

LINGUISTICS—RÉSUMÉ SAMPLE

Student Name

Address, City, Province/State, Country
 (555) 555-5555 | email@email.com

Objective

I am seeking a position as an Education Program Assistant where I can apply my communication competencies, organizational skills and leadership qualities to support student success.

Education

University of Victoria, Victoria, BC September 20XX–Present

Bachelor of Arts, Linguistics

- Certificate in Language and Cultural Proficiency in Japanese
- Working toward Certificate in Language and Cultural Proficiency in French

Relevant Experience

Arts and Music Festival, City, State January 20XX–June 20XX

Volunteer - Head of Finances/Group Leader

- Completed grant applications, facilitated outreach to potential vendors and artists, and coordinated vendor-staff communication, which allowed our team to raise over \$20,000 USD for the Trevor Project (the United States' leading suicide prevention hotline for LGBT+ youth)
- Organized budgets, scheduled volunteers, and created timelines for projects leading up to the festival

Elementary School, City, State September 20XX–June 20XX

Student Ambassador

- Led guided tours around the campus while addressing questions from parents and prospective students about the programs and courses offered by the school
- Engaged elementary school students in games at outreach fairs

Elementary School, City, State September 20XX–June 20XX

Stage Manager, Student Director, Sound/Lighting Technician, & Actor

- Problem solved technical, communication, and creative issues for theatre productions
- Sought out and participated in workshops to improve my personal practices in theatre

Family, City, State

September 20XX - January 20XX

Elderly Care Aid

- Engaged verbal and nonverbal methods to communicate with and to ascertain the needs of elderly family member with dementia
- Provided care including recreation and assisted with activities of daily life (safety, meal preparation, hygiene maintenance, etc.)

Additional Skills and Competencies

- Certification in Ethical Conduct for Research Involving Humans (TCPS 2: CORE)
- French Language • Intermediate Japanese Proficiency • Linguistic research skills
- Communication • Information & Task Management • Teamwork
- Commitment to Quality

Awards and Achievements

University of Victoria Excellence Scholarship	20XX–Present
Varsity Excellence Letters in Theatre	20XX–20XX
English Literature Award of Excellence	20XX
French Language Award of Excellence	20XX
Trevor Aurand Community Service Award	20XX
CAS (Creativity, Activity, Service) Award of Excellence	20XX
STEAM (Science, Technology, Engineering, Arts, Mathematics) Design Award of Excellence	20XX
Physical Sciences Award of Excellence	20XX

Interests

- Language learning, mycology, astronomy, and travel