

# Undergraduate Resume Sample #1

101 W Washington Ave Madison, WI 53703  
608-555-5555 • sample1@wisc.edu

## EDUCATION

### University of Wisconsin - Madison

Bachelor of Arts, Expected May 20xx

Double Major: *Health Promotion & Health Equity* and *Gender & Women's Studies*

Certificates: *Global Health* and *Public Policy*

*Phi Beta Kappa*, inducted April 20xx

## EXPERIENCE

### Undergraduate Researcher

#### Medtronic PROJCV and EPPA

February 20xx - Present

- Developed patient care pathways in several Minnesota hospitals to prepare for the COVID-19 pandemic as a member of a project team with Medtronic hospital consulting and the Emergency Physician Professional Association
- Performed an in-depth literature review and drafted numerous project deliverables such as project charter, implementation plan, and future state value stream maps
- Co-authored a refereed medical journal article and award-winning conference paper and presentation

### Waterfront Director

#### Minneapolis Sailing Center, Minneapolis, MN

May 20xx - August 20xx

- Directed the daily operations of up to 100 students and 70 training boats
- Managed the daily coordination and organization of youth program classes, including student behavioral and first-aid needs. Revised and adapted youth sailing curriculum
- Planned, implemented, and delivered training of COVID-19 protocol in accordance with MN Department of Health and CDC guidelines to safely run summer programming.
- Instructed beginning and intermediate sailing classes from 2016 to 2019

## CAMPUS AND COMMUNITY INVOLVEMENT

UW Hoofers Ambassadors Executive Board /Outreach Coordinator

20xx - Present

UW Rowing Club, Coxswain

20xx - Present

"Pink Grapefruit," Musician

20xx - Present

*Madison Magazine*, Freelance Writer

20xx - 20xx

## PUBLICATIONS, CONFERENCES, AND AWARDS

Organization Name Annual Conference Awards

- Winner, *Cutting Edge Award* for Outstanding Scholarly Papers, 20xx
- Finalist, *Excellence in Scholarly Practice Award*, 20xx

*Article Title and Subtitle.* Sample, J., Simple, M. Journal of ZZZ and QQQ. July 20xx

*Presentation Title and Subtitle.* Sample, J. Virtual presentation at: Name of Organization Annual Conference; February, 20xx

# Undergraduate Resume Sample #2

111 W Gorham St. | Madison, WI, 53703 | sample2@wisc.edu | 608-555-1234

## EDUCATION

**University of Wisconsin - Madison** | Madison, WI  
Bachelor of Arts, Expected Graduation: May 20xx  
Double Majors - International Studies and Political Science  
Certificates/Minors - Public Policy and History  
Honors - Dean's List (3 semesters), GPA- 3.82/4.0

## EXPERIENCE

**City of Madison** | Madison, WI | November 20xx  
Election Official

- Processed over 1000 absentee ballots to help polling place report results by the end of the night
- Ensured the election process was fair by verifying names and voting status of individuals before processing their ballots
- Assisted the chief official with distribution of overseas ballots to be processed by other election officials to ensure all ballots were counted

**Joann Fabrics** | Minneapolis, MN | May - August 20xx, and January 20xx  
Sales Associate

- Assisted customers' both in person and via phone to provide them with information about products
- Ensured a good customer experience during returns and purchases
- Collaborated with other team members to create a positive working environment

**Caribou Coffee** | Chaska, MN | May 20xx - July 20xx  
Barista and Sandwich Maker

- Opened and closed the store, ensuring that security and banking procedures were covered
- Efficiently managed morning and afternoon rushes to help customers receive their orders quickly

**Dolly, Molly, and Solly LLC** | Chaska, MN | June 20xx - August 20xx, and June -August 20xx  
Administrative Assistant and Receptionist

- Scanned old and current files to ensure full documentation of all electronic file copies
- Directed client and prospective client calls to the attorney best suited to their needs
- Managed all officer logistics so that attorneys were able to access conference rooms and other office facilities without delay or overlap

## CAMPUS AND COMMUNITY INVOLVEMENT

**Leading Women of Tomorrow** | UW-Madison | Madison, WI, Member, 20xx - Present

**Democrat Club** | UW-Madison | Madison, WI, Member, 20xx - Present

**Cheese Club** | UW-Madison | Member and Secretary, 20xx - Present

## SKILLS

**Language:** English (Fluent), French (Conversational), Portuguese (Conversational)

**Computer:** Excel, Word, PowerPoint, and Office 365 (highly proficient), Twitter, Instagram, and Facebook Group management (expert), Stata (beginner)

# Undergraduate Resume Sample #3

sample3@wisc.edu | (608)-555-7896

## EDUCATION

**University of Wisconsin-Madison** Anticipated December 2021  
Bachelor of Arts with majors in Political Science and Legal Studies  
Certificate: Public Policy  
**Honors:** Leadership Certificate

## RELEVANT EXPERIENCE

**Research Assistant to Professor Smith, UW-Madison** October 20xx - Present

- Analyze federal government agency rules and code comments from elected officials and various organizations to gauge their impact federal public policy
- Read extensive documents and code details surrounding the organizations' asks, position, coalition, and success
- Code agencies' responses to comments on an Excel sheet for Prof Smith to further analyze the findings

**DanePASS AmeriCorps Intern at Black Hawk Middle School, Madison, WI** September 20xx - August 20xx

- Coordinated after school clubs for groups of five to thirty middle school students to foster interpersonal communications skills and professionalism in and outside of the classroom
- Tutored groups of five to twenty middle school students in Math, Science, English, History and Spanish
- Facilitated discussion around service projects so that youth would be able to implement ideas for the greater Madison community

**Senator Tammy Baldwin Intern, Milwaukee, WI** August 20xx - December 20xx

- Managed calls from the Senator's constituents about important issues and recorded them on her database
- Supervised town halls with the community to ensure that Senator Baldwin was aware of constituents' thoughts, opinions, and concerns
- Communicated with a group of young professionals in order to provide the best work for Senator Baldwin's Milwaukee constituents

**UW-Madison Student Orientation Advising and Registration Program (SOAR)**

**New Student Leader, Madison, WI** April 20xx - August 20xx

- Facilitated small groups of twenty students to deliver beneficial information to first year students: ensuring safety and success with their matriculation at UW-Madison
- Tracked students' completion of tasks regarding their transition and answered all questions regarding anything about UW-Madison or SOAR through email and phone
- Hosted weekly social media events that provided information and answered questions about UW-Madison to ensure a smooth transition to campus for new students

## CAMPUS AND COMMUNITY INVOLVEMENT

**Aspiring Educators Madison, WI** Ambassador February 20xx-Present

**Badger Catholic Madison, WI** Ignite Team Leader January 20xx-October 20xx

**Ignite Leadership Program Milwaukee, WI** Ambassador October 20xx-November 20xx

## ADDITIONAL EXPERIENCE

**After School Care Madison, WI** After School Care Aid June 20xx-Present

**Caretaker Madison, WI** Caretaker for Four+ Children June 20xx- August 20xx