

Resume Samples

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SANDRA DONA

Springfield, MA | 508-000-1111 | sand.dona@umass.edu

EDUCATION

University of Massachusetts Amherst

- Bachelor of Arts, Commonwealth Honors College, May 2027
- Major in History; Minor in English; GPA: 3.3
- Relevant Coursework: Public History & Museums Seminar; Modern Art 1880-present; African History through Literature; Writing, Rhetoric, & Literacy Studies

EXPERIENCE

Springfield Museums, Springfield, MA

Community Engagement Intern, Spring 2026

- Led interactive activities and educational tours for school groups and visitors
- Assisted with planning and facilitating community outreach events and family programs
- Promoted an inclusive and engaging visitor experience through effective communication and customer service

UMass Undergraduate History Journal, Amherst, MA

Editorial Board Member, Fall 2025 - Present

- Evaluate historical research and writing for strength of argument, use of primary and secondary sources, and historical accuracy
- Work collaboratively with editorial board members to revise and prepare articles for publication

Antonio's Pizza, Amherst, MA

Cashier, 2024 - Present

- Process high volumes of customer orders and payments accurately in a fast-paced, high-energy environment
- Communicate clearly and professionally with customers and coworkers to coordinate orders and address customer questions or concerns

ACADEMIC PROJECTS

The Evolution of Baseball in 19th-Century America

Published in UMass Undergraduate History Journal, Spring 2024

- Authored a 10-page research paper examining the evolution of baseball from a local recreational activity into a defining American sport, exploring its growth alongside changing cultural and economic conditions in 19th-century America

COMPUTER SKILLS: Microsoft Word, Excel, PowerPoint, Outlook, Publisher; Canva, Instagram, X, Facebook

Lou Mass

l.mass@umass.edu | Amherst, MA | (413)555-4444

Education

University of Massachusetts Amherst, Expected Graduation 2029

- BA in Theater
- Awards: John and Abigail Adams Scholarship; Performing Arts Scholarship

Performances

Chorus in *Anything Goes*, UMass Theater Guild, November 2025

William in *As You Like It*, South Coast Players, August 2025

Dragon in *Beowulf*, Smith High School, May 2024

Castle Guard in *Cinderella*, Smith High School, December 2024

Experience

Outreach Coordinator, UMass Theater Guild, Amherst, MA, 2025—Present

- Voted in as outreach coordinator during freshman year
- Use Canva and Adobe Express to create multimedia graphics for print and social media to promote upcoming performances and events
- Collaborate with club leadership and members in planning meetings

Dining Hall Staff Member, *UMass Dining*, Amherst, MA, 2025—Present

- Monitor 3 food stations simultaneously to ensure food is stocked and fresh
- Clean tables to ensure a safe and clean environment
- Communicate verbally with team to coordinate food service

Drama Club Member, *Smith High School*, Amherst, MA, 2022-2024

- Performed in school plays and musical productions
- Collaborated with cast and crew through rehearsals, character development, and live performances
- Wrote and performed character-based promotional scripts over the school-wide PA system to build excitement for upcoming theater productions

Skills

- Canva
- Adobe Express, *beginner*
- Public Speaking
- Microsoft Word, Microsoft PowerPoint
- Google Docs, Google Slides

Art Smart

Amherst, MA | 413-545-1234 | art@umass.edu

EDUCATION

University of Massachusetts Amherst

Bachelor of Fine Arts, Studio Art, May 2027

GPA: 3.35

Art and Design Skills: Hand drawing with pencil, charcoal and pastels, painting, advanced color theory, 3D model making

Computer Skills: Adobe Photoshop, InDesign, MS Office - Word, Excel, PowerPoint

EXPERIENCE

Seris Gallery, Cambridge, MA, Summer 2026

Gallery Assistant

- Greeted gallery visitors, answered questions about artwork, and assisted with purchases
- Installed and removed artwork, conducted artist interviews, and created wall labels, postcards, posters, and social media posts
- Prepared gallery for exhibitions and opening receptions and assisted with running the events

Pine Hollow Camp, Northfield, MA, 2024-2025 (Summers)

Art Lead Counselor, 2025

Art Assistant Counselor, 2024

- Promoted to Art Lead Counselor in 2025, coordinating art programming and supporting assistant art counselors in creating an engaging, inclusive environment
- Planned and led hands-on art activities for campers of aged 6-14 of varying skill levels, adapting projects to encourage creativity and participation.
- Prepared art materials and organized studio spaces

Starbucks, Northampton, MA, 2023-2024

Counter Staff

- Delivered friendly customer service and accurately prepared drinks in a fast-paced environment
- Trained new staff in customer service, cash register and espresso machine operation

OTHER ACTIVITIES

Songwriting and Production Club Member, UMass Amherst, 2024 - Present

Amherst Survival Center Volunteer, Amherst, MA, 2025 - Present

Leg Aide

Amherst, MA | 413-555-1234 | student@gmail.com

EDUCATION

University of Massachusetts Amherst

Bachelor of Arts, Afro-American Studies, May 2027 | GPA: 3.7

Relevant Courses: American Politics; Urban Government and Politics; Public Administration; Race, Culture and American Politics; Congress and the Legislative Process

Awards: Chancellor's Award; Humanities and Fine Arts Summer Internship Scholarship; University of Massachusetts Amherst Diversity Grant (\$500)

RELEVANT EXPERIENCE

Research Assistant

Environmental Protection Agency, Washington, DC, May - August 2026

- Assisted Administrative staff of Environmental Information with research and correspondence related to clean water public information campaign
- Wrote summaries of hearings used by Deputy Administrator preparing for media briefings
- Conducted email survey of 250 municipal wastewater treatment plants in New England region
- Responded to schoolchildren's questions about drinking water safety

Seminar Participant, The Political Economy of Class and Race

University of Massachusetts Amherst, February - May 2025

- Examined federal housing policy with special emphasis on Congress
- Analyzed case studies of other policy areas such as employment, education, and judicial system
- Collaborated with two other students to lead discussion of legislation on educational funding
- Researched and wrote 15-page paper on recent racial judicial decisions

Administrative Assistant

University Controller's Office, University of Massachusetts Amherst, September 2024 - May 2025

- Processed individual and company accounts, while accurately recording documentation
- Responded to questions and requests at the reception desk

ADDITIONAL BACKGROUND

Captain, Soccer Team

University of Massachusetts Amherst, September 2024 – March 2026

- Led and motivated 22 teammates on and off the field, running practice drills, supporting new players, and facilitating team-building activities
- Served as a liaison between coaching staff and team to help communication regarding game-day planning

SKILLS

Language Skills: Conversational Spanish

Computer Skills: MS Office; Google Suite

Matt Bloom

mablm7@umass.edu | Boston, MA | 413-899-3333 | www.linkedin.com/mattbloom

EDUCATION

University of Massachusetts Amherst, Bachelor of Arts, December 2026

English Major, GPA: 3.4

Professional Writing and Technical Communication Specialization

University of South Carolina, Columbia, SC, 2022–2023

Moore School of Business, Advertising Major

LANGUAGE SKILLS: Intermediate Spanish

COMPUTER SKILLS: Adobe Acrobat; Microsoft Word, Excel, PowerPoint; WordPress; Google Workspace

PROFESSIONAL WRITING EXPERIENCE

Samantha Wells Photography, Northampton, MA

Freelance Writer, May 2026 – Aug 2026

- Interviewed owner to identify key business practices
- Revised website content to clearly communicate photography services, packages, pricing, and booking information to prospective clients.
- Developed guides outlining preparation and expectations for different types of photo sessions.
- Collaborated with owner to establish tone, organize information, and revise based on feedback.

Professional Writing and Technical Communication I, UMass Amherst

Course Experience, Fall 2025

- Practiced technical writing, software documentation, and information design to communicate complex information clearly.
- Analyzed audience needs and usability when organizing and developing technical documents.
- Created a 25-page Microsoft Word user manual designed for Life Science students.

ADDITIONAL EXPERIENCE

Rafters Sports Bar & Restaurant, Amherst, MA

Server/Host, Sep 2024 – May 2026

- Balanced multiple demands while keeping high energy and remaining calm
- Ensured customer satisfaction during busy lunch hour through constant communication and quality service in high demand environment
- Managed large cash flows of \$5,000 to \$8,000 per day

PUBLISHED WRITING

“The Last Train Home”, Short Fiction, *The Scribe*, Spring 2025

“Instructions for Remembering”, Poetry, *The Scribe*, Spring 2024

Steve Student

Chicopee, MA, 413-595-5959, steves@umass.edu

EDUCATION

University of Massachusetts Amherst, May 2027

Bachelor of Music, Music Education, GPA 3.7

Cambridge University, England, Summer 2023

Advanced courses in music theory and composition

Relevant Courses: Instrumental Technique courses in Trombone, Trumpet, Violin, Cello, Percussion, Saxophone, Clarinet; Computers in Music Education, Choral Music in the Public School

Computer Skills: MS Office, Cubase, Musicshop

Language Skills: Fluent French, basic German

TEACHING EXPERIENCE

Student Teacher

Longmeadow High School, Longmeadow, MA, 2025 - 2026

- Created lesson plans and taught three sections of music class, adapting instruction for different learning needs
- Prepared students for a final class performance, guiding rehearsals and supporting students in developing their musical skills
- Implemented classroom management strategies to create a safe and engaging learning space

Private Music Teacher

Amherst, MA, 2023 – 2025

- Instruct students ages 9–14 in trombone fundamentals, technique, and music theory
- Lead group lessons for up to 3 students, adapting instruction to different skill levels
- Promote private music lessons through online platforms and print materials

After School Program Assistant

Amherst Regional Middle School, Amherst, MA, 2022 - 2023

- Collaborated with team to support an after-school program for middle school students
- Led and supervised recreational activities, using conflict resolution skills to ensure safe play

ENSEMBLE EXPERIENCE

Orchestral

- University of Massachusetts University Orchestra Trombone Section Leader, 2026 - Present
- Guest appearances at all Five College Consortium orchestras, 2025 - Present
- Pioneer Valley Symphony Orchestra, soloist 2024 - 2025

Brass Quintet

- University of Massachusetts Brass Quintet 2025 - Present
- All Nation Brass Quintet, 2025
- New England Conservatory Youth Brass Quintet 2017 - 2021

Marching Band

- University of Massachusetts Minuteman Marching Band, 2024 - Present
- Boston Metropolitan District Commission All-Stars, 2021 - 2023

Megan Griffin

megriffi134@gmail.com | 413-387-5555 | Easthampton, MA

EDUCATION

University of Massachusetts Amherst, May 2028

Bachelor of Arts in Women, Gender, and Sexuality Studies, GPA 3.5

Commonwealth Honors College

HEALTH-RELATED EXPERIENCE

Peer Health Educator

Health Services, University of Massachusetts Amherst, Fall 2026

- Co-facilitated workshops to educate college students about various health issues including sexual health, alcohol, drugs, and eating disorders
- Distributed condoms and information about health issues

Administrative Assistant

Department of Public Health, University of Massachusetts Amherst, Spring 2026 – Present

- Supported day-to-day office operations, answered student questions via phone, and contributed content to the department's social media account
- Organized department records and scheduled appointments for departmental advisors

Teacher

Life Education Center, Tamil Nadu, India, Summer 2024

- Taught English and computer skills to young women in groups of 15 students
- Designed and instructed a math course
- Participated in weekly discussion groups to discuss empowerment issues facing women

PROJECTS

Community Health Education Project

Public Health & Private Decisions: Ethics & Medicine, UMass Amherst Course, Spring 2026

- Collaborated with a team to develop a sexual health education program addressing common questions and barriers to accessing health resources
- Reviewed scholarly research and analyzed public health information to identify key topics
- Developed a workshop and outreach materials focused on health literacy, prevention, and local health resources
- Presented the project and recommendations to classmates

SKILLS

Language Skills: proficient in Spanish – spoken and written

Computer Skills: Mac and PC; Microsoft Word, Excel, PowerPoint, Publisher; Adobe Photoshop

Certifications: Adult First Aid/CPR/AED, 2024

Cover Letter Samples

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Angelina Woods

Amherst, MA, 413.000.1658, awoods@umass.edu

March 10, 2026

Sandra Taylor, Art Director
Oblong Design Group 39 Woods Ave.
Boston, MA 02118

Dear Sandra Taylor,

I am writing to express my interest in the Creative Design Assistant Summer Intern position at Oblong Design Group that I found posted on Handshake. I am currently a Junior at the University of Massachusetts Amherst working towards a Bachelor of Fine Arts degree with a focus on Graphic Design. I understand you are seeking someone to assist with the creation of a wide variety of materials associated with your firm's global marketing campaigns and initiatives and I believe my graphic design skills would allow me to immediately contribute. The Oblong Design Group's dedication to addressing pressing social issues from climate change to extreme poverty aligns strongly with my values, and I would be thrilled to use my creativity to support your efforts.

As an Office Assistant in the Art Department this past semester, I used Adobe Creative Suite to create departmental graphic products such as logos, flyers, and handouts, and did so both as part of a team and independently, learning how to accept feedback and adjust my work as needed. I accomplished this by listening carefully to suggestions, asking questions, and taking everyone's needs into consideration, which ultimately led to a better product overall. I also worked in tandem with content writers and copyeditors to consistently produce marketing materials under tight deadlines. These are attributes I would enthusiastically bring to my role as a summer intern with Oblong Design Group.

I know that I have the skills, training and experience it takes to produce compelling images for your web and print publications. Please find my resume and portfolio samples attached, to see how I've turned ideas into reality.

I would appreciate the chance to speak with you at your convenience to learn more and discuss how I could add value to your summer internship group. Thank you for your time and consideration in reviewing my application.

Sincerely,

Angelina Woods

Michelle Smith

email@umass.edu • 555-555-5555 • Amherst, MA

November 21, 2026

Audrey Garcia, Hiring Manager
Generic Publishing
111 State Street
Northampton, MA

Dear Audrey Garcia,

As a senior English major at UMass Amherst who will soon graduate in December 2026, I was thrilled to see the Editorial Assistant posting on your website. I am applying to this position because I have dedicated my academic career and extracurriculars to making a positive impact on society through helping writers, and I admire Generic Publishing's commitment to promoting social justice through written works.

My experiences with editing allow me to effectively help writers with their projects. I have taken coursework in copyediting and peer tutoring for writing during which I have researched best editing practices. I implement the skills I have learned in these courses as an editor of my school's literary magazine, Jabberwocky. For Jabberwocky, I collaborate with and encourage authors to ensure their work grows into a coherent piece of writing. It can sometimes be challenging to work with writers who have different expectations than the publisher, and I mitigate these challenges by communicating clearly and frequently with authors and other editors to avoid larger problems in future stages of editing. Researching best strategies for editing and then actually putting these strategies into practice as an editor gives me not only the skills but the confidence to be an effective editor for Generic Publishing.

As a first-year student, I took a course on social justice and writing, and since then have worked to help causes that I care about with my writing skills. For the past three years I have volunteered at the Amherst Community Center, working with middle school girls to create a monthly magazine about feminism. I help the group of around ten girls to brainstorm, research, write, edit, design, publish, and distribute the magazine. I find this work to be so fulfilling as I not only help these girls gain valuable writing and communication skills, but I encourage them to make a positive impact on the world around them. I hope to continue helping writers make positive impacts as an Editorial Assistant at Generic Publishing.

Thank you for reading my application materials. I look forward to the opportunity to speak with you and learn more about how I can contribute to the Generic Publishing team.

Sincerely,
Michelle Smith

Resume and corresponding Cover Letter Sample

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Matt Bloom

Amherst, MA | mablm7@gmail.com | 413-899-3333 | www.linkedin/mattbloom

EDUCATION

University of Massachusetts Amherst, Bachelor of Arts, December 2027

English Major, GPA: 3.3

Professional Writing and Technical Communication Specialization

SKILLS

Language: Intermediate Spanish

Computer: Microsoft Office – Word, Excel, PowerPoint, Publisher

RELEVANT COURSEWORK

Professional Writing and Technical Communication 1

Course Participant, Fall 2025

- Analyzed and practiced software documentation and information hierarchy
- Drafted user profiles and studied principles of audience analysis
- Produced 25 page documentation manual for Microsoft Word designed specifically for Life Science students

Introduction to Professional Writing

Course Participant, Fall 2025

- Researched and presented information on gene-editing techniques for an audience of non-specialist English majors in an hour-long, group presentation
- Gained familiarity and practice with writing a variety of professional genres, including cover letters, resumes, and business memos
- Wrote 25 page grant proposal requesting funds for expansion of Amherst Jones Library

WORK EXPERIENCE

River Valley Market, Northampton, MA

Wine and Cheese Department and Prepared Foods Team Member, April 2022 – present

- Collaborate with team members in high-demand customer service atmosphere
- Serve as go-to person for problem solving strategies
- Work with diverse group of customers while handling multiple demands
- Keep up-to-date about natural foods and co-op principles

Rafters Sports Bar & Restaurant, Amherst, MA

Server/Host, April 2021 – November 2022

- Balanced multiple responsibilities while staying upbeat and calm
- Provided efficient and quality service in high demand environment
- Managed large cash flows of \$5,000 to \$8,000 per day

Matt Bloom

Amherst, MA | mablm7@gmail.com | 413-899-3333 | www.linkedin.com/in/mattbloom

Cytokinetics Inc.
625 Trapezoid St.
Boston, MA 02101

Dear Internship Hiring Manager,

I write to apply for the position of IT Communications Intern at Cytokinetics Inc., as advertised on Handshake. I am a sophomore English major with a specialization in Professional Writing and Technical Communication at the University of Massachusetts Amherst. I believe that my technical writing background and interest in the life sciences makes me a strong candidate for this position.

As a part of my coursework in the Professional Writing and Technical Communication program, I have taken classes that prepare me for the kind of day-to-day work involved with technical writing. In my Professional Writing and Technical Communication 1 course, I wrote a 25 page software documentation manual for undergraduate life science students using Microsoft Word. The manual was designed to walk users through some of the advanced features of Microsoft Word—data representation, tables, formatting tools—that they might need as life science students. I believe that this audience-based documentation strategy, along with the principles of information hierarchy and page design that I learned in the course, would transfer well to this IT Communications Intern position.

I understand that the job will involve a great deal of on-the-job learning, and I believe my coursework has prepared me for this. In my Introduction to Professional and Technical Writing class, I worked collaboratively with other students in a group research and presentation project on gene-editing techniques. We practiced intensive research skills on a highly specialized topic and were tasked with presenting that information in an hour-long presentation for a non-specialist audience. I believe that the techniques I learned for researching, organizing, and collating large amounts of difficult information, along with the communication and presentation skills I possess, make me well-suited for this internship.

I am a hard worker and fast learner. I am excited at the prospect of working with and learning from a life sciences biopharmaceutical company like Cytokinetics Inc. as my first internship experience.

Thank you for your time and consideration,

Matt Bloom

CV Samples

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Celia Vie

student@umass.edu • 123-555-4567 • Amherst, MA

EDUCATION

May 2027 **BA in English**

University of Massachusetts Amherst

Specializations: Creative Writing; The Study and Practice of Writing

Senior Thesis: "Poetry, Literacy, and Rising Automation"

2025 **Oxford Summer Seminar Study Abroad**

Oxford University, Oxford, England

Awards

2026– Dean's List

2025 English Opportunity Fund Award

2025 Humanities and Fine Arts Summer Internship Scholarship

2023 Chancellor's Scholarship

TUTORING / MENTORING

2025– **Writing Tutor**

University of Massachusetts Amherst Writing Center

2024– **New Student Mentor**

University of Massachusetts Amherst

RESEARCH

2023–2024 Poetry Program Research Assistant

University of Massachusetts Amherst, English Department

Collected data on requirements of over 50 poetry programs across the US.

Publications

"Remembering Emily Dickinson," *The Scribe*, University of Massachusetts Amherst, 2026

"Writing During Wartime," *Jabberwocky*, University of Massachusetts Amherst, 2026

Presentations

"AI-Generated Poetry," Massachusetts Undergraduate Research Conference, April 2025, Amherst, MA.

SERVICE

2025– Contributing Editor, *The Scribe*, University of Massachusetts Amherst

2024– Secretary, Poetry Club, University of Massachusetts Amherst

2023–2025 DEI Committee Member, University of Massachusetts Amherst

EXPERIENCE

2025 Communications Intern, Emily Dickinson Museum, Amherst, MA
2022-2024 Head Lifeguard, Springfield Aquatics Center, Springfield, MA

LANGUAGES

Spanish, fluent
Portuguese, conversational

Mary Music

student@umass.edu | 123-555-4567 | Amherst, MA | [vimeo-portfolio-URL](#)

EDUCATION

2024 **Bachelor of Arts in Music, Performance (Classical) emphasis**
Minor in Philosophy
University of Massachusetts Amherst

PERFORMANCES

Selected Ensemble

2022– **UMass Amherst Classical Ensemble**, Piano
Monthly performances across campus

2021 **Band for *Hairspray* musical**, Keyboard
12 performances over 3 weeks

Solo

2024 **"All the Right Keys" Senior Capstone Recital**, Piano and Voice
Performed 8 pieces

2022– **Ware Nursing Home Music Night**, Piano
Featured soloist twice a month

2022 **Holiday Concert at Historic Deerfield**, Piano
Performed 3 pieces

Professional Auditions

2022 **Boston Classical Orchestra**

TEACHING

2020– **Freelance Piano Instructor**
Instruct 2-4 students weekly

2018–2020 **Chorus Assistant**, Northampton Middle School

PROFESSIONAL EMPLOYMENT

2020–2022 **Sales Clerk** at Pioneer Valley Music Store, Holyoke, MA

2019 **Youth Counselor** at Westfield YMCA, Westfield, MA

TECHNICAL SKILLS

Piano Technician; Online Music-Making Software

PROFESSIONAL MEMBERSHIPS

2021– Western Massachusetts Pianists' Association

Art Jones

student@umass.edu | 123-555-4567 | Sunderland, MA | [portfolio-link](#)

EDUCATION

- 2024 Bachelor of Fine Arts in Studio Art
Concentration in Animation
University of Massachusetts Amherst
- 2021 Associate in Arts in Liberal Arts Transfer
Springfield Technical Community College

PROJECTS

- 2023 *Unknown Journeys*, assistant artist
Animated digital platformer game made by Hadley Games, a small independent game studio based in Hadley, MA.
- 2023 “Animated Art Exhibition,” assistant curator
Digital exhibit of student art by University of Massachusetts Amherst students.
- 2022 *Remarks*, creator
Animated short film created as a final project for a “Animating Films” course. This film received a public showing during the Northampton Film Festival.

EXHIBITIONS

- 2023 “Community Artwork” at Springfield Art Museum
- 2023 “Graduate Exhibition” at Herter Gallery, University of Massachusetts Amherst
- 2022 “Rising Tide Exhibition” at Neilson Library, Smith College

PROFESSIONAL EMPLOYMENT

- 2022– Design Assistant at Hadley News Station, Hadley, MA
- 2021–2022 Videogame Animation Intern for Adventure Game and Mystery Game at East Coast Game Studio, New York, NY

AWARDS

- 2023 Cartoon of the Month, Animation Association
- 2020 Digital Art Award Honorable Mention, Art Society

TECHNICAL SKILLS

Art Studio Program; Digital Drawing Program; Film Studio Software

PROFESSIONAL MEMBERSHIPS

2022– National Cartoonists Society

2021– Video Game Artists Collaborative