

FirstName Last Name

Boston, MA | 617-555-5555 | email@bu.edu

EDUCATION

Boston University, Boston, MA

Bachelor of Science in Earth & Environment

May 20XX

GPA: 3.5 | Dean's List

Related Coursework: Environmental Change and Sustainability, Climate and Earth System Science

East Boston High School, Boston, MA

June 20XX

GPA: 3.8 | Principal's Honor Roll

Activities: Model UN, National Honor Society, Student Government

WORK EXPERIENCE

East Boston YMCA, Boston, MA

June 20XX-Aug 20XX

Camp Counselor

- Planned and facilitated recreational activities for 30 campers by organizing and leading small and large group activities including crafts, songs, and games
- Reduced camper behavioral issues by identifying and responding to incidents and filing reports when necessary
- Worked with parents and guardians to respond to inquiries, provide daily reports, and ensure camper satisfaction

LEADERSHIP EXPERIENCE

National Honor Society, East Boston High School, Boston, MA

Sept 20XX-June 20XX

Secretary

- Recorded attendance and prepared weekly meeting minutes for society with over 250 club members
- Supported the PR & Marketing Chair with reviewing the semester newsletters
- Communicated via email and Slack to encourage sense of community among members

Model UN, East Boston High School, Boston, MA

Sept 20XX-June 20XX

Delegate

- Researched countries and analyzed laws, ordinances, and issues present to understand the populations
- Submitted position paper proposal for conference and selected to present

SKILLS

Computer: Microsoft Office Word, PowerPoint, Excel, GIS

Language: Fluent in Spanish