

## Kelly Morgan

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### Campus Address

3 Hamilton Street, #3B  
New Brunswick, NJ 08901

### Home Address

335 Windy Circle  
Morristown, NJ 07707

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### OBJECTIVE

To contribute to the success of an organization by applying my talent for communications and my enthusiasm for making deadlines.

### EDUCATION

#### **Rutgers University, New Brunswick, New Jersey**

School of Communication & Information

B.A., Journalism/Public Relations, Minor: French, May 20XX

GPA- 3.2

#### **Study Abroad: Paris, France- Summer 20XX**

### HONORS

Dean's List (3 semesters)

Jacques Hardre Travel Grant, Study Abroad, France

National Society of Collegiate Scholars

Pi Delta Phi: National French Honor Society

Carol Reuss Award, School of Journalism and Mass Communication

### RELATED EXPERIENCE

**Ogilvy & Mather**, New York, NY Jan. 20XX – May 20XX <http://www.ogilvy.com/>

Communications Coordinator, March 20XX - May 20XX (part time employee)

- Organized and delivered presentations regarding press releases to Account Executives in support of a major multinational client.
- Coordinated with Account Executives on materials and supplies needed for monthly conference meetings held in Paris.
- Spearheaded the design of a newsletter which was emailed to over 24,000 recipients. The newsletter was attributed for gaining 310 new customers for our client.
- Received praise for displaying initiative in proactively helping resolve customer logistics issues, and was named Employee of the Month for April.

Intern, Jan. 20XX- Jan. 20XX (summers and winter breaks)

- Member of four person team that coordinated media coverage in support of our client's Tour de France sponsorship. One of the ads was nominated for an award.
- Aided in the writing and editing of news releases, media advisories and flyers.
- Was given a special assignment that helped the company gain a new client.

**A Helping Hand Mission**, Raleigh, NC

July 20XX - Sept. 20XX

<http://www.helpinghandmission.org/>

Volunteer

- Scheduled and delivered goods to needy families, and assisted in communicating the mission's needs to local companies.
- Produced a hand-out which was handed to over 1,000 Special Olympics attendees, leading to a record month of donations of can goods.

### ACTIVITIES

**Rutgers University Visitor's Center**, Public Relations Assistant March 20XX - May 20XX **RU-TV**, Production Assistant, New Brunswick, Nov. 2010 - present

**Public Relations Student Society of America**, Member, Oct. 2009- present

### SKILLS

#### **Oral and Written Communication:**

Fluent in French; proficient in budget management, customer service, feature writing, news release and brochure development, copy-editing, persuasive speaking and presenting.

#### **Computer Experience:**

Macintosh and PC operating systems, Microsoft Office Suite, Optimal Resume, Lexis/Nexis database.

**Online Resume:** <http://unc.confidentialresume.com/kellymorgan>

# Tatyana Romanova

tatyana.romanova@rutgers.edu | 555-555-5555

Age: 22 Height: 5'9" Weight: 127 Hair: Brown Eyes: Green

## EDUCATION

**Rutgers University** – New Brunswick, NJ

Bachelor of Arts: Dance Performance/Choreography, Minor: Management, Expected

May 20XX GPA: 3.65/4.0

Honors: Presidential Scholarship, Dean's List, Sigma Omicron (Dance Honorary)

## TEACHING

**Dance Instructor**, Lyn's Academy of Dance – Piscataway, NJ (20XX - present)

- Responsible for instruction of 6th-12th grade dancers as well as choreography for competition teams. **Dance Director**, Chicago Ballet Studio – Chicago, IL (Summer 20XX)
- Instructed summer dance camps for children of all ages. Responsible for directing and producing showcase recitals.

**Dance Instructor/Camp Counselor** (Summer 20XX)

Lake Bryn Mawr Camp - Honesdale, PA

- Instructed dance and creative movement classes. Choreographed for summer dance showcases and recitals. Responsible for cabin of 9 year-old girls.

## PERFORMANCE

**School of Ballet Central New Jersey**, Trenton, NJ (Fall 20XX - present)

- Performed ensemble roles in works created by Linda Graham, Rosanne Marie York, and Guy Hyland.

**Joffrey Jazz and Contemporary Intensive Showcase** - New York, NY (20XX)

- Performed in original works by Dorrel Martin and Kevin Wynn.

## CHOREOGRAPHY

### Recital Works

Lyn's Academy of Dance Spring Recital – Piscataway, NJ (20XX - present)

The Dance Centre Solos/Duets – Chicago, IL (Summer 20XX)

### Concert Works

- Rutgers University Student Dance Concert – New Brunswick, NJ (Fall 20XX)
- "*Metamorphosis*" - Contemporary solo piece. Choreographed and performed.
- Rutgers University Performance Dance Company's *The Nutcracker* – New Brunswick, NJ (20XX)
- Chicago Ballet Studio Dance Showcase – Chicago, IL (Summer 20XX)
- Lake Bryn Mawr Camp Dance Showcase - Honesdale, PA (Summer 20XX)

## TRAINING

- **Ballet** – Instructors: Linda Henner, Amanda Gyon
- **Modern/Contemporary** - Instructors: Audrey DeBruyn, Linda Henner, Steven Kind, Granger Martin, Harry Sahay, Ray Guzman, Oscar Smith, Amanda Gyon
- **Jazz** - Linda Henner, Oscar Smith, Ray Tadio, Amanda Gyon
- **Tap** - Angela Parsons, Robin Casey

# STEPHEN KING

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(555) 555-5555

stephen.king@rutgers.edu  
Writing Portfolio: stephen.king.wixy.com

## EDUCATION

Rutgers University New Brunswick, NJ  
B.A. English and Journalism & Media Studies. **GPA 3.4.** May 2018

## RELEVANT COURSEWORK

Digital Media Production	Journalism
Global News Abroad	Writing about Social Issues
Media Ethics	Gender, Race, and Class in the Media

## RELATED EXPERIENCE

Open Road Integrated Media, New Brunswick, NJ,  
*Staffwriting Intern*, September 20XX-present

- Provided research assistance to a team of eight staffwriters, resulting in increased knowledge of the journalism workplace.
- Created and published five original articles based on research.
- Communicated with subjects of articles to ensure quality and honest publication.

The Targum, Rutgers University New Brunswick, NJ  
*Staffwriter and Editorial Assistant*, August 20XX-present

- Crafted one article each week for the Current Events Column to raise awareness of world issues on campus.
- Promptly met publication deadlines, contributing to the newspaper's team of 20 staff.
- Developed sound research practices and applied editing skills learned in classes.

Livingston Writing Center, Rutgers University New Brunswick, NJ  
*English and Writing Tutor*; June 20XX-June 20XX

- Taught students how to engage in "the writing process" by scheduling appointments to coincide with the writing process, including research, drafts, and final edits.
- Focused on the writer as a whole person, rather than focusing solely on presenting assignment.
- Cultivated a professional reputation with students and professors, resulting in a clientele base referred by professors or classmates.

## ACTIVITIES

Kappa Tau Alpha, Member, 20XX-present  
Rutgers Society of Professional Journalists, Member, 20XX-present  
Seeing Eye Puppy Raising Club; Volunteer; 20XX-20XX

## SKILLS

Spanish, Portuguese and French (reading, writing and speaking)  
Lexis/Nexis database application  
Macintosh and PC operating systems  
Microsoft Office Suite

# LUIS GALLARDO

XXX West Washington Court – New Brunswick, NJ 08901 • 555-555-5555 • luis.gallardo@rutgers.edu

## OBJECTIVE

To obtain a graphic design internship with Sports Today Magazine's Art Department.

## EDUCATION

**Rutgers University** – New Brunswick, NJ, December 20XX

Double Major with BFA in Studio Art (concentration in Painting and Drawing) and BS in French Minor in Art History; GPA 3.75/4.0

**I' Universite de Nantes** – Nantes, France, Fall

20XX Study Abroad in Art and French

## Honors and Awards

Herman Miller Art Award  
Miller Tuition Grant

Distinguished Artist Award  
Dean's list – 8 semesters

Mary Van Tazalen Prize for  
Creativity in the Arts

## EXHIBITS

*Mason Gross BFA Thesis Show*, April – May 20XX

- Abstract wishes (mixed media)
- Gateway to the Sea (charcoal)
- Almighty (watercolor)
- Perspectives from the Mountain Top (oil)
- Balancing Act (oil)
- Self Portrait (watercolor)

*Visible Time at Mason Gross School of the Arts*, October 20XX

- Exposed (mixed media painting), Winner of Best of Show
- Endearing (charcoal sketch)
- Gracious (watercolor)
- Bold (oil)

## WORK EXPERIENCE

*Gallery Attendant, Zimmerli Art Museum* – New Brunswick, NJ, September 20XX – Present

- Supervised visitors to gallery during hours of operation
- Member of exhibit installation team

## COLLEGE LEADERSHIP ACTIVITIES

*Mason Gross Student Government President* – Rutgers University, New Brunswick, NJ, August 20XX – May 20XX

- Elected by a student body of 2,000 students to serve as chief representative
- Provided leadership and direction for the student body
- Set the agenda for and chaired weekly Student Government meetings
- Engaged in extensive committee work

## ADDITIONAL COLLEGE ACTIVITIES

- "Big Brother, Big Sister" program volunteer
- Intramural athlete, soccer (captain)

☐ Visual Arts Portfolio available at: [www.luisgallardocreates.com](http://www.luisgallardocreates.com)

# Jareth Patel

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555-555-5555 – jareth.patel@rutgers.edu

## OBJECTIVE

To be awarded a graduate assistantship within the XYZ University Department of Music.

## EDUCATION

Rutgers University – New Brunswick, NJ  
Bachelor of Music in Performance (Flute and Piccolo)

Expected May 20XX

### Honors/Awards:

- Distinguished Artist Award (4 years)
- Anshutz Endowed Music Scholarship (4 years)

## SOLO PERFORMANCE EXPERIENCE

**Senior Recital**, Rutgers University – New Brunswick, NJ

April 20XX

- *Suite Modale* (Ernest Bloch)
- *Suite in A Minor* (Georg Phillip Telemann)
- *Joueurs de Flûte* (Albert Roussel)
- *Synchronisms, No. 1* (Mario Davidovsky)

**Junior Recital**, Rutgers University – New Brunswick, NJ

April 20XX

- *Four Lyric Pieces* (John Heiss)

**Musical Showcase**, Rutgers University – New Brunswick, NJ

February 20XX

- *Suite Modale - Adagio-Allegro deciso* (Ernest Bloc)
- *Joueurs de Flûte – Mr. de la Péjaudie* (Albert Roussel)

## ENSEMBLE EXPERIENCE

Flute Choir, Rutgers University – New Brunswick, NJ  
New Jersey Symphony Orchestra – New Brunswick, NJ  
Wind Symphony, Rutgers University – New Brunswick, NJ

Fall 20XX – Spring 20XX

Fall 20XX – Spring 20XX

Fall 20XX – Spring 20XX

## COLLEGE INVOLVEMENT

Zeta Tau Alpha (Alpha Chi Chapter) – Rutgers University

Spring 20XX – Spring 20XX

- President (Fall 20XX – Spring 20XX)

- Elected as secretary (20XX)

Dance Marathon – Rutgers University

March 20XX, 20XX, 20XX

- Philanthropic Chair

- Raised money for Embrace the Kids Foundation

Tutor

Spring 20XX – Spring 20XX

- Instructed a 4th grade at-risk student in reading, spelling, and math

## WORK HISTORY

Jim's Steaks, Customer Services Representative – New Brunswick, NJ June 20XX – August 20XX  
84 East, Server – New York City, NY August 20XX – May 20XX

- Provided timely and efficient customer service to restaurant patrons

## Mackenzie Stewart

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(555) 555-5555 / [mackenzie.stewart@rutgers.edu](mailto:mackenzie.stewart@rutgers.edu)

### EDUCATION

Rutgers University, New Brunswick  
BA Communication (Leadership in Organizations and Community Concentration)  
Minor: Marketing  
May 20XX  
GPA: 3.78

### INTERSHIPS

Walt Disney World Resort, *Resort Activities Host*  
Orlando, FL  
Summer 20XX

- Facilitated resort activities and events for hundreds of guests of all ages on a daily basis
- Managed the resort's twitter feed, and revamped the Facebook page resulting in an increase of page visits by 30%
- Assisted in the creation of press releases to the media regarding new events and initiatives

National Multiple Sclerosis Society, *Development Department Intern*  
Trenton, NJ  
Spring Semester 20XX

- Created online and newspaper postings and press releases publicizing upcoming events
- Generated a 25% increase in donations through a targeted marketing campaign
- Maintained volunteer and donor lists containing 7,500 contacts for current and future events
- Developed interactive Power Point presentation for national fundraising event

### RELATED EXPERIENCE

Lockbox Productions, *Talent Coordinator*  
January 20XX-present

- Coordinated and assisted talent on large scale photo and video shoots
- Organized casting calls, callbacks and wardrobe fittings for talent
- Developed a secure digital database containing contact information for crew, client, and production team

Lockbox Productions, *Marketing Assistant*  
May 20XX-Dec. 20XX

- Increased marketing directives and sales strategy by 10% on a local level in assigned territories
- Developed new campaigns and strategies to increase market exposure and new business
- Contacted consumers about existing products/services and assessed the need for upgrades

### CAMPUS INVOLVEMENT

Phi Sigma Sigma  
April 20XX-present

- *Public Relations Coordinator, Formal Coordinator, Standards Judicial Board Member*

Public Relations Student Society of America  
March 20XX-present

- *Vice President of Media Relations*

Rutgers Association of Marketing & Strategy  
May 20XX-May 20XX

- *Member*

### SKILLS

Proficient in Microsoft Office, Social Media platforms, Adobe Suite, Macintosh and PC operating systems  
Fluent in Spanish and Portuguese

# Grace Lee

Current Address: 1000 W. Willow Street – New Brunswick, NJ 08901  
555-555-5555 Permanent Address: XXXX East Riverway – Lancaster, PA 17602  
grace27.lee@rutgers.edu

## OBJECTIVE

To obtain a full-time position with a theatre company as a stage manager.

## EDUCATION

**Rutgers University** – New Brunswick, NJ May 20XX  
Bachelor of Arts: Theatre and Management GPA: 3.9/4.0

**Vienna Summer School** – Vienna, Austria Summer 20XX

## Honors and Awards

- Dean's List - 7 semesters
- Dr. Jaroslave and Grace Susan Burian Prize

## STAGE MANAGEMENT EXPERIENCE

**Production Stage Manager – Rutgers Theater Company** – New Brunswick, NJ

*King Lear*, Fall 20XX

*The Birds*, Spring 20XX

*Guys and Dolls*, Summer

20XX *Carousel*, Fall 20XX

*Defying Gravity*, Spring 20XX

*And the World Goes 'Round*, Summer 20XX

*Someone Who'll Watch Over Me*, Fall 20XX

**Assistant Production Stage Manager – Rutgers Theater Company** – New Brunswick, NJ

Assistant Stage Manager, *Honk!*, Summer 20XX

Assistant Stage Manager, *Woman in Black*, Winter 20XX

Assistant Stage Manager, *The Government Inspector*, Spring 20XX

## ACTING EXPERIENCE

The Jameson Project – Rutgers University – New Brunswick, NJ

Laura Bronson, *Golden Ladder*, Fall 20XX

Marie, *Perfect Pie*, Spring 20XX

Isabelle, *The Illusion*, Winter 20XX

Amelia Dull, *Love's Labour's Lost*, Winter 20XX

## RELATED EXPERIENCE/KNOWLEDGE

Rutgers Theater Company Ticket Office Manager

Hope Theatre House Manager

Publicity Crew

Follow Spot Operator

Directing experience

8 years Musical Education

Basic light crew knowledge

Basic scene crew knowledge

## WORK HISTORY

*ShopSmart*– Cashier – New Brunswick, NJ

August 20XX – June 20XX

*Robert Wood Johnson University Hospital*– Receptionist – Edison, NJ

May 20XX – May 20XX

*Henry's Diner* – Waitress – Piscataway, NJ

Summer 20XX

# Craig Ramsey

XXX Brooks Lane | Manalapan, NJ 07726 |  
555-555-5555 craig.ramsey@rutgers.edu

## OBJECTIVE

Seeking a professional, entry-level graphic design position, contributing to the creative process of an organization.

## EDUCATION

**Rutgers University** – New Brunswick, NJ

Bachelor of Arts: Visual Arts (Graphic Design Concentration), Minor: Communication

May 20XX

GPA 3.2/4.0

## RELATED COURSES

Design Thesis

Interaction Design

Introduction to Digital Photography

Independent Study in Design

Introduction to Typography

Introduction to Silkscreen

## COMPUTER SKILLS

Proficient in:

PC and Apple computer systems

Pagemaker

InDesign

Adobe Photoshop

Adobe Illustrator

Dreamweaver Creative Suite

## INTERNSHIP

**Graphic Designer**

Fall Semester 20XX

*Vision Marketing – South Plainfield, NJ*

- Assisted with designing a brand logo for local restaurant
- Presented layout ideas to restaurant owner and constituents
- Completed assigned layout tasks in cooperation with other interns
- Implemented new layout designs into both paper and web based advertising

## RELATED EXPERIENCE

**Part-Time Design Staff**

September 20XX – present

*Pete & Pete Construction Company – Edison, NJ*

- Created and implemented company website design using HTML and CSS
- Designed new company logo and marketing material
- Established new computer folder organization system

## LEADERSHIP

**Swim Team Member** – Rutgers University

Fall 2011 – Spring 20XX

- Nominated by teammates and coaches as captain for senior season
- Represent team on the Student Athletic Advisory Board

## COLLEGE ACTIVITIES

**Student Activities Council**

Fall 20XX – Spring 20XX

- Participated as a publicity committee member, contributing to ideas for student outreach

**Dance Marathon**

March 20XX, 20XX, 20XX

- Participated as a dancer and motivator to raise funds for Embrace the Kids Foundation
- Assisted with publicity and marketing, achieving visibility throughout the entire campus

**Relay for Life**

October 20XX, 20XX, 20XX

- Led a team of 20 volunteers; provided structure for coverage of the event's many areas of responsibility
- Raised \$5,000 for the American Cancer Society