

# Sample Resumes

## EDUCATION RESUME SAMPLE

**Andrea P. Student**

[astudent@clarku.edu](mailto:astudent@clarku.edu) • 508-555-7258

Before May 23, 2013:  
Clark University Box 123  
Worcester, MA 01610

After May 23, 2013:  
201 Hummingbird Lane  
Newton, MA 02134

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**Objective:** To obtain an elementary teaching position utilizing education, experience, and demonstrated skills in classroom management, interpersonal communication, teamwork, and leadership. Interested in opportunities to lead extra-curricular activities.

### Education:

**Master of Arts in Teaching**, Clark University, to be awarded May 2012

Research project: *Use of Guided Reading with ESL Students*

Bachelor of Arts, Psychology, minor in Education, Clark University, 2011

Alumni, Friends and Family Scholarship Award, 2006 - 2010

### Certification:

Massachusetts Department of Education Initial Licensure – Elementary Education (#123456)  
(or Successful completion of all requirements for Massachusetts Test for Educator Licensure)

CPR, First Aid

### Teaching Experience:

Jacob Hiatt Magnet School, Worcester, MA

Co-teacher, 2009 – 2010

- Full-time teacher in urban second-grade classroom of 25 students at a U.S. Department of Education Blue Ribbon School.
- Developed and implemented units of study aligned with the MA Curriculum Frameworks in all subject areas.
- Employed effective classroom management techniques to gain and maintain student attention to task.
- Modified, adapted or designed new approaches to instruction in response to student needs, interests and learning styles in a classroom that included 8 students with special education accommodations.

Goddard Elementary School, Worcester, MA

Student Teacher, Spring 2009

- Adapted and implemented Everyday Mathematics program for third grade class of 20 students.
- Directed two English Language Arts small instructional groups using Houghton Mifflin reading curriculum.

St. Peter's Church, Worcester, MA

Tutor, 2007 – 2009

- Tutored 5<sup>th</sup> grade ELL student once a week in Mathematics and English.
- Assisted with homework assignments and organization skills.

### Co-curricular Experience:

All Kinds of Girls, Clark University, Worcester, MA

Mentor (program serves 50 girls ages 9 to 12), 2005 - 2008

Clark University Basketball Camp, Worcester, MA

Summer camp coach / counselor (grades 5 – 8), 2006 – 2008

### Skills:

Intermediate Spanish; MS Word, PowerPoint, Excel, Dreamweaver

## SCIENCE RESUME SAMPLE

122 Woodland St. • Worcester, MA  
(508) 793-7258 • [aclarkie@clarku.edu](mailto:aclarkie@clarku.edu)

**Samuel Clarkie**

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### Objective:

Entry-level position in the biotechnology industry utilizing lab, analytical and research skills

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### Education:

CLARK UNIVERSITY, Worcester, MA

B.A., **Biochemistry**, expected May 2013

GPA: 3.7 / 4.0

Academic Achievement Scholarship; American Institute of Chemists award for Biochemistry, 2012

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### Skills:

DNA and protein isolation, purification and quantification; gel electrophoresis; Western blots; restriction mapping;

CD spectroscopy, protein extraction, in-vitro transcription assay; protein visualization and secondary structure analysis

Microsoft Excel, PowerPoint, Word; Endnote

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### Experience:

**Research Assistant**, Department of Cell Biology

Fall 2012 – present

*University of Massachusetts Medical School, Worcester, MA*

Assisted with research to identify a novel gene therapy for achondroplasia (dwarfism) by targeting the mutation of Fibroblast Growth Factor Receptor 3 using RNA interference. Designed and conducted experiments that utilized tissue culture, adenoviral and lentiviral gene transfection, siRNA nucleofection by electroporation, RNA and DNA isolation, purification and quantification, PCR, realtime quantitative PCR, gel electrophoresis (Southern and northern blotting) and computational data analysis. Participated in lab meetings and weekly journal club.

**Directed Research** with Dr. Deborah Robertson

2011 - 2012

*Biology Department, Clark University, Worcester, MA*

Researched and produced evidence for RNA-binding proteins involved in regulation of nitrogen assimilation in diatoms. Developed procedure to generate untranslated regions for several genes using classic approaches. Identified and confirmed uncharacterized stop-codons.

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### Presentations:

Smith, J., Jones, T., **Clarkie, S.** *Gene therapy for achondroplasia*. Presented at the American Society for Biochemistry and Molecular Biology annual conference. San Diego, CA, April 2012.

*RNA-binding proteins and the regulation of nitrogen assimilation in diatoms* presented at Clark University Academic Spree Day, Worcester, MA, Spring 2012

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### Extracurricular Activities:

**Emergency Medical Services**, Clark University, Worcester, MA

Fall 2011 - present

CPR/CFR certified

**Peer Advisor**, First year Orientation, Clark University, Worcester, MA

August 2011

Advised group of 12 incoming students

## 5<sup>TH</sup> YEAR BA/MA STUDENT RESUME SAMPLE

# ELIZABETH D. FIFTH-YEAR

122 WOODLAND ST. • WORCESTER, MA 01610  
PHONE: 508-793-7258 • E-MAIL: ECLARKIE@CLARKU.EDU

## EDUCATION

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### CLARK UNIVERSITY

Worcester, MA

**Master of Arts in Public Administration** to be awarded May 2013

GPA: 3.86/4.0

**Bachelor of Arts**, Government and International Relations, minor in History, *magna cum laude*, May 2012  
International Studies Stream

Senior Honors Thesis: *The Role of the First Lady: Public vs. Private Persona*

GPA: 3.7/4.0

### University of London, Birkbeck College

London, England

Spring semester 2011

## RELATED EXPERIENCE

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### American Civil Liberties Union of MA

Worcester, MA

Fall 2011

*Assistant to the Director*

Interviewed clients; performed legal research; wrote case briefs; answered intake calls about civil liberty concerns; referred clients to alternative organizations; took depositions; wrote press releases. Conducted research for statewide projects pertaining to prison reform and the Patriot Act.

### Alice Brooke, MP - House of Commons

London, England

Spring 2011

*Assistant to a Member of Parliament*

Researched issues regarding women's and children's rights, health care, education, prison reform. Sorted and replied to constituent mail; drafted press releases and Parliamentary questions. Planned and organized representative's daily schedule.

### Dept. of the Secretary of State

Augusta, ME

Summer 2010

*Polling Place Accessibility Specialist*

Surveyed over 200 polling sites statewide for ADA accessibility; coordinated site visits. Assessed site status and identified potential solutions for non-compliant facilities; collaborated with disability advocacy organizations; input data into Access; analyzed compiled data. Created PowerPoint presentation used to brief experts and politicians on the project.

## SKILLS

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Macintosh and PC literate; MS Office, Quark, WordPerfect, Works, PageMaker, Outlook, 65+ wpm  
Proficient in Spanish

## HONORS AND ACTIVITIES

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*Honor Societies:*

- **Gryphon and Pleiades:** membership awarded to 12 Seniors for extracurricular and academic achievement
- **Fiat Lux:** membership awarded to Seniors who excel in both academics and community involvement
- **Pi Sigma Alpha:** National Political Science Honors Society

*Activities:*

- *Volunteer, Political Campaigns for:*
  - *John Kerry, Jim McGovern, John Lynch*
  - *Democrats of Clark University*
- *Peer Advisor, Clark University*
  - *The Scarlet: Clark student newspaper*
  - *Big Brother/Big Sister: Clark University*

## INTERNATIONAL TRAVEL

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Traveled to / studied in Australia, Belgium, Czech Republic, France, Germany, Ireland, Italy, Luxembourg, Mexico, Spain, Switzerland and the UK to experience diverse cultures and advance foreign language abilities.