

# Randi Rollins

*They/them/theirs*

(555) 555-5555

100 New St. West Chester, PA | 19380

RR555555@wcupa.edu

## **EDUCATION:**

### **West Chester University**

*Bachelor of Science in Physics*

*Minor in Women's and Gender Studies*

GPA: 3.6/4.0

West Chester, PA

**Expected May 20XX**

**Achievements:** Honors Program, Dean's List, Greater Philadelphia PFLAG Elise Frank Scholarship

### **Coursework:**

- Physics 2 with lab
- Electricity and Magnetism
- Mechanics
- Modern Physics
- Gender, Race, and Science
- Sociology of Gender

## **PROFESSIONAL EXPERIENCE:**

### **US Army Inventory Research Laboratory**

*Physics Internship*

Philadelphia, PA

June 20XX-present

- Identify and analyze state-of-the-art research methods in the context of real-world data, operational constraints, and environments.
- Implement and evaluate state-of-the-art algorithms and techniques from research literature with respect to real data and operating conditions.
- Collaborate with government scientists and engineers to design, develop and prototype new tools for data collection and analysis tailored to Army applications.
- Design and conduct experiments with: lasers, optics, integrated circuits, electronics, control, and laboratory measurement equipment.

### **West Chester University, College of Sciences & Mathematics**

*Office Assistant*

West Chester, PA

January 20XX-December 20XX

- Answered departmental inquiries over the phone, email, and in-person.
- Coordinated laboratory tours for prospective science or mathematics majors.
- Shadowed physics department chair at various meetings across the university.

### **MKS Instruments**

*Plasma Science Internship*

Norristown, PA

January 20XX-June 20XX

- Characterized the performance of plasma sources for a variety of manufacturing and industrial applications under the direction of a senior scientist.
- Utilized vacuum processing equipment and Labview to conduct experiments.
- Presented findings of remote plasma sources and reactive gas measurements in both written report and presentation.
- Represented company at oSTEM networking event during Boston Pride Week.

## **CAMPUS INVOLVEMENT**

### **SAGA (Sexuality & Gender Alliance)**

*Treasurer*

West Chester University

Fall 20XX-present

- Manage and delegate funds for the club's \$5,000 annual budget.
- Collaborate with executive board members to reach out to guest speakers and plan events for club members.
- Review funding applications from members to available scholarships.

*Member*

Fall 20XX-present

- Attend weekly meetings and help brainstorm event ideas.
- Volunteer at Speak-Out events on campus.

## **SKILLS:**

Proficient in MS Office, Quickbooks, and LaTeX; working knowledge of Matlab, Java (Eclipse IDE), and Python

# Frederick First-Year

123 University Hall, West Chester, PA, 19383  
Ff123123@wcupa.edu | (999)888-7777

## EDUCATION

**West Chester University of Pennsylvania**, West Chester, PA

Bachelor of Science in Biology, Anticipated Graduation: May 20XX

OR

**West Chester University of Pennsylvania**, West Chester, PA

Currently Enrolled as Exploratory Studies, Anticipated Graduation: May 20XX

**Roman Catholic High School**, Philadelphia, PA

GPA 3.89/4.0, Graduation: June 20XX

## WORK EXPERIENCE

**Target**, Philadelphia, PA

Sales Associate, June 20XX – Present

- Assist customers with purchases
- Handle customer questions and complaints, working to ensure customer satisfaction
- Operate cash register
- Monitor security system

**Juniata Golf Club**, Philadelphia, PA

Grounds Keeper, March 20XX – September 20XX

- Helped with general outdoor maintenance of the course
- Worked as member of grounds crew team
- Maintained lawn equipment
- Assured general maintenance of golf carts

## ACTIVITIES

- Colleges Against Cancer 20XX - present
- American Cancer Society Relay for Life 20XX-20XX
- Yearbook committee 20XX-20XX
- Class Treasurer 20XX

## SKILLS

Microsoft Office: Word, Excel, PowerPoint, Outlook; basic Spanish

## HONOR & ACTIVITIES

- Eagle Scout, May 20XX
- National Honor Society

# Sara Smith

West Chester, PA (484) 000-0000  
ss000000@wcupa.edu

## EDUCATION

West Chester University, West Chester, PA, May 20XX

### **Bachelor of Arts: History**

Minor in French

Organization for Autism Research Scholarship, 20XX – Present

Delaware County Community College, Media, PA, May 20XX

### **Associate of Arts, Liberal Studies, Cum Laude.**

Adults with Autism Scholarship, 20XX - 20XX

President's Honor Roll: Spring 20XX, Fall 20XX

## EXPERIENCE

Pennsylvania Veterans Museum, Media, PA Summer 20XX and 20XX

### **Museum Technician Volunteer**

- Provided hospitality and education tours for field trips and visitors
- Maintained knowledge of the displays, gift store items and sales
- Wrote and designed information display boards
- Assisted with installing, arranging, and preparing artifacts for exhibition, ensuring the artifacts' safety

Iron Hill Brewery, Media, PA, June 20XX - July 20XX)

### **Take-Away Server**

- Provided great customer service to curb-side patrons
- Served food to individuals outside of a restaurant environment
- Maintained clean working environment

## PRESENTATIONS

- Autism Awareness Day panel discussion, April 20XX
- PA Community on Transition Conference presentation, July 20XX

## CAMPUS INVOLVEMENT

History Club, West Chester University, September 20XX – Present

French Club, West Chester University, September 20XX - Present

Best Buddies Volunteer, DCCC, September 20XX – May 20XX

Vice President, January 20XX – May 20XX

- Coordinated member schedules
- Arranged a campus fundraiser

# Miranda Military

321 Nation Drive, Malvern, PA 19355  
(484) 123-4567 | mm999888@wcupa.edu

## EDUCATION

### **West Chester University of Pennsylvania, West Chester PA**

*Bachelor of Arts in Communication Studies, May 20XX*

- Minor: Media and Culture
- GPA: 3.7
- Dean's List: Fall 20XX, Spring 20XX

### **Delaware County Community College**

*Associate of Science in Marketing, May 20XX*

- GPA 3.8

## RELEVANT EXPERIENCE

### **Digital Marketing Agency, Plymouth Meeting, PA**

*Social Media & Marketing Intern, June 20XX-September 20XX*

- Collaborate with the marketing team on day-to-day social media management for multiple clients/partners
- Monitor social media presence and complete daily social media outreach
- Develop promotional social media campaigns to engage users and build followers
- Communicate information to our management team, as needed, both in-person and through email
- Research and assist with developing marketing material

## ADDITIONAL PROFESSIONAL EXPERIENCE

### **United States Navy**

*Aircrewman, May 20XX- May 20XX*

- Coordinated with fellow crewmen to complete combat, reconnaissance, transport, and search and rescue missions overseas
- Operated and maintained aircraft communications and detection equipment to ensure safety and security
- Collaborated with others to maintain proper inventory of cargo, fuel, and emergency equipment
- Commended by officers for courtesy and professionalism

## CAMPUS INVOLVEMENT

### **Student Veterans Group (SVG), West Chester University**

*Vice President, September 20XX-present*

- Planned and communicated upcoming meetings and events to members through in-person communication and email correspondence
- Generated marketing and promotional materials for use on social media, i.e. Facebook, and SVG blog
- Participated in monthly meetings and discussions related to the enhancement of student veterans' engagement on campus

## SKILLS

Computer: Proficient in Microsoft Office, Photoshop and Illustrator

Language: Fluent in Spanish

# Anna Athlete

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34 Sports Avenue Media, PA 19063 | 610.555.5555 | aa123456@wcupa.edu

## EDUCATION

**Bachelor of Science, May 20XX, West Chester University of Pennsylvania, West Chester, PA**

- **Major: Marketing**

## INTERCOLLEGIATE ATHLETICS

**Division II Women's Varsity Soccer Team**

**West Chester University, Fall 20XX-Present**

- Devote 20+ hours per week to athletics while maintaining a full-time student status
- Collaborate with fellow team members both on and off the field
- Dedicate large amounts of commitment and responsibility towards fellow players and coaches
- Participate in various clinics and training sessions to teach athletic and life skills to youth
- Serve the community through ongoing projects, including fundraising efforts for local schools

## RELATED EXPERIENCE

**Philadelphia Union, Chester, PA**

**Community Relations Intern, Summer 20XX**

- Supervised Union Soccer School Summer Camps and Tournaments
- Collaborated with staff to plan five fundraising and community engagement events
- Prepared presentations to promote the Philadelphia Union Foundation
- Supported the mission of the Philadelphia Union by contributing to game day responsibilities
- Participated in YSC Community Day and several other community service projects

## LEADERSHIP EXPERIENCE

**YMCA, West Chester, PA**

**Youth Soccer Instructor, Fall 20XX-Present**

- Coach soccer team for youth ages 7-8 years
- Coordinate weekly practices and social gatherings
- Mentor team members both on and off the field by providing individual support

**Day Camp Head Counselor, Summer 20XX**

- Supervised camp counselors to ensure programs were running smoothly
- Organized games and events to encourage social interactions among campers
- Collaborated with six other Head Counselors to create weekly learning themes

**Day Camp Counselor, Summers 20XX-20XX**

- Engaged children, ages 4-10, in various developmental activities
- Ensured safety and well-being of campers
- Communicated with families to ensure campers were given necessary assistance

## AWARDS & ACTIVITIES

- Certified Student Leader through SAIL (Students Actively Involved in Leadership), Fall 20XX
- Attend various workshops with Women Leading Up Series, Spring 20XX, Fall 20XX
- Participate in Annual Spring Leadership Experience, Spring 20XX

## SKILLS

- Proficient utilizing Microsoft Word, Excel, PowerPoint and Prezi

# SAM SPANISH

123 Ram Road Kennett Square, PA 19348

610.555.5555

Sam.Spanish@gmail.com

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## Education

December 20XX

**West Chester University of Pennsylvania**, West Chester, PA

**Bachelor of Arts in Spanish, Minor in Sociology**

- **GPA: 3.84**, Dean's List All Semesters
- **Member of Alpha Mu Gamma** (The National Collegiate Foreign Language Honor Society)
- **Recipient of the Lombardi-Peters Award** (Selected for outstanding ability through courses and service)
- **Fluent in Spanish** (Reading, writing, and speaking)

## International Experience

May-June 20XX

**Universidad del Centro Educativo Latinoamericano**, Rosario, Argentina

**Summer Abroad Program**

- Participated in a home-stay with an Argentinean family
- Traveled throughout Rosario with native Student Ambassadors
- Visited local attractions and communicated in Spanish through coursework and field trips

January-May 20XX

**University of Seville**, Seville, Spain

**Semester Abroad Program**

- Engaged in classes and activities with native Spanish students
- Completed a home-stay with a local Spanish family
- Immersed self in language, cultural and service opportunities

## Related Experience

August 20XX-Dec 20XX

**Spanish Club**, West Chester University

**Member**

- Attend weekly meetings to discuss current topics and communicate in the Spanish language
- Visit attractions to increase knowledge of Spanish history and culture
- Serve the community by participating in clean-up days and fundraisers
- Mentor first-year students to assist with their language and cultural skills

August-December 20XX

**La Comunidad Hispana (LCH)**, Kennett Square, PA

**Intern**

- Translated and interpreted documents for ESL (English as a Second Language) clients
- Created and presented workshops on education and career skills
- Organized social events and fundraisers to engage community members
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## Additional Experience

June 20XX-Present

**Half Moon Restaurant and Saloon**, Kennett Square, PA

**Server**

- Communicate with customers in Spanish, as needed
- Provide excellent customer service and receive positive feedback on a consistent basis
- Ensure a clean and enjoyable dining experience for customers
- Assist managers and coworkers with special events