

Short Sample Resume as Part of a Graduate Application

JOHN LERNER

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- Education Mythic University, Mythic, XX 99999
Bachelor of Science in Geosciences
Expected Graduation: May 20xx
- Senior Thesis Research, 20xx-present
Study of a potential bryozoan reef near Mythic Creek, XX
Production and analysis of peel block sections
Comparison of specimens with established literature for identification
- Curriculum Physical Geology Paleobiology Seminar
 Intro to Environmental Geology Structural Geology
 Earth Materials Earth History
 Biostatistics Micropaleontology
 Geochemical Processes Principles of Stratigraphy
 Geophysical Processes Coral Reef Ecosystems
 Paleontology and Fossils Geology Field School
- Experience Librarian for Mythic Laptop Computer Library, 20xx-present
Answered technical questions regarding programming and connections
Circulated, re-imaged, and conducted inventory on laptops
- Lab Assistant under Dr. Janet Lerner, 20xx-20xx
Consulted with professors and professional researchers
Used chemical acid baths to clean equipment in an Earth Systems Lab
- Activities/
Honors Scuba Certification, 20xx
 Geosciences Club, 20xx-present
 Field Trip Coordinator, 20xx-20xx
 Secretary, 20xx-20xx
 Vice President, 20xx-present
 Mythic University Pan-Hellenic Dance Marathon, 20xx-present
 Operations committee member, 20xx-present
 Dean's Freshman Scholarship, Mythic University, 20xx
 Mythic University Alumni Chapter Scholarship, 20xx

**Lengthy Sample Resume (Curriculum Vitae) as Part of a
Graduate Application—3 Pages**

JANET LERNER

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EDUCATION: MYTHIC UNIVERSITY, Mythic, XX 99999
B.A in Political Science with Honors
Minors in Japanese and Economics
Cumulative GPA : 3.85/4.00
Dean's List: All Semesters

Relevant Coursework: Geography of Political Extremism Comparative Urban Politics
Latin American Intl. Relations Research and Methodology
Geography of Developing World Development Economics
Understanding Tyranny and Oppression

International Experience: Experience living and traveling in different countries including Japan, China, Peru, Greece and Brazil.

Languages: Fluent in Spanish, Proficient in Japanese, and Working Knowledge of Portuguese. Experience with Microsoft Access, Microsoft Excel, and Dreamweaver.

LEADERSHIP INVOLVEMENT:

President, The Political Science Association, Mythic University
President 20xx, Vice President 20xx, Secretary 20xx-20xx
Oversaw and managed the restructuring of the only non-partisan organization on campus. Now with over 250 members, the organization provides opportunities for political involvement. Sponsored major domestic and international speakers such as journalists and elected officials. Coordinated campus-wide voter registration events and created a tuition advocacy group to educate students on tuition issues under the organization. Strengthened ties between students and faculty of the Political Science Department by facilitating luncheons. Developed relationships with Mythic University Alumni through the reinstatement of the annual Alumni Dinner.

LEADERSHIP INVOLVEMENT (continued):

Founding Member, Rescue Childhood, (UNICEF campus initiative, Service Organization) 20xx-20xx

Established student campus organization, aided in fundraising over 10,000 dollars for the construction of a children's shelter in the Dominican Republic. Actively supported the coordination of advocacy events promoting children's rights including organizing petition signings and efforts to finance speakers.

Participant, Global Aids Initiative, Mythic University, 20xx

Actively engaged in the planning process of World Aids Day 20xx in addition to advertising and volunteering throughout the day.

Group Leader, Mythic University Literary Initiative, *Fall 20xx-present*

Coordinate and participate in weekly discussions of challenging texts with other Mythic University scholars.

EXPERIENCE:

Economics Grader, Mythic University Economics Department, *Fall 20xx*

Helped in grading Introductory Microeconomics lecture course with over 300 students.

Hotline Intern, Project Vote Smart, *Summer 20xx*

Searched and collected evaluations of the U.S. Congress and State Legislatures compiled by political interest groups. Entered interest groups data in order to make them available to the voting public. Also maintained the hotline service by answering specific political questions and conducting special research requests for callers, including the national news media.

Scholar Assistant, Mythic University, 20xx-20xx

Coordinated major speakers and educational events to promote SHC vision. Counseled students with academic questions, provided welcoming atmosphere in residence halls, and conducted administrative duties.

Field Intern, Mark Kennedy Shriver U.S. Congressional Campaign, *Summer 20xx*

Trained in "Get out the Vote" strategies and database systems for use in coordinated grassroots efforts. Executed campaign strategies to maximize votes.

RESEARCH EXPERIENCE:

Undergraduate Research Assistant, Mythic University Political Science Department:

Advocacy and Public Policymaking Project, *Fall 20xx-present*

Collected and compiled relevant information on advocacy tactics using Internet research guidelines. Coded arguments made in primary interviews for further analysis on effective lobbying methods and influence of lobbyists on policymaking in Washington D.C. Currently training other undergraduates and supervising research on recently coded data.

Undergraduate Research Assistant, Mythic University Political Science Department:

Project: Collaborative Research on Agenda-Setting: Attention to Disease in the Public Arena, *Spring 20xx-present*

Identifying relevant congressional hearings on specific diseases in order to discover the extent to which diseases receive attention by the media and Congress. Entering data on hearings into Microsoft Access.

Researcher, Kokusaika and Japanese National Policy Initiative, *Summer 20xx*

Conducted interviews and compiled data for independent project on the internationalization policy of Japan during the 1980s in Osaka and Kobe, Japan

Researcher/Volunteer, Mythic City Field Project, *May-June 20xx*

Investigated property acquisition practices through field research with Habitat for Humanity in Mythic City. Lived in the area, supervised construction volunteers, built homes, and structured filing system for acquired properties.

Student Researcher, Correlates of War 2, *Spring 20xx*

Translated Spanish sources and collected data for chronology of wars in Latin America

AWARDS:

The Pi Sigma Alpha Honor Society
Golden Key Honor Society
Jesse Arnelle Liberal Arts Scholarship

INTERESTS:

Reading, Running, Tennis, Playing Piano, Ceramics