent MRSA outbreaks in universities

Directed Research – Taylor Psychiatry Lab, New Haven, CT (Sept. 20XX – May 20XX)

- Designed and conducted experiments to elucidate the function of various signaling molecules in learning and memory pathways in rodents
- Wrote a research paper on the role of the guanine exchange factor EPAC in learning and memory and presented data to lab members

Research Assistant – Santos Primate Cognition Lab, New Haven, CT (Jan. 20XX – May 20XX)

- Explored the evolutionary origins of various cognitive processes by studying capuchin monkeys
- Wrote a research paper discussing differences between human and primate notions of fairness

ACTIVITIES

Nutrition Detectives – Program Co-Founder and Co-Director, New Haven, CT (Sept. 20XX – Present)

- Educate children on the importance of healthy eating and how to make better food choices
- Established relationships with local elementary schools and youth groups to coordinate teaching sessions
- Recruit and train new teachers

Yale Daily News Staff Reporter and Columnist, New Haven, CT (Sept. 20XX – Present)

- Beat reporter for both football and men's basketball (three articles per week)
- Interview players and coaches at press conferences
- Biweekly column exploring and analyzing a wide range of sports-related issues

South Asian Society, New Haven, CT (Sept. 20XX – Present)

- *Treasurer* (May 20XX – May 20XX) – Fundraised and managed finances of entire organization
- *Social Chair* (May 20XX – Present) – Organize and advertise various social events, including annual cultural show, Harvard-Yale mixer, and membership meals
- Helped pioneer, design, and establish the South Asian Studies major at Yale

Elder-Horizons Intern, New Haven, CT (Oct. 20XX – Present)

- Record patient histories, enroll patients into the program, and present information at rounds
- Visit elderly patients at Yale-New Haven Hospital and administer social, cognitive, and physical intervention to prevent delirium

Leeway AIDS Clinic Volunteer, New Haven, CT (Jan. 20XX – Present)

- Meet with and provide companionship for long-term care patients weekly
- Assist patients with basic needs and provide social intervention

Luther House Tutors, New Haven, CT (Oct. 20XX – Present)

- Tutor and mentor local 2nd through 6th graders weekly

Sophomore Class Council – Davenport College Representative, New Haven, CT (Oct. 20XX – May 20XX)

- Elected as *Council Publicist* and *Communications Committee Chair*
- Managed and publicized various class-building academic and social activities including major-information night, charity events, parties, and a beach trip

SKILLS

Computer: Microsoft Word, Excel, PowerPoint

Languages: Fluent Hindi, Proficient Spanish

The major listed on your résumé should be an official Yale College major. For example, Neurobiology is a concentration within the Biology or Psychology major, not a major.

Incorrect: Bachelor of Science in Neurobiology

Correct: Bachelor of Science in Biology, Concentration in Neurobiology

Your résumé is a fluid document that can and should be updated and modified regularly to reflect new experiences and responsibilities, and to best market yourself for the opportunity to which you are applying.

Emery Yale

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2000 Bulldogs Lane, Anytown, TX 44444

emery.yale@yale.edu
555.555.5555

EDUCATION

Yale University, New Haven, CT; Class of 20XX
Bachelor of Science, Computer Science and Mathematics; Cumulative GPA X.XX
CT Educator Certification, secondary-level mathematics

ABC High School, Anytown, TX; Class of 20XX
Valedictorian, Cum Laude; Cumulative GPA X.XX

First in nation, National French Contest; First in state in oral proficiency, TX World Language Festival
Rensselaer Math/Science Medal: a scholarship given to the student who excels in math and science

EXPERIENCE

Summer 20XX

MathPath, *Camp Counselor*, Colorado Springs, CO

- Assumed responsibility for the social and academic wellbeing of 100 gifted middle schoolers
- Wrote in-depth end-of-term evaluation letters for each of 10 campers in residential group
- Facilitated mathematical learning in academic contexts and managed student behavior

Summer 20XX

Canada/USA Mathcamp, *Camp Counselor*, South Hadley, MA

- After qualifying to participate in this intensive five-week program in 20XX and 20XX, returned as staff to assume responsibility for 120 highly motivated high school students
- Organized field trips and activities, created room assignments based on student preferences, collaborated with fellow staff members at regular meetings, and wrote assessments of students

Summer 20XX

Bellefontaine Cemetery, *Technology Intern*, St. Louis, MO

- Spearheaded the search for brand new cemetery management software and online database
- Created evaluation rubric, orchestrated vendor product demonstrations, and recommended a custom software solution which was ultimately implemented to manage over 85,000 records

LEADERSHIP

20XX – present

The Future Project, *Team Captain*, New Haven, CT

- Coach local high school students in both individual and group meetings in their goal to create meaningful, lasting community projects of their own scope and design
- Facilitate weekly meetings at New Haven Academy of a team of students and their coaches and collaborate with other Team Captains to share and develop best coaching practices

20XX – present

Singing Group Council, *Co-Chair and Treasurer*, Yale University

- Coordinate with 15 undergraduate a cappella groups, university administration, and potential clients to determine optimal singing schedules and rules for efficiently selecting new members
- Collect and administer funds transparently to support public concerts and social events

20XX – 20XX

Undergraduate Madrigal Singers, *Musical Director*, Yale University

- Organized, developed, and broadened musical repertoire for two a cappella singing groups
- Led frequent rehearsals, designed and executed audition protocols, and devised retreat agendas
- Conducted concerts in Hong Kong as well as eleven US states tailored to a variety of venues
- Negotiated with potential clients to secure over 20 contracts totaling over \$10,000

SERVICE

20XX – 20XX

MathCounts Outreach, *MathCounts Coach*, Yale University

- Enriched disadvantaged middle schoolers' mathematical skills in an afterschool program
- Supported MathCounts competitions administered by Yale MathCounts coaches

20XX – 20XX

Hunger and Homelessness Action Project, *Volunteer*, Yale University

- Supported the unemployed and homeless as a case manager for this non-profit organization
- Built relationships with underserved residents of New Haven at various soup kitchens

SKILLS

Computer Programming: Java, C, Python, Perl, Scheme

Foreign Language: Advanced French

Begin your descriptive statements with action verbs.
Verbs should be past tense if you are no longer at the position or participating in the activity.

ELLISON YALE

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EDUCATION

Yale University, New Haven, CT

Bachelor of Science in Chemical Engineering (ABET-accredited), Expected: May 20XX; GPA: X.XX/4.0

Representative Coursework: Chemical Engineering and Process Modeling, Chemical Engineering Thermodynamics, Chemical Kinetics and Chemical Reactors

National University of Singapore, Singapore

Yale Summer Session in Singapore, June – July 20XX, International Alliance of Research Universities Summer Program

Coursework: Southeast Asia in Context (International Studies), Introduction to Southeast Asian History

ABC High School, Anytown, CA

Diploma, 20XX; GPA: X.XX/4.0

Awards and Honors: Princeton Book Award, Heifermann Family Scholarship, Academic Decathlon, National Merit Semi-Finalist, Peer Counselor and Mediator, AP Scholar with Distinction

EXPERIENCE

Yale School of Engineering and Applied Science – Nanotube Lab, *Undergraduate Researcher*: January 20XX – Present

Area: synthesis and superconductive analysis of copper oxide nanotube and nanorods; *publication on research pending*

Faculty Advisers: Gary Haller & Lisa D. Pfefferle

Yale Center for British Art, *Student Assistant to the Director and Head of Research*: September 20XX – Present

Maintain and update U.S. and U.K. museum contacts, compile library and archival materials for the Head of Research, facilitate travel and lodging arrangements for visiting lecturers, post-docs, and other guests of the center

Jet Propulsion Laboratory - National Aeronautics and Space Administration, Pasadena, CA

Software Engineering and Knowledge Management Intern: June-August 20XX

Beta-tested NASA networking tools and software to promote inter-center knowledge and data sharing, created reviews and collected commentaries on efficacy of such tools and sites, attended seminars on space engineering research and workshops on development of space missions

ACTIVITIES AND LEADERSHIP

Science and Math Achiever Team, *Mentor, Day-Coordinator (20XX), Treasurer (20XX)*: September 20XX – Present

Mentor and introduce middle school students to research and experimentation, integrate program into various New Haven schools, manage organization costs and budget

Yale Scientific Magazine, *Feature and News Staff Writer*: September 20XX – Present

Conduct interviews with science and engineering professors, graduate students, and independent researchers on current projects and. Representative titles: “Pegasus Project Takes Flight”; “History of Sterling Chemistry Laboratory”; “Book Review: Stephen Hawking’s *The Grand Design (2010)*”; “A Gain-Frame Approach to Smoking Cessation”

Q Magazine, *Business Associate*: September 20XX – Present

Build publication name via advertisements and marketing, solicit local and national businesses; prepare and edit grant applications, collaborate with businesses on advertisement design and placement

Ivy Council, *Student Delegate*: September 20XX – Present

Formulate and integrate volunteering and service projects throughout the Ivy League, expand inter-Ivy programs and workshops

SKILLS

Languages: Advanced Spanish, fluent in Bahasa Indonesia (native speaker)

Computer Software: FORTRAN, C++, Mathematica, MATLAB, POLYMATH, XCode, MacOSX, Microsoft Office Suite, Photoshop, CAD

Laboratory: Proton NMR, mass spectrometry, infrared spectroscopy, gas chromatography, SEM, TEM

Most, but not all, job/internship application résumés will be one page in length. An OCS counselor can help you decide if yours should be longer.

Quantifying your accomplishments enhances your descriptive statements. Make statements results oriented. Provide numbers, percentages, and amounts raised.

Ellen Berkeley

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1111 11th Avenue, Anywhere, MN 10000

ellen.berkeley@yale.edu
(212) 222-2222

EDUCATION

Yale University, New Haven, CT
B.A., major: Cognitive Science, Expected graduation, May 20XX
Cumulative GPA: 3.65; Major GPA: 3.8

ABC High School, Anywhere, MN
Diploma 20XX
Honors in Mathematics, English, French, History, and Art; National Merit Society
Activities: Captain Tennis and Track Teams; Vice President Model UN

EXPERIENCE

TBWA/Chiat/Day, New York, NY
Account Management Intern, Summer 20XX

- Led intern team in conducting market research to develop a new product for ABC Company
- Coordinated development of a fully integrated advertising campaign for the product, including print, television and interactive components
- Created new project status report to clearly outline the status of ongoing projects for all agency departments working on the ABC Company account

Edelman Worldwide Public Relations, Chicago, IL
Summer Intern, Summer 20XX

- Received Award of Excellence and served as team leader for winning PR proposal
- Assisted in making pitch phone calls, organizing campaigns, and collecting data
- Attended weekly lectures and workshops on public relations strategy
- Participated in brainstorming meetings for new campaign ideas

ABC Foundation, Washington, DC
Journalism and PR Intern, Summer 20XX

- Lobbied Congress on women's issues including reproductive rights and wage fairness
- Co-coordinated outreach efforts for a briefing on women's voting, featuring prominent Congresswomen speakers
- Reported on groundbreaking news for the Foundation News Wire

ACTIVITIES

Debate Team, Yale University, New Haven, CT
Member, Fall 20XX - Present

- Chosen in selective process to compete in intercollegiate tournaments
- Won novice speaking awards in two tournaments
- Attended lectures on rhetoric and debate tactics
- Assist in organizing and judging Yale debate tournaments

ABC A Cappella Group, Yale University, New Haven, CT
Co-Tour Manager and Event Planner, Fall 20XX - Present

- Booked 12 concerts for four city European tour for 16 member a cappella group
- Organize biannual gala parties attended by over 100 alumni to raise money to support tour; raised over \$18,000 to date from alumni donors

ABC Tutoring Program, Yale University, New Haven, CT
Volunteer Tutor, Fall 20XX-Present

- Instruct class of 20 fourth-grade students weekly on writing and mathematics

SKILLS

Computer: Adobe Creative Suite, Microsoft Office Suite, SPSS
Language: Advanced French

Elton Yale

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EDUCATION

Yale University, New Haven, CT

- B.A. Political Science, Expected Graduation May 20XX
- G.P.A. 3.4/4.0

EXPERIENCE – Rowing Highlights

United States National Team (Princeton, NJ) *Summers 20XX-20XX*

Represented the U.S. in national and international competition at the junior pre-elite and elite levels.

- *Pan American Games* (Bona0, Dominican Republic), Men's Eight, Gold Medalist (August 20XX)
- *US Rowing National Championships* (Camden, NJ), Men's Elite Pair, Gold Medalist (July 20XX)
- *World U23 Regatta* [under-23 world championships] (Genoa, Italy), Men's Pair, Bronze medalist (July 20XX)
- *Nation's Cup* [under-23 world championships] (Ottensheim, Austria), Men's Pair, 4th Place (July 20XX)
- *Junior World Championships* (Zagreb, Croatia), Men's Coxed Four, Bronze Medalist (August 20XX)

Yale University Heavyweight Crew Team (New Haven, CT) *September 20XX – Present*

Team Captain for the 20XX-20XX season

- Member of the Varsity boat (20XX-20XX), practicing over 25 hours a week
- Recipient, George Pew Award, "given to the team member who distinguishes himself through hard work, dedication and loyalty to Yale Crew." (June 20XX)
- CRASH-B World Indoor Championships (Boston, MA), Silver Medalist, Collegiate Division (February 20XX)
- Recipient, Jerry Romano Bowl, "annually awarded to the oarsman who most thoroughly enjoys the freshman experience." (June 20XX)

Community Rowing Program (New Haven, CT) *Winters 20XX-20XX*

- Teach basics and fundamentals of rowing to middle and high school-aged kids from schools around New Haven

EXPERIENCE – Work

Yale Law School Library (New Haven, CT) *January 20XX – Present*

Research Assistant

- Assist professors in finding and retrieving materials from the entire Yale library system
- Perform library administrative tasks

EXTRACURRICULAR ACTIVITIES

Senior Class Council (New Haven, CT) *September 20XX-May 20XX*

Member-at-large

- Assist in the planning and execution of senior class events (parties, competitions, exhibitions, Class Day and other social events) using a budget of \$135,000

Yale Outreach Program (New Haven, CT) *November 20XX-Present*

- Visit middle schools around New Haven to discuss the value of participation in sports

SKILLS

Computer: Reason, Cubase, Peak (music programs); Adobe Photoshop, Pagemaker, Microsoft Excel

Language: French Proficiency

Eliana Yale

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EDUCATION

Yale University, New Haven, CT: Bachelor of Arts expected in 20XX. Double Major in Theatre Studies and Psychology

Cumulative GPA: 3.80

Theatre Studies coursework: Survey of Theatre and Drama, Intro to Performance Concepts, Politics of Performance, Intermediate Acting, 20th-Century French Theatre (conducted in French), Problem Plays, W. African Dance, Playwriting, Directing, Shakespeare: Histories and Tragedies

Hemingway High School, New Haven, CT: Diploma

Cumulative GPA: 4.00; Graduated June 20XX

Theatre Concentration coursework: Playwriting, Acting, Theatre History, Voice and Speech, Directing, Dance

THEATRICAL AND PLAYWRITING AWARDS

- Winner, Hemingway Hill Playhouse John Smith Scholarship (20XX)
- Winner, Award for Outstanding Achievement & Dedication to the Performing Arts (20XX)
- Winner, Hemingway Community College Young Playwrights Festival: *Downstage* produced (20XX)
- Finalist/First Prize Winner, Fidelity FutureStage/Billy Elliot Playwriting Contest: *Paintstrokes* (20XX)
- Finalist, Young Playwrights/Governor's Award in Arts Education (20XX)

DIRECTING EXPERIENCE

- *Desire Under the Elms* (Yale, 20XX)
- *The Glass Menagerie* (Yale, 20XX)
- *Our Town* (Yale, 20XX)
- *Beautiful American Soldier* (Hemingway High School, 20XX) (about the experiences of three Iraqi citizens during the war)
- *For Colored Girls Who Have Considered Suicide When the Rainbow is Enuf* (Hemingway High School, 20XX)
 - Benefit performance for a local women's organization
- *Stage Door* (assistant director under a faculty director) (Hemingway High School, 20XX)

PLAYWRITING EXPERIENCE

- *Downstage* (Hemingway High School, 20XX)
- *Paintstrokes* (Hemingway High School, 20XX)
- *Mind Matters* (Hemingway High School, 20XX)
- *Sharon* (Hemingway High School, 20XX)

DRAMATURGY EXPERIENCE

- *Romeo and Juliet* (Yale, in production)
- *All My Sons* (Yale, 20XX)
- *The Cradle Will Rock* (Hemingway High School 20XX)

ACTING EXPERIENCE (SELECT ROLES)

- Portia, *The Merchant of Venice* (filmed in 20XX, editing in process)
- Ensemble, *Guys and Dolls* (Yale, 20XX)
- Celia, *Iolanthe* (Yale, 20XX)
- Messenger, *Oedipus* (Yale, 20XX)
- Rapunzel, *Into the Woods* (Hemingway High School, 20XX)
- Professor Mamie, *The Cradle Will Rock* (Hemingway High School, 20XX)
- Mary Lennox (understudy), *The Secret Garden* (Hemingway High School, 20XX)

WORK EXPERIENCE

- Theatrical Internship (Literary Dept) with the Clapping Hands Company (300 W 55th St., NYC Summer 20XX)
- Theatrical Internship with Thoughtful Theatre Productions (200 W 60th St., NYC, 20XX-20XX)

LEADERSHIP

- Vice President, Yale Theatre Collaborative (January 20XX-present)
 - Conduct meetings (with the President), collaborate with university administrators, coordinate with alumni, plan events
- Workshop Coordinator, Yale Theatre Collaborative (January 20XX-December 20XX)
 - Organized workshops with guest artists in various theatrical disciplines
- Elected Representative, Theatre Council: governing body for the Theatre Program (Hemingway High School, 20XX-XX)
 - Organized events for the Theatre Program community, conducted meetings, managed care and keeping of the studio

COMMUNITY SERVICE AND HUMAN RIGHTS ACTIVISM

- Amnesty International member (20XX-present):
 - Organizer of street theatre event (Yale, 20XX); Artists for Amnesty group leader (Hemingway High School, 20XX-20XX)
- Ambassador, Bleshman School (20XX-20XX): working with special needs students through the performing arts

Use category headings to your advantage. Group relevant and related experiences together in their own category to bring them to the attention of the reader.

Avoid overstating your role and responsibilities. Give yourself credit for what you have accomplished, but don't exaggerate.

ELISA YALE

Elisa.yale@yale.edu

P.O. Box 200000 | New Haven, CT 06520 | 555.555.5555

EDUCATION

- YALE UNIVERSITY**, New Haven, Connecticut. **May 20XX**
B.A., History, expected. GPA: 3.5 (Overall) / 3.8 (History).
Preliminary Thesis Topic: *Brinkmanship: Native American and Colonial Treaty Negotiation, 1730-1754*
Activities: Club Archery Team (20XX-present)
Yale Residential College Seminar Selection Committee (20XX)
Yale Elementary School Tutoring Program (20XX)
Yale Student Microfinance Initiative (20XX)
- INSITUT DE TOURAINE**, Tours, France. **Summer 20XX**
Completed six-week full-immersion French language and culture program.
- SPANISH RIVER HIGH SCHOOL**, Anytown, Florida. **May 20XX**
Diploma, GPA: 4.0 / HPA: 5.12. Class Rank: 7 of 709.
Activities: Editor-in-Chief, *The Galleon* (Student Newspaper)

EXPERIENCE

- YALE LIBRARY SYSTEM**, Student Supervisor & Independent Projects Manager. **May 20XX - Present**
- Design and execute independent circulation management projects for the Access Services Supervisor
 - Produce and coordinate daily and weekly student employee budget schedules
 - Develop data projections for future student labor needs and conduct associated budgetary analyses
 - Administer and monitor quality control protocols for computerized library circulation systems
- YALE POLO TEAM** **20XX - Present**
- Advisor (20XX - Present)**
- Provide guidance on fundraising, team management, and Yale Athletic Department relations
- President (Fall 20XX)**
- Oversaw all aspects of alumni relations, fundraising, and day-to-day club management
 - Acted as primary club liaison between team members and the Yale Athletic Department
 - Designed and implemented \$3000 fundraising campaign
 - Managed Yale's hosting of the annual Harriman Cup; coordinated 30-person event staff
 - Organized fundraising, match logistics, and social events for annual 50-person Alumni Weekend
 - Supervised publication and distribution of semi-annual alumni/club member newsletter
 - Recruited new players from the freshman class
- YALE DRAMA COALITION**, Associate Producer, *The Pillowman*. **Fall 20XX**
- Supervise 20-member cast and crew
 - Administer and manage production budget of \$1200
 - Coordinate logistics with university administration on behalf of production team.
- YALE INTRAMURAL SWIMMING**, College Captain. **Spring 20XX**
- Organized intra-college competition matches; scheduled and ran biweekly practices.

INTERESTS

Dutch warmblood show horse training, Dostoevsky novels, running, dressage/combined training.

Ellen Yale

Campus Address: PO Box 200000, New Haven, CT 87000; Cell Phone: 203-222-3333; E-mail: ellen.yale@yale.edu

EDUCATION

Yale University, New Haven, CT

Bachelor of Arts in American Studies, Expected May 20XX,

Cumulative GPA 3.4; Major GPA 3.75

Coursework Includes: Directed Studies – One of 120 students selected to participate in competitive freshman program focusing on intensive study of major works of the Western Canon; Computers and Society; Environmental Politics and Law; American Consumer Culture in the Twentieth Century

Mesa High School, Mesa, AZ

Diploma, June 20XX, Cumulative GPA 4.0

Awards/Honors: Harvard Book Award; Senior English Award; National Merit Finalist; AP Scholar with Distinction; City of Mesa Academic Scholar Award

EXPERIENCE

New Generation Energy, *Development and Outreach Intern*, Boston, MA, Summer 20XX

Identified and contacted potential donors for environmental non-profit promoting the use and benefits of renewable energy. Developed and maintained a schedule of grant reporting deadlines and requirements. Updated and oversaw database of donors and granting agencies, including all contacts and outcomes.

Integrated Computer Solutions, Inc., *Administrative Assistant*, Gilbert, AZ, Summer 20XX

Maintained customer and inventory files for information technology consulting firm. Answered phones and assisted with general administrative duties. Shadowed consultants during client meetings and on-site visits.

LEADERSHIP

Yale University Freshman Class Council, *Representative*, Fall 20XX-Spring 20XX

Elected by peers as one of 24 representatives of the freshman class. Served as liaison between the administration and special events committee. Assisted in planning and promoting class-wide recreational events; oversaw budget for class barbeque and class Olympics.

National Honor Society – Mesa High School Chapter, *President*, Fall 20XX-Spring 20XX

Coordinated monthly community service events for 150-member organization. Formalized a mentoring program for new members and future society leaders. Ran weekly meetings and coordinated monthly guest speakers to discuss topics including civic engagement, service learning and leadership.

Mesa High School Varsity Soccer Team, *Captain*, Fall 20XX-Spring 20XX

Led daily warm-up and cool-down sessions for 20-member team. Represented team at games and coordinated social activities to promote team bonding.

Awards: State Champions, 20XX; Most Valuable Player, 20XX; 2 Varsity Letters

VOLUNTEER WORK

Salvation Army, *Soup Kitchen Volunteer*, 20XX-20XX

America Reads, *Reading Tutor*, 20XX-20XX; *Volunteer Instructor*, 20XX-20XX

AIDS Walk Phoenix, *Volunteer Coordinator*, 20XX-20XX

SKILLS

Languages: Proficient Spanish, Intermediate French

Computer: Microsoft Office Suite, Photoshop, In Design, Lexis Nexis

Interests: Running, Waterskiing, 19th Century Novels, Environmental Activism, Horseback Riding

Print your résumé - How does it look? Is it easy to read and visually appealing? Can you quickly pick out key information? Does it look cluttered?

ETHAN YALE

P.O. Box 232323, New Haven, CT 06520
565 South Main Street, Media, PA 19063

ethan.yale@yale.edu
610-777-7777

EDUCATION

Yale University, New Haven, CT
Bachelor of Arts, projected major: Economics. Expected graduation: May 20XX.
Media High School, Media, PA
Salutatorian, Diploma 20XX. SAT: 780 Math, 750 Verbal.

Have your Yale
education at the top
of your résumé.

College Experience

ACTIVITIES

Yale Entrepreneurial Society, Fall 20XX - Present

- Co-wrote mid-year financial report for executive board as Finance Department member
- Co-planned annual educational event in New York City attended by over 100 people

Yale College Intramural Sports, Fall 20XX - Present

- Compete in intramural soccer, basketball and ultimate Frisbee games

High School Experience

AWARDS

National Merit Scholarship

- Scored in 99th percentile on the PSAT, 1 of 2500 students nationwide to receive scholarship

Principal's Leadership Award

- Awarded to senior with best leadership skills, reflected through ability, style, and success

Yale Book Award

- Awarded to junior who best reflects excellence in academics, extracurriculars, and service

Department Award, *French*

- Awarded to senior who best reflects excellence in a specific subject

Optimist Oratorical Contest, *State Competition*

- Competed in state speaking contest after winning local and regional competitions

LEADERSHIP

Hi-Q Team, *Captain*, Fall 20XX – Spring 20XX

- Developed competition strategy, led daily practices, managed budget and schedule for the oldest continuous academic quiz competition in the United States
- Award: Won second place in the Hi-Q championship
- Award: First student selected from high school to join the All-Delco Hi-Q Team

Envirothon Team, *Captain*, Fall 20XX – Spring 20XX

- Led daily practices, motivated team members, managed oral presentations for the largest academic science competition in the United States
- Award: Team won first place in North America after winning county and state competitions
- Award: Personally won first place in North America in individual category

Physics Olympics Team, *Co-Captain*, Fall 20XX – Spring 20XX

- Led daily practices, motivated team members, managed schedule, coordinated logistics
- Award: Won first place in Physics Olympics competition to continue longest national record

National Honor Society, *President*, Spring 20XX – Spring 20XX

- Coordinated service opportunities and events
- Led annual induction ceremony and managed monthly meetings
- Award: Received the NHS Service Award for school and community service

Theatre, *Secretary/Treasurer*, Spring 20XX – Spring 20XX

- Co-directed fall production for three years: wrote scripts, led daily rehearsals
- Award: Awarded 4-Star Thespian in International Thespian Society for dedication to theatre

World Language Honors Club (French), *Co-President*, Fall 20XX – Spring 20XX

- Coordinated service opportunities and events
- Led annual awards and induction ceremony and managed monthly meetings

ACTIVITIES

Philadelphia Inquirer, Summer 20XX – Spring 20XX

- Wrote bi-weekly article for newspaper's "Neighbors" section as a student contributor

The Lion's Roar, Penncrest High School Newspaper, Fall 20XX – Spring 20XX

- Wrote one feature article for each quarterly publication as a staff writer

Assistant Principal Office Aid, Spring 20XX

- Answered phones and assisted with general administrative tasks

Margins can be adjusted to fit your needs, though typically range between .5 and 1 inch on all sides, leaving your top margin slightly larger than your bottom margin.

EDWARD YALE

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Yale University, New Haven, CT

Class of 20XX

B.S. Electrical Engineering and Computer Science
GPA X.XX

Work Experience

Microsoft Hardware Verification Intern (Summer 20XX)

Worked on VLSI Hardware verification and testing for Microsoft

Leadership Activities

Yale Formula Hybrid FSAE Team (20XX - Present)

20XX-20XX

Helped design and build the Electrical system on 20XX car

Placed 10th in the competition overall with 4th place in the Design presentation

Placed 2nd in GM Award for Best Engineered Hybrid system

20XX-20XX:

Led Electrical and Computer team

Developed skills related to project management and product testing while making improvements in last year's car

20XX-Present:

Vice President of team and Electrical Team Lead

Creating a new model based on test results from previous car

Yale Entrepreneurial Institute Summer Fellow (20XX)

Co-Founder and CTO of The Guide Finder - an online tech startup

Backend Developer, and Database Administrator and Manager

Notable Class Projects

Implementation and design of LZW compression, and UNIX shell-like interface

Design, layout and fabrication of a custom DES encryption chip

Other Organizations

Member of Yale C2 Club Soccer Team (20XX-Present)

Peer tutor for Computer Science courses at Yale (20XX-Present)

ABC School, Anytown, India

Graduated 20XX

Excellence Award Winner
GPA X.XX

World Robot Olympiad (20XX)

National Champion at the Indian Robot Olympiad (20XX)

Participated at the World Robot Olympiad (20XX) in Taipei, Taiwan

Developed innovative solutions to complete missions at competition

Skills

Computer Languages: C, C++, Scheme, SQL, Python, MATLAB

Engineering Design: Cadence Chip Layout Suite

Language Proficiency: Fluent in Bengali and Hindi, Beginner Mandarin

ELLIOT YALE

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elliott.yale@yale.com; www.elliotyale.com

EDUCATION

Yale School of Music, MM candidate, 20XX-20XX. Composition with Martin Bresnick, Chris Theofanidis, Ingram Marshall, Aaron Kernis, David Lang and Ezra Laderman.

Yale University, BA candidate, 20XX-20XX. Music major. Musical theater composition with Andrew Gerle and Jeanine Tesori.

COMPOSITION PROGRAMS

Bowdoin International Music Festival, with Samuel Adler and Claude Baker, ASCAP Foundation Young Composer Fellowship, 20XX.

Freie Universität Berlin, with Samuel Adler, 20XX.

Norfolk Chamber Music Festival, New Music Workshop, with Martin Bresnick. Fellowship in composition, 20XX.

Boston University Tanglewood Institute, Young Artists Composition Program, with Martin Amlin and Richard Cornell, 20XX.

Yellow Barn Young Artists Program, Amherst, Mass., with Stephen Coxe and guest composers Sebastian Currier, Howard Frazin, Lewis Spratlan, and Chris Theofanidis, 20XX.

New England Conservatory Preparatory School, private lessons with Rodney Lister, 20XX.

SELECT COMPETITIONS, AWARDS, AND HONORS

Albany Symphony Orchestra Composer to Center Stage Program, 20XX; one of three young emerging composers selected; included mentoring by John Corigliano, resident composer.

ASCAP Foundation Young Composer Fellowship, 20XX; Bowdoin International Music Festival.

ASCAP Foundation Morton Gould Young Composer Award, Winner, 20XX; Honorable Mention, 20XX; Finalist, 20XX, 20XX, 20XX.

Abraham Beekman Cox Prize, 20XX; awarded by the Yale Department of Music for composition.

Cambridge Chamber Singers 12th annual Composition Competition, Winner, 20XX.

Vancouver Chamber Choir 20XX Young Composers Competition, Second-Place, 20XX.

youngARTS, sponsored by the National Foundation for Advancement in the Arts; Honorable Mention, 20XX; Merit Award, 20XX.

From the Top, 20XX; a National Public Radio program, interview and performance of *Serenade for Strings*.

MUSICAL THEATER

Composer for *Wise Blood*, full-length musical performed at Yale, 20XX; an upcoming project *Funk Pond* (with Marshall Paillet); and co-composer for three annual *Yale Shows* (parodies).

Musical Director for numerous productions at Yale, including *Where It's At* by M. Paillet (20XX); *Office Space The Musical* by Zak Sandler (20XX); and conductor for *Pippin* (mainstage production, 20XX).

Orchestrator for *Bunkerville* (20XX, music by Mark Sonnenblick) and *Usher* ("Outstanding Musical," FringeNYC 20XX).

RECORDING

From the Top at the Pops, Telarc CD, 2009. *Serenade for Strings* performed by Cincinnati Pops Orchestra, conducted by Erich Kunzel.

CONCEIVER, CONDUCTOR, AND CO-COMPOSER

SIC InC, a classical ensemble of Yale College musicians whose performances combine amplified chamber music with contemporary rock-concert lighting and video projections. Performances at the Off-Broadway Theater, Yale; Trinity School, New York City; Le Poisson Rouge, New York City; and Beinecke Rare Book and Manuscript Library, Yale. Supported by a Sudler Grant from the Office of Masters, Yale College.

ELIHU STILES

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(203) 203-2222
eliu.stiles@yale.edu

444 Main Avenue
Anywhere, CO 77777
(203) 333-2222

EDUCATION

Yale University, New Haven, CT

B.A. Mechanical Engineering and Economics, expected May 20XX

Cumulative GPA: X.XX

Coursework Includes: Finance, Investment Analysis, Multivariable Calculus, Game Theory, Data Analysis, Physics, Material Science, Computer Programming, Fluid Mechanics, and Mechanical Design Studio
Nominated for the National Scholar-Athlete of the Year

ABC High School, Anywhere, CO

Graduated with Highest Honors, June 20XX, GPA: X.XX

Varsity Sports: Football (captain) and Lacrosse (captain)

Awards: Roosevelt School Athlete of the Year (20XX), All-County Football (20XX), All-American Lacrosse (20XX)

EXPERIENCE

Kontiki, Inc., Sunnyvale, CA

Summer Intern (20XX)

- Financial Analysis: worked with CEO, CFO, and Director of Finance
- Created research tools to evaluate the cost/benefits of Kontiki's software for clients
- Researched financial records of prospective clients
- Managed accounting of expense reports and client billing
- Product Marketing: designed and created HTML websites for Kontiki's software solutions
- Q&A Department: tested and resolved software bugs on our clients' operating systems
- Coordinated the encoding of video tapes from the AlwaysOn Conference at Stanford University

Yale University Admission's Office, New Haven, CT

Dean of Admission's Assistant (Summer 20XX)

- Acted as travel coordinator for Admission officers
- Interviewed prospective students as part of the admission process
- Coordinated group tours of 30-80 people around the campus

Yale University Athletic Department, New Haven, CT

Coordinator (Academic year of 20XX, 20XX, 20XX, 20XX)

- Coordinated setup of varsity gymnastics and track meets
- Worked Men's and Women's varsity basketball games
- Stake Boater for Crew Meets

YALE UNIVERSITY ACTIVITIES

Varsity Football: Four year starter (20XX, 20XX, 20XX, 20XX)

Youth Day Volunteer for underprivileged students (Spring 20XX)

Engineering Program for prospective students (Academic year of 20XX, 20XX, 20XX)

Residential College Activities Coordinator (Fall 20XX)

SKILLS

Computer: Microsoft Excel, Word, and PowerPoint; Fortran; C++; Mathematica; Macromedia Dreamweaver

Language: Advanced Spanish

ELLISON YALE

DIRECTOR

ellison.yale@yale.edu

(222) 222-2222

NEW YORK

*Independents***

*ANIMALS**

Cow Play

The Private Sector

Keegan, Feigenbaum & Sonnenblick

Cory Finley

Matthew George

Cory Finley

Soho Playhouse (FringeNYC 20XX)

Ars Nova ANT Fest 20XX

Dixon Place (FringeNYC 20XX)

Theater for the New City, 20XX

YALE UNIVERSITY

Bunkerville: A Post Apocalyptic Musical

Metamorphoses

*Richard 20XX**

*Ugly People**

Hedwig and the Angry Inch

*Independents**

Gutenberg! The Musical!

*Fates**

*The Private Sector**

*Cow Play**

*I Guess, I Wish**

Mark Sonnenblick & Brendan Ternus

Mary Zimmerman

Devised Project

Cory Finley

John Cameron Mitchell & Stephen Trask

Keegan, Feigenbaum & Sonnenblick

Scott Brown & Anthony King

Sarah DeLappe

Cory Finley

Matthew George

Jeremy Lloyd

Yale Dramat Commencement (UT)

Yale Dramat (Iseman Theater)

Yale College Senior Project

Yale College Senior Project

Yale College Senior Project

Off-Broadway Theater

Off-Broadway Theater

Site Specific

Nick Chapel

Whitney Theater

Nick Chapel

ASSISTANT DIRECTING

Triassic Parq

RENT

*Lulz**

Machinal

Iphigenia at Aulis

Dir. Marshall Paillet

Dir. Mike Donahue

Dir. Ethan Heard

Dir. Tomi Tsunoda

Dir. Cooper Lewis

Off Broadway Workshop

Yale Dramat Mainstage

Calhoun Cabaret

NY Stage & Film/Powerhouse

Site Specific

ACTING

Edward 3

Calisto/Clindor/Theogenes

David

Barnaby

Richard 3

The Illusion

Company

Hello Dolly

FringeNYC 20XX

Yale Dramat

Yale Off-Broadway Theater

Rockville Musical Theater

PRODUCING

*Little Town Blues**

Hedwig and the Angry Inch

James Presson & Rachel Bueth

John Cameron Mitchell, Stephen Trask

The Wild Project

Yale College Senior Thesis

* World Premiere

**Winner of Fringe Excellence Award for Best Overall Production and Extended as part of Fringe's Encore Series

MANAGEMENT

Less Than Rent Theatre: Co-Artistic Director, emerging NY theatre company dedicated to new work

Yale Dramat: Elected Member of the Executive Board, Yale's largest theatre organization

Control Group: Co-Artistic Director, Yale's experimental theatre company

EDUCATION/TRAINING

Yale University, BA in Theater studies, expected 20XX

New York Stage and Film/Powerhouse Theater, Directing Apprentice, Summer 20XX

Studied with: Robert Woodruff, Paula Vogel, Donald Margulies, Ming Cho Lee, and Deb Margolin

E. LI MORSE

P.O. Box 200000, New Haven CT 06520
11 Main Street, Anytown, NJ 10000

email: e.li.morse@yale.edu

(202) 202-2222
(999) 999-9999

EDUCATION

Yale University, New Haven, CT
B.A., Literature, expected May 20XX
GPA X.XX

Anytown High School, Anytown, NY
Diploma, June 20XX
GPA X.XX, Cum Laude Society

SKILLS

Computer Programs: Microsoft Word, PowerPoint, Excel, SPSS
Adobe Photoshop, InDesign, Macromedia Dreamweaver
Computer Language: HTML, Java, C++, SML
Language: Fluent Mandarin Chinese and Proficient Spanish

EXPERIENCE

Pre-Professional Co-op Engineer, IBM TJ Watson Research Center
Yorktown Heights, New York (Summer 20XX to Fall 20XX)

- Researched scientific journal findings concerning computer speech synthesis
- Designed and conducted an independent research project titled, *Using Hidden Dynamic Models to Predict Pitch in English and Mandarin*
- Created interactive presentations and presented findings to 20 members of the speech recognition team

Volunteer, Family Health Clinic, Northern Westchester Hospital
Mount Kisco, New York (Summer 20XX to Summer 20XX)

- Handled patient questions about appointments, payment, and references
- Organized patient files and prepared preliminary charts for incoming patients
- Translated hospital forms and documents from English to Spanish

Student Web Designer, Cavendish College

London, England (Summer 20XX)

- Attended workshops on graphic design, html coding, and internet safety
- Worked closely with a group of six other students to develop a web site for the Inter Exchange International 20XX program

AWARDS

Siemens Westinghouse Semi-Finalist (20XX)
New York Science Talent Search Finalist (20XX)
US Army Bronze Medal for Engineering (20XX)
Intel's Excellence in Computer Science Award (20XX)
New York High School Journalism Award – Second Best Website (20XX)
National Merit Commended (20XX)
AP Scholar with Honor (20XX)

ACTIVITIES

Secretary, Publicity manager, Jonathan Edwards College Council (20XX-present)
VP of Information Technology, AIESEC (20XX-present)
Webmaster of Alpha Phi Omega (20XX-present)
Staff, Yale Daily News (20XX-present)
Executive Editor and Webmaster, *ABC Tribune*, Anytown, NY (20XX-20XX)
Student President, XYZ Chinese School (20XX-20XX)

TRAVEL

United Kingdom, France, Spain, Mexico, China, Hong Kong, Japan, Malaysia, Thailand, Singapore

ELLY YALE

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(203) 203-2222

EDUCATION

YALE UNIVERSITY, NEW HAVEN, CT
B.A., Literature, 20XX (expected)
GPA X.XX/4.00

NATIONAL OUTDOOR LEADERSHIP SCHOOL (NOLS), LANDER, WY (SUMMER 20XX)
Month-long backpacking course in the Olympic Mountains in Washington State, with an emphasis on rigorous off-trail travel through remote sections of the Olympic National Park, outdoor leadership skills, and the Leave No Trace wilderness ethic.
Grade: A, with endorsements from both leaders to apply to be a NOLS leader in the future.

ABC SCHOOL FOR THE SCIENCES, ANYWHERE, PA (SUMMER 20XX)
Intensive, college-level coursework in the sciences, mathematics, and computer sciences.

ANYWHERE HIGH SCHOOL, ANYWHERE, PA
Graduated 20XX; Class rank: 1 in 471; GPA: X.XX/4.00
Awards/Honors: President, National Honor Society; National Merit Finalist; Recipient of Taylor Publishing Company Scholarship; National Council of Teachers of English (NCTE) Writing Award

EXPERIENCE

THE YALE HERALD (FALL 20XX-SPRING 20XX)

- **SENIOR EDITOR (FALL 20XX-PRESENT)**
Worked as part of the senior advisory board of weekly newspaper, circulation 5,000.
Duties included evaluating overall content and design of paper, developing story ideas, training new editors, assisting with editing and production, revising bylaws, corresponding with faculty and administration, and writing feature articles, including 2,400-word fronts on such topics as grade inflation at the Ivies and the Teaching Assistant program at Yale.
- **MANAGING EDITOR (WINTER-SPRING 20XX)**
Devoted approximately 40 hours/week to position on five-person executive board.
Duties included developing story ideas, corresponding extensively with faculty and administration, managing front-page feature articles, overseeing production, designing and laying out pages, and organizing and running editorial meetings.
- **ARTS & ENTERTAINMENT EDITOR (FALL-WINTER 20XX)**
Served as one of three editors for the A&E section, working approximately 15-20 hrs./week on editing and layout.
- **CALENDAR EDITOR (FALL-WINTER 20XX)**
Redesigned and expanded Calendar section of newspaper.

PSYCHOLOGY TODAY MAGAZINE, EDITORIAL INTERN (SUMMER 20XX)
Worked closely with the editorial board on a daily basis as one of four editorial interns, for approximately 30 hours/week. Published four short articles in the September/October and November/December 2001 issues of a national magazine.
Duties included developing story ideas, interviewing psychology researchers, and conducting internet research and polling.

CASHIER, EAST SIDE BAGEL & APPETIZING, NEW YORK, NY (SUMMER 20XX)

FIGURE SKATING COACH, YORK FIGURE SKATING CLUB, YORK, PA (19XX-19XX)

ACTIVITIES

PHI BETA KAPPA, MEMBER (FALL 20XX-SPRING 20XX)
Elected to the Connecticut Chapter of PBK based on academic placement during first six semesters.
Awarded to only the top 5% of each graduating class in the fall of senior year.

SENIOR CLASS GIFT REPRESENTATIVE (SPRING 20XX)
Served as a student liaison between the administration and the student body in order to raise funds for the Yale Alumni Fund.

YALE COALITION FOR PEACE, MEMBER (FALL 20XX-SPRING 20XX)
Helped to organize activities as part of a student protest group committed to peaceful resolution of global problems.

SKILLS

- **LANGUAGE:** Fluent French and Basic Korean
- **COMPUTER:** Adobe Photoshop, Adobe PageMaker, MS Word, MS Excel,
- EMT-Basic training

Jonathan Edwards

P.O. Box 200000, New Haven, CT 06520
111 Cherry Avenue, Anytown, MN 11111
Email: jonathan.edwards@yale.edu
(203) 203-2222

EDUCATION: Yale University, New Haven, CT

Projected Major in History, B.A. expected May 20XX. Cumulative GPA: X.XX
Coursework Includes: American Military History (1775-Present), Espionage (Projected), World War II (audit), Evolution of International Relations, Revolutionary France 1789-1879, Fashion & Costume in the Western World

ABC High School, New York, NY

Diploma: 20XX, GPA: XX.XX/100.00
Awards and Honors: National Merit Finalist, Secretary to Counter-Clockwise Magazine, Scholarship to MAP program at Bloomingdale School of Music: studied Bassoon

EXPERIENCE: Yale Summer Housing, New Haven, CT (Summer 20XX)

Guest Services Assistant

- Managed and supervised five other Housing Assistants
- Notified Housing manager of any reported problems within rooms, see that they and any other tasks that arose were immediately addressed
- Ensured university properties were kept up and un-damaged by completing daily inspections of commonly used areas in the college
- Ran check-ins and check-outs for the various programs that occupied Yale during the summer

Saybrook Squiche, New Haven, CT (Fall 20XX – present)

Short Order Cook/Waiter

- Run the residential college buttry one night a week, serving students late-night snacks
- Create awareness of the buttry through weekly emails to the students
- Receive several concurrent orders that require ability to multi-task
- Interact with customers to make their visit pleasant and encourage future business

American Cancer Society, Flushing, NY (Summer 20XX – Summer 20XX)

Fundraising Coordinator

- Oversaw fundraising for the Daffodil Days and making Strides Against Breast Cancer events at Stuyvesant High School
- Raised \$1400 total for two years' worth of these events

SKILLS: Advanced Chinese and Basic French

ACTIVITIES: WYBC Yale Radio, New Haven, CT (Fall 20XX – present)

- Produce weekly BlueLine Report news show, highlight story is interviewing Alex Trabeck and Jeopardy Clue Crew when Jeopardy visited Yale October 20XX

Yale Tae Kwon Do, New Haven, CT (Fall 20XX – present)

Yale Political Union (YPU), New Haven, CT (Fall 20XX – Spring 20XX)

- Member of the YPU as well as a member of the Yale Party of the Right
- Participate in weekly debates and assist with brining prominent political guests to campus

ELLIE YALE

Cell Phone: 222-222-2222
1111 Central Ave, Apartment #11
New York, New York, 11111
Email: ellie.yale@yale.edu

EDUCATION

Yale University, New Haven, CT
Bachelor of Arts in Psychology with Distinction in the Major
Graduation May 20XX, GPA, X.XX

ABC High School, Dallas, TX
Diploma, Cum Laude, GPA X.XX

ARTS/MEDIA EXPERIENCE

Renaissance Woman Magazine, New Haven, CT, Summer 20XX
Intern: Researched articles on psychological and physical health, organized training sessions for professional models, assisted photographers in modeling sessions

Women's Center of Dallas, Dallas, TX, Summer 20XX
Head Student Editor of the Moira Awards: Interviewed, researched, wrote, photographed, and edited for a project honoring fifty women who have contributed significantly to the Dallas Community

Vibrato: A Magazine of Literature and Art, Dallas, TX, 20XX-20XX
Editor: Selected, contributed, and edited pieces of literature and art, organized lay-out using PageMaker, created advertisements and promotional videos

Photography Lab of Richard Jones, Dallas, TX, 20XX-20XX
Lab Assistant: Developed negatives and prints, dark room maintenance, assisted in gallery exhibitions, formatted photographs using Adobe Photoshop

CLINICAL PSYCHOLOGY EXPERIENCE

Fellowship Place (a clubhouse for the severely mentally ill), New Haven, CT, 20XX-present
Activities Leader: Tutored in a GED program, led a drumming circle, participated in a one-on-one Buddy Program designed to reintegrate the mentally ill back into the community through friendship and cultural activities

Yale Child Conduct Clinic, New Haven, CT, 20XX
Intern: Conducted diagnostic interviews for children with conduct disorder, researched correlation of conduct disorder and substance abuse, collated and analyzed data

AWARDS

National Council of Teachers of English Award for excellence in writing, 20XX
Poetry Society of Texas, First Place, 20XX

SKILLS

Computer: Adobe Photoshop, PageMaker, SPSS, and Microsoft Office including Word, Excel, and PowerPoint

Language: Advanced Spanish: speaking, reading, and writing

Photography: developing, printing, and taking photographs

ACTIVITIES

Art Night: founded a society to improve student life at Yale through the joy of sculpture, dance, music, and paint, 20XX-20XX

Yale Women's Waterpolo Team, 20XX-present

Elle E. Yale

email: elle.yale@yale.edu

111 Main Ave.
Anytown, NJ 11111
(111) 555-5555

P.O. Box 200000
New Haven, CT 06250
Cell: (203) 576-2222

Education

Yale University, New Haven, CT
B. A., expected May 20XX
Major: Ethics, Politics, and Economics
Cumulative GPA: X.XX/4.0
Coursework includes: microeconomics, macroeconomics, multi-variable calculus, linear algebra, and political philosophy

XYZ High School, Anytown, NJ
Diploma, May 20XX GPA X.XX/4.0

Skills

Computer: Excel, Microsoft Word, PowerPoint, Minitab, SPSS
Language: Fluent Spanish and Advanced French

Experience

Yale Child Study Center, New Haven, CT
Survey Administrator: Worked under the direction of a Yale Child Study Center Research Team. Administered the SAHA (Social and Health Assessment) survey to middle and high school students in New Haven. Debriefed students at the end of each survey. Documented and discussed student reactions with Child Study Coordinators. (Spring 20XX)

American Red Cross, Anytown, NJ
Receptionist: Provided information about Red Cross services. Handled questions and concerns about the Red Cross over the phone and in person. Greeted donors and assisted clients with inquiries at the front desk. Performed word-processing, data-entry, and filing/copying as needed. (20XX-20XX)

Activities

Independent Research, Yale University
Designed and conducted independent study of natural resource policy. Researched literature on the economic consequences of pollution, waste management, and energy planning. Wrote a critical research paper on microeconomic consequences of implementing different policies. (20XX-20XX)

Environmental Club President, XYZ High School
Organized general assembly and executive board meetings. Supervised volunteers in the Adopt-a-Trail program. Coordinated the Annual Environmental Conference. (20XX-20XX)

National Honor Society Treasurer, XYZ High School
Kept accurate account of income and expenditures. Allocated funds to projects and activities within budgetary constraints. Proposed new policies to improve structure of the organization. Prepared financial reports upon every meeting. (20XX-20XX)

Literary Magazine Editorial/Advertising Assistant, XYZ High School
Edited poetry and short stories. Assisted with layout and design. Consolidated submissions and sorted them by category. Helped coordinate coffeehouse fundraisers. Publicized the magazine through rigorous advertising. (20XX-20XX)

ESLTutor, XYZ High School
Mentored children of diverse cultures and backgrounds to promote leadership qualities and enhance their academic performance. (20XX-20XX)

Eli Whitney

Street Address
City, State, Zip

Eli Whitney Student

Eli.Whitney@yale.edu
(xxx) xxx-xxxx

EDUCATION

Yale University, New Haven, CT
B.A. Economics, Politics, and Ethics; May 20xx

University of the District of Columbia, Washington, D.C.
A.A. Liberal Arts Studies, May, 20xx

EMPLOYMENT

EXECUTIVE OFFICE OF THE PRESIDENT, National Economic Council, Washington, D.C.

Senior Policy Advisor, June, 20xx – January, 20xx

- Focused on design and implementation of the Administration's mortgage modification, foreclosure prevention, and housing stability programs. Coordinated policy development for single family, multifamily, and affordable housing issues.
- Analyzed policy options, contributed to policy and strategy memos, drafted communications documents, and supported the coordination of interagency policy development and implementation for the XXX Act.
- Managed six-month interagency research group examining long-run structural unemployment problems.
- Helped coordinate the development and drafting of the Administration's innovation and manufacturing studies.
- Other projects included near-term job creation and advanced vehicle technologies.

THE BROOKINGS INSTITUTION, The XXX Project, Washington, D.C.

Research Analyst, February, 20xx – September, 20xx

- Conducted research for publication focusing on energy, climate, and transportation issues.
- Provided research, writing, and editing assistance to The Hamilton Project scholars and external authors writing on policies to promote more broadly shared prosperity.
- Issues covered included housing and financial markets, infrastructure, fiscal stimulus, health care, poverty, work training, and retirement security.

INDEPENDENT CONSULTANT, Energy and Climate Issues, March, 20xx – April, 20xx

- Provided research and analysis of energy and climate issues in public and private sector.
- Sample projects: Co-authored a report on climate and energy risk in the auto sector, drafted a speech for the National Association for Business Economics Policy Conference, provided research and outlines to a professor developing curriculum for a Harvard Law School class on climate change and the law.
- Clients included xxxxxx, LLC and xxxxx Inc.

THE UNITED NATIONS FOUNDATION, Energy Future Coalition, Washington, D.C.

Policy Intern, Summer 20xx

- Analyzed the economic impacts of clean energy policies.

ECONOMIC STRATEGY INSTITUTE, Washington, D.C.

Research Intern, Summer 20xx

- Examined the cause and long-term implications of the U.S. current account deficit.

ACTIVITIES

ELI WHITNEY STUDENT ORGANIZATION

Treasurer, September 20xx – present

- Manage organization funds, coordinate events and advocate for non-traditional students at Yale.

THE POLITIC, Yale College's Journal of Politics

Managing Editor, August 20xx – August 20xx

- Edited content, recruited and directed staff

SKILLS

Computer: STATA, SAS, Microsoft Office Suite

Languages: French, Spanish: fluent

Eli Whitney
Security Clearance: Confidential

Eli Whitney Student

Address: Street, City, State, zip Phone: (xxx)- xxx-xxxx Email: eli.whitney@yale.edu

EDUCATION

Yale University, New Haven, CT
Bachelor of Arts in Political Science, expected May 20xx
Major GPA: 3.7, Cumulative GPA: 3.8

HONORS/AWARDS

- Combat Action Global Award; 20xx
- National Defense Achievement Award; 20xx
- Commendation Medal, meritorious service; 20xx
- Good Conduct Medal; 20xx

MILITARY EXPERIENCE

United States Army, Fort Drum, NY

Nodal Network Systems Operator/Maintainer 20xx – 20xx

- Managed a team of 5 soldiers for daily network operations that conduct field level maintenance on electronic nodal assemblages, combat net radios, and ancillary communications equipment.
- Led technical inspections, supervise troubleshooting and test diagnostics procedures, manage equipment repair and Quality Control, and maintain an equipment account for over \$15M with zero notable losses.
- Awarded the Army Achievement Medal for the flawless management of a maintenance team with a \$25M supply account; zero losses or damages.
- Performed system/network operations and correct system faults on all communication equipment valued over \$3M
- Conducted maintenance on internal communications systems devices; ensure all systems are operational with a 99% readiness status.

Operation Iraqi Freedom/Operation New Dawn, Fort Hood, TX

Network Switching Systems Operator-Maintainer 20xx – 20xx

- Maintained the security of \$125M of accountable equipment; resulted in zero losses.
- Directed IT Training for over 80 employees; resulted in a 20% decrease in trouble tickets.
- Led two 6 personnel IT Teams during deployment to Iraq; resulted in IT Team receiving an “Outstanding Rating” during Annual Inspection.
- Created a database for equipment maintenance accountability, decreased purchasing costs by 20% and increased equipment turnaround times by 30%.
- Installed, operated, and performed strapping preventive maintenance and services on all communication security devices valued over \$2.5M.
- Maintained a secure network that provided customer services to over 1300 employees.
- Enforced maintenance safety and risk management practices; resulted in zero safety violations, significant injury or loss of life in a combat zone

COLLEGE ACTIVITIES

Yale Student Investment Group, *Member*, New Haven, CT 20xx – 20xx

- Assisted in portfolio development by conducting analysis within the Energy & Mining sector

Yale Rugby Team, *Flanker*, New Haven, CT 20xx – 20xx

- Member of the Yale Rugby Football Club.

SKILLS

Technical: Private Pilot; Microsoft Office Suite; Experience in several intelligence analysis platforms

Languages: Spanish; Arabic; Farsi; German; Spanish; Tibetan