

---

## Volunteering Resume Example

---

### Calvin Hobbes

1985 Watterson Lane, Poughkeepsie, NY 12603 | 845-455-5555 | calvin.hobbes@gmail.com

#### **Objective**

To participate in the SUNY New Paltz Alternative Spring Break Program.

#### **Education**

State University of New York at New Paltz  
Bachelor of Arts in International Relations Minor: Black Studies Anticipated May, 2020

Arlington High School, Lagrangeville, NY  
New York State Advanced Regents Diploma June, 2016  
GPA: 95.4, Honor Roll

#### **Volunteer and Leadership Experience**

Campus Recruitment Event Worker (CREW) September 2016- present  
SUNY New Paltz Office of Undergraduate Admission

- Act as liaison between the Office of Undergraduate Admission and prospective students at major campus recruitment events.
- Share my experiences at SUNY New Paltz through campus tours, welcoming visitors, passing out information, hosting a student for the day, and assisting at large-scale events.

Member, Emerging Leaders Program September 2016- May 2017  
SUNY New Paltz

- Participated in faculty- and staff-led workshops focusing on the Five Dimensions of Leadership including: Service Learning, Global/Community Perspectives, Ethics and Values, Personal Empowerment, and Interpersonal Skills.
- Involved in individual and group service-learning projects, completing over 40 hours of service to date.

Student Member, Board of Directors September 2014- May 2016  
Hudson Valley LGBTQ Center

- Partnered with GLSEN Hudson Valley to establish the Safe Schools Round Table of the Hudson Valley to improve school safety and inclusion for LGBTQ and all students.
- Helped to draft the Center’s mission statement and bylaws.
- Acted as the liaison between the Center and the Arlington High School Gay-Straight Alliance.

#### **Extracurricular Activities**

People to People Ambassador Summer Program in Germany August 1-8, 2016  
Anti-Defamation League, “A World of Difference” Peer Leader 2014-2016  
Model United Nations, Member 2014-2016  
National Honor Society, Member 2013-2016  
Varsity Cross-Country, Member 2015



## Education Sample Resume

---

### Veruca Salt

123 Main Street | New Paltz, NY 12561 | (845) 123-4567 | saltv@hawkmail.newpaltz.edu

**OBJECTIVE:** To be employed full-time in an elementary teaching position with New Paltz School District.

#### EDUCATION

---

State University of New York at New Paltz

Bachelor of Science, Childhood Education (1-6) | Concentration in English expected Month, year

GPA 3.51/4.00

#### CERTIFICATION

---

New York State Initial Certification in (Insert title here), pending

#### TEACHING EXPERIENCE

---

**Teacher – leave replacement** Month, Year – present

Lenape Elementary School, New Paltz, NY

- Develop multisensory lesson plans, thematic units, groups activities and individual projects
- Consistently use behavior management strategies, including positive self-talk and maintaining rationally detached, to create an emotionally healthy environment
- Faculty advisor for 5<sup>th</sup> and 6<sup>th</sup> grade leadership society, comprised of over 50 students, and ensure that they are effectively working as a team to complete society activities

**Summer School Teacher** Semester, Year

Monticello Central School District, Monticello, NY

- Taught remedial reading to 21 2<sup>nd</sup> and 3<sup>rd</sup> grade at-risk students through the use of a variety of teaching strategies, including graphic and semantic organizers
- Improved students’ reading skills as shown by their ability to read at an elevated level

**Student Teacher** Semester, Year

Millbrook and Poughkeepsie City School Districts, NY

- Worked closely with cooperating teacher to integrate technology into the elementary school classroom, including SMARTboard and Moodle
- Planned and taught daily lesson plans for 18 4<sup>th</sup> graders incorporating hands-on activities

#### PROFESSIONAL EXPERIENCE

---

**Site Director** Month, Year – Month, Year

YMCA School Co-Op, Kingston, NY

- Directed activities, which included individual tutoring, organized arts and crafts, group socialization activities, and lesson plans based on monthly themes
- Actively supervised 3 teaching assistants and conducted their monthly performance evaluations and scheduling

#### COMPUTER SKILLS

---

Teaching: Wikis | SMARTBoard, | School Center | Moodle

Microsoft Windows and Macintosh OS/X | Microsoft Office Suite | Adobe Photoshop

## Science Resume Example

---

### Nicole James

8 Slippery Slope Street New Paltz, New York 12561  
(845) 255-7777 | njames@hawkmil.newpaltz.edu

**Objective:** Outstanding student with strong laboratory skills and impressive research experiences seeking entry-level biochemical research position.

**Education** State University of New York at New Paltz  
Bachelor of Arts, Biology, anticipated May XX  
GPA - 3.52 Major GPA - 3.61

**Related Coursework** - Genetics, Intermediate Organic Chemistry, Physical Chemistry I and II, Genetics, Molecular & Cellular Biology

Senior Presentation: "The Functional Differences Between the Two Acontias of *Agrobacterium Tumefaciens* C58"

**Laboratory Skills**

- ◆ Primer Creation (Primer3 website)
- ◆ SDS-page gel
- ◆ Cell culture and plate development
- ◆ Protein extraction

**Relevant Experience:** **Researcher** May, 20xx-present  
*Genomics Initiative Project, New York, NY*

Constructed a partial genetic map for the genome of nitrogen fixing *A. vinelandii*. Determined role of several enzymes in the metabolism of the soil bacterium and plant pathogen *A. tumefaciens*. Developed the mutants for two malate dehydrogenase genes in *A. tumefaciens*. Presently performing growth curves to determine the purpose of four mutants in *A. tumefaciens* for malate dehydrogenase.

**Teaching Assistant** Spring 20xx  
*Organic Chemistry Course, SUNY New Paltz*

Monitored students laboratory activities. Assisted students with learning laboratory techniques. Provided out of class help to students having difficulties with course content. Examined lab notebooks for proper scientific format.

**Student Researcher** Fall 20xx  
*Genetics I, SUNY New Paltz*

Generated gene disruption mutations in agrobacterium tumefaciens and examined phenotype. Examined biochemical pathways of agrobacterium tumefaciens using bioinformatics tools.

**Campus Involvement** **Vice President** August 20xx- present  
Biology Club, SUNY New Paltz

---

## Liberal Arts & Science Resume Example

---

### HUGO N. HAWK

1 Hawk Drive, New Paltz, NY 12561 | hugohawk@gmail.com | 845-257-3265

#### Education

---

*State University of New York at New Paltz*, New Paltz, NY

**Bachelor of Arts in International Relations and Asian Studies**

Expected May 2016

GPA 3.6, Dean's List

*Meigi University*, Tokyo, Japan

August-December 2015

**Study Abroad:** Demonstrated independence, adaptability, and cross-cultural communication skills

#### Related Coursework/Projects

---

- *Governments and Politics of China and Japan*- gained an understanding of policy making processes and the governments, parties, and interest groups in each country.
- *Economics of Globalization*- evaluated social and economic merits of Asian countries regarding the institutional development of globalization.
- *Independent Study*- researched and analyzed the economic and business trends in Japan.

#### Related Experience

---

**Global Initiatives Intern**, Asia Society, New York, NY

January 2016-present

- Research and analyze business trends to prepare informational materials for programs.
- Communicate with external contacts from key countries in Asia to assemble news briefings on business and economic trends.
- Collaborate with the department director and staff to develop public programming and events ranging from 10-250 attendees.

#### Leadership Experience

---

**Resident Advisor**, SUNY New Paltz, New Paltz, NY

September 2014-May 2015, January 2016-present

- Act as a resource for students in a 400 person residence hall. Uphold policies and procedures.
- Create informative and educational bulletin boards that encourage student thought and participation on campus.

#### Additional Experience

---

**Server**, Cracker Barrel, East Greenbush, NY

August 2012-2015

- Provided friendly customer service to approximately 100 customers per shift.
- Worked as a team with fellow servers and management to ensure timely fulfillment.

#### Skills

---

*Languages:* Bilingual in Japanese and English

*Presentation:* PowerPoint, Prezi

*Social Media:* Instagram, Facebook, Twitter

---

## Engineering Resume Example

---

### Name

Your Address City, State Zip Code | Email | Phone Number(s)

**OBJECTIVE:** Target your objective to a specific position/employer.

### SUMMARY

Use this section to include highlights of your career/experience that directly relate to the position you are applying for.

### EDUCATION

#### State University of New York at New Paltz, New Paltz, NY

Master of Science, Electrical Engineering, May 20xx  
GPA 3.8/4.0

#### Rensselaer Polytechnic Institute, Troy, New York

Bachelor of Science, Computer Engineering, May 20xx  
GPA 3.5/4.0

### TECHNICAL SKILLS

Use this section to highlight skills that are specifically related to the type of employment you seek. Examples include computer languages, hardware and software knowledge, and other technical skills. Remember to include the "buzzwords" of your profession.

### PROJECTS

#### Project Title, Name of Class, Fall 20xx

- Describe each project concisely in order to demonstrate your technical skills and knowledge. (Created 3-D renderings of critical components using AutoCad).
- Integrate the use of soft skills when indicating specific accomplishments. (Presented findings to more than 30 students enhancing communication and presentation skills).

### RELATED EXPERIENCE (SUCH AS "ELECTRICAL ENGINEERING EXPERIENCE")

#### Position Title, Dates

Organization Name, City, State, Country

- Use strong action verbs such as "created" rather than soft verbs such as "assisted." Never use first person pronouns.
- Avoid passive phrasing such as "duties include" or "project was completed by using \_\_\_\_." Focus on selling your accomplishments.
- Quantify your information by including numbers, percentages, and dollar amounts.
- Demonstrate a high level of achievement. Illustrate these achievements by showing how you saved an employer money, time or materials.

You may wish to separate experience into different resume sections such as "Engineering Related Experience," "Research Experience," or "Industry Experience."

### PUBLICATIONS AND PRESENTATIONS (OPTIONAL)

"Title of Paper," Presented at National Meeting, Name of Organization, City, State, Country, March 20xx.

### PROFESSIONAL AFFILIATIONS (OPTIONAL)

Member, National Organization, Dates

## Business Resume Example

### N.P. Student

1234 North Street New Paltz, NY 12561 | 845-444-1234 | student11@hawkmail.newpaltz.edu

<b>OBJECTIVE</b>	An entry level business analyst position at XYZ Company		
<b>EDUCATION</b>	State University of New York at New Paltz, New Paltz, NY		May 2017
	* <b>AACSB International</b> accredited School of Business		
	Bachelor of Science, Management		
	<b>GPA 3.5</b>   Dean's List		
<b>RELATED COURSES</b>	Strategic Management	Financial Accounting	Managerial Accounting
	Statistics	Calculus I & II	Economics
<b>STUDY ABROAD</b>	Touring the Great Cities: Vienna, Prague & Budapest		Winter 2014
<b>RELATED EXPERIENCE</b>	<b>Internal Auditor Intern;</b> Best Buy Stores, Poughkeepsie, NY		Spring 2014
	<ul style="list-style-type: none"> <li>• Designed, planned and implemented financial audits to assess store procedures</li> <li>• Managed the efficient completion of multiple audits in a specific timeframe</li> <li>• Demonstrated written and verbal communication skills through interaction with management and team members</li> <li>• Acquired exposure to aspects of the business cycle and store operations</li> </ul>		
	<b>Assistant Manager;</b> Sterling Golf Stores, Kingston, NY		2011 – 2013
	<ul style="list-style-type: none"> <li>• Administered daily operations; including opened the store, handled finances, maintained the facility and customer service</li> <li>• Controlled store finances, including cash flow, daily cash register audits</li> </ul>		
<b>SKILLS</b>	Microsoft Office including Word, Excel, Access and PowerPoint, SPSS Bilingual Spanish		
<b>HONORS</b>	<b>Finalist,</b> School of Business Debate Competition		Spring 2013
<b>ACTIVITIES</b>	<b>Member,</b> Management Association - SUNY New Paltz chapter		2014 – Present
	<b>Member,</b> SUNY New Paltz Golf team		2014 – Present
<b>EXPERIENCE</b>	<b>Server,</b> Hard Times Café, Fairfax, VA		2012 – 2014
	<b>Sales Associate,</b> Bed, Bath & Beyond, Poughkeepsie, NY		2012
	<b>Sales Associate,</b> Eastern Mountain Sports, Poughkeepsie, NY		2010-2012