



# **RESUME 101**

# RESUME GUIDELINES

**\*\*AVOID using imported resume templates\*\* (Canva, Google Docs, etc)**

Your resume will be a document that is unique to you and your experiences! Here's some common headers and things to keep in mind, it does not have to be in this specific order:

- **Heading/Contact Information** – Include name, phone number, e-mail address, portfolio/website/LinkedIn URL, and/or any relevant social media profiles (residential and/or mailing addresses are optional)
- **Summary or Profile** – Describes you as a student and professional; indicate the value you bring to an employer through skills, experiences, and/or passions; may target a role, company and/or industry
- **Core Competencies/Professional Skills** – Relevant to the position (i.e. computer software, languages, technical skills)
- **Education** – Things to include:
  - Montclair State University, Montclair NJ
  - Degree Information (see next page for proper format)
  - Graduation Date (Month, Year)
  - GPA (this is optional, only put if over a 3.0)
  - Relevant Coursework or projects (optional)
  - Study Abroad experience (optional)
  - NO High School information
- **Work Experience/Relevant Experience/Professional Experience** – Include name of organization; city, state (if outside the U.S.: city, country); title; dates worked (Start – End or Start – Present)
  - **Note:** *Part-time, full-time, internships, and volunteer experiences can all be considered. However, specific categories may be created to group experiences based on relevancy and type (i.e. industry, volunteer)*
  - Include 2-5 bullet points that start with strong action verbs (see list) and avoid any first person pronouns (i.e. I, my, me)
  - **High Impact bullets:**
    - *Served over 50 customers a day at a sporting event concession stand*
    - *Trained four new employees on procedures, cash register and customer service*
    - *Received employee of the month award for five consecutive months for exceeding sales goals of \$5,000 per month*
  - **Low Impact bullets:**
    - *Served customers at a concession stand*
    - *Trained new employees*
    - *Achieved sales goals*
- **Leadership or Extracurricular Activities**
- **Performances/Film/Art Displays** – This is a great tool for showcasing relevant experience.

## FORMATTING YOUR DEGREE INFORMATION

Please make sure you are including the proper name of your degree on your resume. It should be written out fully, no abbreviations and include your major and minor if applicable. Use this guide to find the proper format for your degree information. \*\* For a complete listing of majors and specific concentrations, please visit the Programs of Study located here:

<https://www.montclair.edu/arts/academics/programs-of-study/#undergrad>

### **ART & DESIGN:**

Bachelor of Fine Arts, Illustration

Bachelor of Arts, Fashion Design and Merchandising

Bachelor of Fine Arts, Product Design

Bachelor of Arts, Visual Arts

Bachelor of Arts, Art Education Concentration with Teacher Certification in Art (Preschool-Grade 12)

Bachelor of Fine Arts, Visual Communication Design

### **SCHOOL OF COMMUNICATION & MEDIA:**

Bachelor of Arts, Advertising

Bachelor of Arts, Animation/VFX

Bachelor of Arts, Communication and Media Studies

Bachelor of Arts, Film and Television

Bachelor of Fine Arts, Filmmaking

Bachelor of Arts, Journalism and Digital Media

Bachelor of Arts, Social Media and Public Relations

Bachelor of Arts, Sports Communication

Bachelor of Arts, Recording Arts and Production

### **THEATRE & DANCE:**

Bachelor of Fine Arts, Dance

Bachelor of Arts, Dance, Education Concentration, with Teacher Certification in Dance (Preschool-Grade 12)

Bachelor of Arts, Dance, Studio Teaching Concentration

Bachelor of Fine Arts, Musical Theatre

Bachelor of Fine Arts, Theatre, Acting Concentration

Bachelor of Arts, Theatre Studies

Bachelor of Fine Arts, Theatre: Design, Technology and Management Concentration

Bachelor of Arts, Theatre Studies, Theatre Education Concentration, with Teacher Certification in Theatre (Preschool-Grade 12)

### **MUSIC:**

Bachelor of Music, add your specific concentration

Bachelor of Arts, Music Therapy, add your primary concentration

## ACTION VERBS

### Management/Leadership

Administered  
Assigned  
Attained  
Chaired  
Consolidated  
Contracted  
Coordinated  
Delegated  
Directed  
Enhanced  
Established  
Generated  
Improved  
Managed  
Organized  
Produced  
Supervised

### Communication

Addressed  
Collaborated  
Condensed  
Contacted  
Directed  
Edited  
Explained  
Interpreted  
Mediated  
Negotiated  
Presented  
Publicized  
Suggested  
Wrote

### Research

Analyzed  
Collected  
Compared  
Determined  
Examined  
Gathered  
Investigated  
Reviewed  
Summarized  
Tested

### Technical

Applied  
Assembled  
Built  
Constructed  
Designed  
Developed  
Maintained  
Programmed  
Upgraded

### Teaching/Helping

Advised  
Advocated  
Clarified  
Counseled  
Encouraged  
Explained  
Guided  
Helped  
Instructed  
Mentored  
Motivated  
Provided  
Supported  
Tutored  
Volunteered

### Organizational

Approved  
Collected  
Compiled  
Distributed  
Generated  
Maintained  
Recorded  
Scheduled  
Updated

### Financial

Appraised  
Balanced  
Budgeted  
Forecasted  
Projected  
Reconciled

### Creative

Acted  
Composed  
Conceptualized  
Created  
Designed  
Displayed  
Drew  
Entertained  
Fashioned  
Founded  
Illustrated  
Invented  
Modeled  
Performed  
Photographed  
Planned  
Revised  
Shaped

# Communication & Media Studies #1

E: email P: 000-000-0000

## EDUCATION

Montclair State University, Montclair, NJ May 2025  
**Bachelor of Arts, Communication and Media Studies** GPA 3.9, Dean's List, EOF

Middlesex College, Edison, NJ May 2023  
**Associate of Arts, Communications** GPA 3.3, Dean's List, 2023 Certificate of Leadership

## WORK EXPERIENCE

Skyline Physical Therapy, LLC, Wyckoff, NJ January 2024 – Present  
**Videographer & Marketing Specialist**

- Plan, shoot, and edit social media reels utilizing CapCut, then upload on various social media platforms
- Create visually appealing advertisements using Canva, incorporating compelling graphics and messaging to enhance brand awareness
- Write and design monthly newsletters to update subscribers on company news that aligns with brand voice

Montclair State University, CART Career Services, Montclair, NJ January 2024 – Present  
**Social Media Manager**

- Manage and curate content for social media platforms to build and maintain consistent brand presence
- Attend events and workshops to capture photos and video footage for promotional purposes
- Interview and write monthly engaging alumni spotlight articles, highlighting key achievements and career milestones that showcase the impact of their education

**Work Study** October 2023 – December 2023

- Completed special projects and worked alongside the Social Media Intern to collaborate for CART content
- Aided in the setup of CART Career Services events
- Greeted visitors to the CART Career Services Office and managed inbound calls

Victra- Verizon Wireless, Edison, NJ December 2021 – May 2023  
**Sales Representative**

- Actively worked towards closing deals and securing sales agreements with customers to meet or exceed sales quotas and targets set by the company
- Scheduled and coordinated shifts for a team of six employees, also manage time-off requests accordingly
- Initiated outbound calls to prospective clients, managed leads via phone calls, emails, and text

PATV, Perth Amboy, NJ September 2019 – August 2020  
**Work Study**

- Attended and filmed numerous events locally as well as out of state weekly
- Participated in the production process, including setting up equipment, lighting, and sound, showcasing attention to detail and technical skills
- Designed and facilitated weekly meetings with 20-30 underclassmen

## SKILLS

Spanish (Intermediate); ASL (Beginner); Microsoft Office; Google Suite; Canva; Final Cut Pro; CapCut; Photoshop; Adobe Audition; Adobe Premiere; Zenoti; Asana; Carelogic; Social Media Management; Videography; Planning; Detail Oriented; Time Management.

## VOLUNTEER WORK

**Public Partnerships PPL**, Perth Amboy, NJ, **Authorized Representative** March 2023 – Present

**2023 International Emmy Awards**, Manhattan, NY, **Talent Handling** November 2023

**Montclair State College of the Arts**, Montclair, NJ, **Tour Guide** November 2023

**AAPI Montclair Annual Luminary Gala**, Montclair, NJ, **Event Set Up** October 2023

**Blue Cole Radio Table Events**, Edison, NJ, **Coordinator** January 2023 – April 2023

# Communication & Media Studies #2

Montclair, NJ Phone: 000.000.0000 [email@gmail.com](mailto:email@gmail.com); [LinkedIn](#)

## EDUCATION:

**Bachelor of Arts**, Montclair State University, Montclair, New Jersey (December 2026)

- Major: Communication and Media Studies

## RELEVANT EXPERIENCE:

**Account Manager**, Hawk Communications, Montclair, New Jersey (September 2024 - Present)

- Manage client account ZR Fit and Wellness social media channels
- Create engaging content to further the client's goal of growing their business and establishing their brand's online presence
- Work with ZR Fit and Wellness to manage their social media accounts and content strategy.
- *Accomplishment*: Over the past year, witnessed significant growth in their social channels, with a 30% increase in followers and engagement through engaging posts and fitness tips

**Chief Creative Director**, AnythingButCommons, Ledgewood, New Jersey (May 2022 - September 2024)

- Led social media strategy and execution, managed platforms like TikTok, YouTube, Facebook, and Instagram
- Supervised video recording, editing, and multimedia creation across social media channels
- Generated original content and oversaw advertising efforts for *The Union County Card Show* and *The Sussex County Card Show*
- Orchestrated online marketing for AnythingButCommons, a multifaceted platform offering comprehensive services in trading cards, collectibles, memorabilia, buying, selling, trading, grading, consulting, brokering, and consignment

## INTERNSHIP EXPERIENCE:

**Video Intern**, Hip New Jersey, Fairfield, New Jersey (September - December 2022)

- Assisted and edited content for the Hip New Jersey website
- Collaborated with the content creation team to conceptualize and execute visually appealing video projects, contributing to increased video engagement on the Hip New Jersey Website

## SKILLS:

- Bilingual (English & Spanish), Press Release Writing, Speechwriting, Content Creation, Brand Messaging, Editing and Proofreading, Social Media Messaging, Biography and Profile Writing, Media Pitching, Crisis Communication, Adobe Premiere Pro/Photoshop, Canva, Photography, Campaign planning and execution, Social Media Management, Video Editing, Graphic Design, Public Speaking

## OTHER EXPERIENCE:

**Deli Clerk**, Shoprite, Rockaway, New Jersey (September 2022 - Present)

- Prepare deli meats for shoppers in a high-volume, fast-paced environment
- Ensure compliance with all safety and health regulations, including proper washing and sanitation of slicers
- Successfully supervise new employees, providing hands-on training for five team members and actively contributing to the training of new staff

# NAME

## Multimedia Journalist & Producer

555-123-4567 | [journalist@gmail.com](mailto:journalist@gmail.com) | LinkedIn

### EDUCATION

Montclair State University, Montclair, NJ, May 2024

**Bachelor of Arts, Journalism & Digital Media**

### WORK EXPERIENCE

**Editorial Intern, Playbill Inc.**, Feb. 2024 - Present

- Editorial writer for the Spring 2024 season of Broadway and Off-Broadway productions

**Associate Producer, Charles J. Muth Museum Welcome Video**, May 2023 - Present

- Collect research materials and archival footage regarding Negro League Baseball in Paterson, NJ
- Collaborate with Production Manager to monitor budget and Workday onboarding for production crew
- Conduct casting calls for actors and book interviews with scholars, journalists, and baseball players

**Anchor and Producer, Montclair News Lab**, Aug. 2023 - Present

- Anchor the student-produced news show *Montclair News Lab* on streaming service Hawk+ on a weekly deadline
- Host and produce news packages for student-produced news show, *#FOCUS: Food*

**Reporting Intern, TapInto Westfield**, Aug. 2023 – Dec. 2023

- Covered news and feature stories in the Westfield, NJ area for the Fall 2023 semester

**Live Radio Talk Show Host and Promotions Director, 90.3 WMSC-FM Upper Montclair**, Jan. 2022 – Aug. 2023

- Founded and hosted first Black news and talk show, *Identity Crisis*
- Hosted flagship morning show, *The Morning Buzz*, reporting on current events involving the Montclair, NJ area
- Curated concert giveaways in partnership with Live Nation, Bowery Presents, and Mercury East Presents for target audience

**Staff Writer and Photographer, The Montclarion**, Jan. 2022 - Aug. 2023

- Pitched, wrote, and published articles covering theater productions on campus for independent school newspaper
- Photographed campus events for publication

### OTHER EXPERIENCE

**Resident Assistant, Montclair State University**, May 2021 - Present

- Foster the development of academic success and an inclusive living environment for 50+ on-campus residents

**Director of Student Affairs, Student Government Association Inc. at Montclair State University**, Jan. 2022 – Dec. 2023

- Founded the upLIFT program, a fitness program designed to facilitate an inclusive environment for weightlifting
- Student representative for the 2023 Dining Services Vendor Selection Evaluation Committee, a team designed to review the request for proposal (RFP) process and select a new dining vendor for Montclair State University's campus

**President of the Honors Student Advisory Board, Montclair State University**, Jan. 2022 – Dec. 2023

- Founded the Honors Student Advisory Board within the Montclair State University Honors Program

### AWARDS

**Excellence in Host, Talent, Writer, or Columnist at the Scholar Production Awards - Apr. 2024**

**1st Place for Best Feature News Reporting at the National Student Production Awards, College Broadcasters Inc. - Oct. 2023**

**NBCU Academy Diversity, Equity, and Inclusion Scholarship Award - Sept. 2023**

**Department of Residence Life Stover Award - Apr. 2023**

**Outstanding Student Employee Award for the Department of Resident Life - Apr. 2023**

**John and Irma Sheffman Honors Scholarship - Apr. 2021 & 2023**

### SKILLS

Adobe Lightroom, Premiere, Audition, Express; Canva; Workday Management Cloud; Radio Board Operator; Concert Photography

### CERTIFICATIONS

Adult Mental Health First Aid from the National Council for Mental Wellbeing, 2023-2026

Google Analytics for Beginners, 2023-2026

# Animation VFX

Montclair, NJ 973-123-4567 Email Portfolio

## Education

**Montclair State University**, Montclair, NJ  
Bachelor of Arts, Animation VFX

May 2024

## Projects:

*Growing Pains* - Animated Short Film - Senior Thesis

September 2023 to April 2024

- Communicated and worked on a five person team
- Produced visual development assets, storyboards, 2D backgrounds in Clip Studio Paint
- Produced 2D animations in Toon Boom Harmony and 3D backgrounds in Autodesk Maya 2024
- Designed and implemented a spreadsheet to record the team's progress and stay on time

*Fish Feud* - Animated Short Film

September 2023 to December 2023

- Collaborated with a team of four individuals
- Executed 2D prop designs and collaborated with 3D prop artist
- Maintained and prioritized schedule and assisted in coloring

*Tarot Aro* - Live Action Short Film

January 2022 to April 2022

- Wrote, storyboarded, edited, and directed
- Led team, assisted in cinematography, composited and edited in Adobe Premiere Pro

*Wrapped* - Short Screenplay

September 2023 to December 2023

*Marlies Magical Adventures Into the Mundane* -Pitch Bible

September 2022 to December 2022

*The Full Moon Witches* - Pitch Bible

January 2022 to April 2022

## Skills

- Google Applications, Microsoft Office 360, Adobe Creative Cloud (Premiere Pro, After Effects, Photoshop, Illustrator, Audition), Unity, Unreal Engine, Autodesk Maya, Z-brush, Toon Boom Harmony, Stop-Motion Studios, Procreate, Clip Studio Paint

## Work Experience

**Montclair State University, Finley Gallery**, Montclair, NJ

October 2022 to March 2024

*Student Gallery Assistant*

- Monitored the gallery and greeted visitors with a warm welcome
- Patched and painted the walls for show installations/de-installations
- Picked up printing and posting exhibition posters, signage, & museum labels
- Managed the storage room, delivered tools and artwork

**Montclair State University Galleries**, Montclair, NJ

October 2021 to December 2022

*Student Gallery Assistant & Educator*

- Gave Visual Think Skills (VTS) tours

*Student Collection Assistant*

October 2021 to May 2022

- Created Excel Spreadsheets for incoming collections
- Organized art analog and digital files within the Collector system
- Assisted in handling and inspecting artwork in the collection



# FILM #1

Phone Number: (000)-000-0000 Email: [email@montclair.edu](mailto:email@montclair.edu) Portfolio Link

## EDUCATION

**Montclair State University**, Montclair, NJ  
Bachelor of Arts, Film and Television

May 2025

## RELEVANT EXPERIENCE

**Red Hawk Sports Network**, Montclair, NJ

January 2024 - Present

*Camera Operator*

- Operate multiple cameras for various Red Hawk Sports Network's game broadcasts, ensuring optimal filming coverage
- Prioritize efficiency by coordinating shots between all camera ops to avoid duplicate shots and other overlapping behavior, ensuring a successful broadcast that captures key moments

**Newark One-Stop Program**, Newark, NJ

September 2023 - November 2023

*SYEP Production Intern*

- Film production intern for the Student Youth Employment Program
- Assisted with camera operation and lighting operation on multiple music video sets
- Supported on-set operations by performing grip/P.A work such as camera, lighting and sound equipment loading, unloading and set up
- Addressed diverse needs in the film/photography studio to optimize workflow

**Rutgers Future Scholars Pre-College Program**, Newark, NJ

June 2022 - May 2023

*Instructor: Creative Writing for TV & Film Class*

- Developed and implemented a comprehensive film curriculum covering scene analysis, script examination, and poster interpretation
- Led engaging discussions on film techniques, scriptwriting, and pitch deck development to promote critical thinking
- Mentored students in crafting original pitch decks, scripts, moodboards, and posters, fostering creativity

## SHORT FILMS & SCRIPTS

<i>Rhythm of Time</i>	Director of Photography	(2024, In Progress)
<i>Street Skater</i>	Director	(2024)
<i>Love Letter</i>	Director	(2023)
<i>Flowers</i>	Director of Photography	(2022)
<i>Papaya</i>	Co-Writer	(2021)

- Official Selection for the 2021 Newark International Film Festival



## SKILLS

- **Camera Operation** - Sony FX3 & FX6, Sony A7SII & A7SIII, Sony Z-150, RED Komodo 6K
- **Lighting Operation** - ARRI Lighting, Hive Lighting, Kino Flo Lighting
- **Camera Equipment** - EasyRig, DJI RS3 Pro
- **Editing Software** - Adobe Premiere Pro, DaVinci Resolve
- **Scriptwriting Software** - Final Draft Pro
- **Onset Production Assistant/Grip** - Setting up camera, light, and sound equipment
  - Understanding set protocol, industry terminology and proper set etiquette

# FILM #2

NYC Metropolitan Area • E: email@gmail.com • P: (000) 000-000 • LinkedIn • Portfolio

Experienced film and television professional with a solid background in directing and producing for live TV programs. Consistently directing multi-camera productions, working in television control rooms, screenwriting, and freelance editing. Seeking opportunities in directing and content development for live studio productions.

## EDUCATION

Montclair State University, Montclair, NJ

August 2023

### ***Bachelor of Arts, Film and Television***

GPA: 3.6, Dean's List (multiple semesters)

- SPA Award for Excellence in Social Media
- Relevant Coursework:
  - Advanced TV Production, Non-Scripted TV Production and Editing, Digital Filmmaking, Writing for the Media, Audio Production
- Extracurricular:
  - Week in Los Angeles Experience
    - Networked with professionals in the film and TV industry, and created a short documentary while in Los Angeles

## RELEVANT EXPERIENCE

*Ghetto Film School Program Teaching Assistant, Montclair State University*

June 2023-Present

- Assist prospective film students with basic camera operations
- Configure fundamental lighting setups for film projects
- Introduce students to Adobe Premiere Pro editing software

*Freelance Production Assistant, Montclair State University*

Sep 2022-Dec 2022

- Production crew member for multiple on-campus productions
- Positions included: control room operations, setup of cameras and lighting
- Assisted Audio Production students with the use of Avid Pro Tools software

*Production Crew for Torch-TV (FIOS Channel 26), Bergen Community College*

Sep 2019-Dec 2019

- Directed a live talk show program: That 15 Minute Show with Mija and Kevin
- Produced the script and graphics for multiple live talk show programs
- Live switcher for a majority of the television programs that were aired
- Scouted and obtained talent for live talk show programs

## FILM PROJECTS

*Elephant in the Room*

Writer

May 2023-June 2024

*Writer Memories*

Director, Producer, Editor

April 2022-May 2022

*Unlucky Bones*

Director, Producer, Editor

Feb 2022-Mar 2022

*Pushing Up Daisies*

Director, Photographer, Editor

Jan 2022-Feb 2022

## SKILLS

- Adobe Premiere Pro, Final Cut Pro, Various Social Media Platforms, Microsoft Office Applications, Canva, Studio Camera Operation, PCR Switchboard, Teleprompter, CG Operation

## **Social Media & PR #1**

NYC Metropolitan Area 000-000-0000 (cell) [email@gmail.com](mailto:email@gmail.com)  
[LinkedIn](#) [Her Campus Montclair](#) [New Jersey Digest](#)

### **PROFESSIONAL SUMMARY**

Social Media and Public Relations graduate proficient in researching, writing, and editing social content. Pitches ideas, monitors social platforms and creates graphics for diverse media channels.

### **SKILLS**

• Customer Satisfaction • SEO Expertise • Proficiency in Social Media Platforms • Copywriting and Editing  
• Research Markets • Digital Media Writing • Web Page Creation • Microsoft Office • Digital Content Development • Bilingual in English and Spanish

### **INTERNSHIPS**

#### ***New York Red Bulls, Harrison, NJ***

**Jan. 2024 – May 2024**

Digital and Social Content Intern

- Collected, organized, and evaluated influencer research market data.
- Monitored TikTok and Instagram social platforms by creating social audits.
- Worked with Sales, Digital, and Marketing teams to implement Student Pass marketing approaches.
- Edited high-quality content of fan reactions and action shots on home games for Instagram and TikTok.

#### ***New Jersey Digest, NJ***

**Sept. 2023 – Dec. 2023**

Editorial Assistant/Content Creator Intern

- Drafted interesting pieces with up to 1700-word count.
- Published 2 articles on WordPress along with 3 social media components for Instagram and TikTok.
- Utilized SEO techniques for the article "Inset Article Title Here" in order to be top-ranked.

#### ***Mooneye, New York, NY***

**April 2023 – July 2023**

Social Media Creative Marketing Intern

- Designed and presented social media campaign ideas for #inserthashtaghere.
- Created social posts and diverse Latina content using Canva for the @(insertIGhere) Instagram account.

### **LEADERSHIP**

#### ***Aerie Brand Ambassador***

**June 2022 – Aug. 2023**

Social Media Content Creator

- Created 25 social in-feed posts and bi-weekly Instagram stories.
- Maintained accurate records of social media metrics and submitted them to YMC Hub.
- Produced original content for promotional advertisements and marketing materials using my social platform.

#### ***Her Campus, Montclair, NJ***

**Feb. 2022 – May 2023**

Contributing Writer and Marketing Director

- Submitted about 5 pitches at the beginning of each month.
- Promoted newly released articles on @HCMontclair's Instagram account.
- Worked closely with the Editorial Board to create on-campus events and host bi-weekly meetings.

### **EDUCATION:**

#### **Montclair State University, Montclair, NJ**

**May 2025**

Bachelor of Arts, Social Media and Public Relations

# Social Media & PR #2

Montclair, NJ | email@montclair.edu | 000-000-0000 | LinkedIn

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## EDUCATION

**Montclair State University** | Montclair, NJ  
Bachelor of Arts, Social Media and Public Relations

*May 2025*

## SOCIAL MEDIA EXPERIENCE

***Social Media Presence: Content Creator, Reseller***

*01/2023-Present*

- Curate content on fitted hats, streetwear fashion, and pins/sports memorabilia.
- Implement a strict posting schedule for Instagram and TikTok to engage 7.5k followers.
- Garner over 15k monthly impressions on Instagram (insert IG handle here)
- Build relationships with micro social media influencers. Research content and consumer trends. Identify consumer habits/interests, develop content strategies to reach the target market.

## PROJECTS

***LPGA: Founders Cup at the Upper Montclair Country Club***

*01/2023-05/2023*

- Conducted research and analysis of local schools in the Montclair/Clifton area, developing an outreach strategy to promote golf among young female students.
- Designed visually appealing flyers in collaboration with the LPGA representative for promoting the annual Founders Cup, showcasing the practical application of coursework in event promotion.

## SKILLS & CERTIFICATIONS

- Bilingual: Fluent in English and Spanish
- Google Analytics Certificate for Beginners 11/2023
- Press Release Writing: Crafting impactful and concise press releases
- Social Media Management: Leveraging social media for effective PR campaigns
- Trend Research and Analysis: Analyzing market trends and consumer behavior
- Proficient in Microsoft Office Suite: Excel, Word, and PowerPoint

## WORK EXPERIENCE

***Sales Team Member Lids/Yankees Clubhouse*** | New York City, NY

*06/2023-Present*

- Enhance brand image through exceptional customer service and personalized recommendations as a Lids associate, fostering positive relationships and leveraging public relations efforts.

***Front Desk Associate Crunch Fitness*** | North Bergen, NJ

*07/2022-09/2023*

- Conducted guest tours, aided with membership, personal training, enrollment, and sales, while delivering exceptional customer service and promoting retail items, maintaining a courteous and professional demeanor.

## LEADERSHIP & PROFESSIONAL DEVELOPMENT

***Sigma Pi Fraternity: Iota-Iota Chapter***

*11/2023-5/2024*

*Philanthropy Chair*

- Led philanthropic events, fundraisers, and community engagement initiatives.
- Promoted awareness of philanthropic activities and maintained participation records.
- Spearheaded initiatives for men's mental health and organ donation support.

***Montclair State University Campus Recreation Student Leader***

*09/2022-05/2024*

- Greeted and checked in all guests upon entry, assisted with nightly cleaning duties of gym equipment, enforced policies with patrons.
- Educated students on related fitness classes and scheduled personal training sessions.

# SPORTS COMM #1

Address

Email | 000-000-0000 | LinkedIn

## PROFILE SUMMARY

Experienced sports broadcaster, writer and editor interested in contributing to the growth of a sports organization through creative storytelling.

## EDUCATION

Montclair State University, Montclair, NJ  
Bachelor of Arts, Sports Communication

May 2023

## INTERNSHIP EXPERIENCE

**Red Hawk Sports Network, Montclair, NJ**

September 2021 - Present

Broadcaster/On-Air Talent

- Contributed play-by-play and color commentary for MSU Athletics (over 30+ games called)
- In studio host for *Inside the Nest*
- Pitch feature ideas, produce and edit segments for *Inside the Nest*

**New Jersey Jackals (Frontier League), Paterson, NJ**

July 2020 - September 2021

Press Box Intern

- Operated the scoreboard and tallied pitches on Pitchcast
- Played music and video board content for players and fan entertainment
- Managed Pointstreak scoring for 20+ games
- Wrote game recaps and provided play-by-play and color commentary during broadcasts

## RELEVANT EXPERIENCE

**The Montclarion, Montclair, NJ**

September 2022 - Present

Staff Writer

- Produce feature stories for print and online publication featuring coaches and players from various Montclair sports teams

**ESPN, New York, NY**

December 2021 - December 2022

Stand In for 2021 & 2022 Heisman Trophy Ceremony,

- Conducted set walkthroughs for finalists, ensuring seamless on-set operations
- Participated in mock interviews with the talent and filled in for the live ceremony

## VOLUNTEER EXPERIENCE

**Morning Buzz, 90.3 WMSC, Upper Montclair, NJ**

August 2022 - May 2023

Sportscaster

- Delivered sportscasts with stats and scores and shared opinions on world events and local news

**Dekes & Dangles, 90.3 WMSC Upper Montclair, NJ**

May 2020 - May 2022

Co-Host

- Hockey based radio show providing in-depth analysis and commentary on NHL events and developments

**Montclair State University Men's Lacrosse, Montclair, NJ**

May 2020-May 2022

Team Manager

## SKILLS

- Adobe Premiere Pro, Canva, Operated in-studio and control room equipment, Transcribing footage, Voiceover work, Microsoft Office (Word, Excel, PowerPoint)

# Sports Comm #2

Montclair, NJ P: 000-000-0000 email@gmail.com LinkedIn

## Education

Montclair State University, Montclair, NJ

**Bachelor of Arts, Sports Communications**

May 2025

Relevant Coursework:

- Sports Production for Radio/TV/Internet
- Sports Storytelling
- Sports Public Relations
- Multimedia Toolkit
- Social Media Analytics
- Radio Production

## Relevant Experience

*"Insert Podcast Title Here"*, Ho-Ho-Kus, NJ

August 2023-Present

### **Podcast Host**

- Provide weekly coverage of the NFL, highlighting diverse topics with a focus on current trends
- Run the social media (Instagram) account to promote the episodes
- Produce/edit podcast on GarageBand and upload to Anchor

Montclair State University Women's Basketball Team, Montclair, NJ

September 2022-December 2022

### **Content Producer**

- Filmed player/coach interviews, practice footage, and green screen shoots
- Edited projects on Adobe Premiere Pro, Canva, and Adobe Photoshop
- Wrote and pre-planned production ideas for game-day graphics, pre-season hype videos, and recruiting videos

Golden Hour, Boca Raton, FL

September 2020-March 2022

### **Radio Show Host**

- Cover the NFL weekly with various current topics and segments
- Produced and engineered the show using radio sound board
- Incorporated audience callers into the show

## Skills

*Computer:* Microsoft Office (Excel, Word, PowerPoint), Adobe Premiere Pro

*Production:* Sony Z150/Canon 90D Camera, GarageBand, Audacity, Radio Board

*Social Media/Design:* Instagram, Tik Tok, YouTube, Snapchat, Canva Pro, Adobe Photoshop

## Other Work Experience

Doordash, Ho-Ho-Kus, NJ

May 2021-Present

### **Delivery Driver**

- Transport food from business to customer
- Handle food properly and make sure customer gets exactly what they order safely

# NAME

Montclair, NJ · Email · Phone · Number · Portfolio Link

## EDUCATION

**Montclair State University**, Montclair, NJ

May 2026

Bachelor of Fine Arts, Visual Communication Design

*Honors:* Dean's List multiple semesters, Presidential Scholarship Recipient, 4.0 GPA

*Relevant Coursework:* Typography, Visual Communication Design Studio, Children's Book, Creative Coding

## INTERNSHIP EXPERIENCE

**One River School of Art + Design**, Montclair, NJ

January - April 2023

*Art Intern*

- Worked in classrooms as a teaching assistant and birthday party host, assisted lead instructors, provided guidance to young students and demonstrated art techniques
- Answered phone calls and questions at front desk and organized customer info in Google Sheets

## PROJECTS

**Global Citizen**, New York, NY

February - April 2023

*Young Artist's Collective*

- Created an illustration that highlighted the correlation between climate change and poverty
- Worked within a six week timeline to create a piece which was then displayed at the *Global Citizen NOW Summit* in New York City in April 2023

## EXHIBITIONS

- "*Drawing Program*" featured in Fall 2023 "The Wonders of Code" Exhibition
- "*Perfect Penny*" children's book featured in Spring 2023 Student Art Exhibition
- "*The Bottleneck Effect*" for Global Citizen NOW April 27-28, 2023
- "*New Yorker Cover*" featured in Fall 2022 Student Art Exhibition

## SKILLS

- Adobe CC (Illustrator, InDesign, Photoshop), Microsoft Office (Word, Excel, PowerPoint), Google Sheets, Procreate, Javascript

## EXTRACURRICULARS

**The Montclarion**, Montclair State University, Montclair, NJ

Fall 2023 - Present

*Contributing Illustrator*

- Create illustrations for the Opinion section of student newspaper

## PROFESSIONAL EXPERIENCE

**Hasbrouck Heights School District**, Hasbrouck Heights, NJ

May 2023 - Present

*Substitute Teacher*

- Cover classes in both the middle school and high school

NAME Montclair, NJ PORTFOLIO LINK [email@montclair.edu](mailto:email@montclair.edu) 000-000-0000

## EDUCATION

### Bachelor of Arts, Visual Arts

Montclair State University, Montclair, NJ  
May 2023

### Associate of Arts, Fine Arts

County College of Morris, Randolph, NJ  
May 2020

## SKILLS

• Adobe Photoshop • Digital Art • Tattoo Design • Color Theory



## EXHIBITIONS

2020- Mayo Performing Arts Center, Art Upstairs Gallery, "CCM at the MPAC  
County College of Morris Art Student Exhibition," Morristown, NJ

2020 - County College of Morris, "County College of Morris Spring 2020 Fine Art & Design Portfolio Class  
Virtual Student Exhibition," Randolph, NJ ([Insert link here](#))

2016- Mayo Performing Arts Center Art Upstairs, "CCM at the MPAC-County College of Morris Art Student  
Exhibition," Morristown, NJ

2010- Cooper Hewitt Smithsonian Design Museum, "Doodle 4 Google: If I Could Do Anything, I Would....," New  
York City, NY

## HONORS / AWARDS

2020- Honorable mention, "CCM at the MPAC- County College of Morris Art Student Exhibition"

2016- Honorable mention, "CCM at the MPAC- County College of Morris Art Student Exhibition"

2010- National Finalist (1 of 4) "Doodle 4 Google: If I Could Do Anything, I Would..." annual contest

2006- Winner of Star Ledger (5-6th grade division) "Mystical Creatures" competition

## WORK EXPERIENCE

Customer Service Associate

### ShopRite, Chester, NJ

January 2018–Present

- Receive phone calls from customers, including requests, order issues, complaints, general praise, and recommendations for store management
- Provide comprehensive training for new employees in the department
- Compose and send emails for department managers upon customers' product request/orders
- Issue refunds/exchanges via cash/credit/store credit and manage cash drawers



# Illustration

000-000-000 email@gmail.com New York City/New Jersey

Freelance illustrator skilled in concept art, visual storytelling, Photoshop and interpersonal skills.  
An observant, spirited designer fueled by a diverse social life and by creating emotion-driven fantasy art.

**Website:** [insert hyperlink here](#) **LinkedIn:** [insert hyperlink here](#)

## EDUCATION

05/2025

**Bachelor of Fine Arts in Animation and Illustration**, Montclair State University – Montclair, NJ

- Collaborated on a 2D-animated short film group project that was screened at the 2024 Animation & VFX Conference at Ramapo Student Ani-Fest
- Dean's List: Multiple Semesters
- GPA 3.593

## EXPERIENCE

02/2024 - Present

**Art Business Intern**, One River School of Art & Design – Montclair, NJ

- Provide phone and front desk customer service
- Manage member enrollments and administration
- Tour guests and utilize Google sheets to organize orders

01/2024 - Present

**Student Artist In Residence**, The Superhero Project (SHP) – Remote

- Design superhero posters based on a child's photos and ideas, following SHP guidelines
- Meet all deadlines developed in conjunction with the Creative Director for sketches, line art, color, and final high-resolution files
- Receive constructive feedback positively and make suggested revisions promptly

08/2023 - Present

**Social Media/Event Coordinator**, InterVarsity Christian Fellowship – Montclair, NJ

- Co-manage the Instagram for the Montclair chapter of IVCF
- Create posts and Instagram stories utilizing Canva to create content
- Plan and book events using online booking system in communication with leaders
- Print and physically post flyers for advertising events

03/2022 - Present

**Finley Gallery Assistant**, Montclair State University – Montclair, NJ

- Sign out equipment to students/instructors and speak to guests
- Take inventory of items, label or store leftover art, and help install or deinstall shows

## SKILLS

- Adobe Photoshop
- Digital painting
- Procreate

- Concept Art
- Illustration
- Customer Service
- Problem-solving
- Sequential art

## VOLUNTEER

06/2023

**NJ SCBWI Volunteer**, SCBWI – Montclair, NJ

- Assisted at the 2023 Society of Children's Book Writers and Illustrators Conference
- Provided customer service by aiding attendees and faculty in navigating the building and locations of workshops held at Montclair State University

## LEADERSHIP EXPERIENCE

09/2022 - 12/2023

**Student Leader**, InterVarsity Christian Fellowship – Montclair, NJ

- Created bible study outlines, co-lead a small group study, and mentored a new member

# Fashion

000-000-000 [email@montclair.edu](mailto:email@montclair.edu)

## EDUCATION

Montclair State University, Montclair, NJ  
Bachelor of Arts, Fashion Design and Merchandising

May 2025

## WORK EXPERIENCE

**The Merge Fashion Show at Montclair State University**, Montclair, NJ

September 2022-Present

*Creative Director/Founder/President*

- Curate and produce a fashion show showcasing emerging fashion designers in North Jersey
- Style and accessorize every designer's collection
- Hire and appoint staff according to their area of expertise (ex: videographers, photographers, graphic designers, etc.)
- Design a collection consisting of seven looks
- Cast designers and models to go along with the exhibition's theme: Blank Canvas
- Coordinate advertising and marketing activities
- Organize photo shoots, radio interviews, marketing/PR promotion as well as fundraising management

**TAFT**, New York, NY

September 2022 – April 2023

*Assistant Manager*

- Provided excellent individual customer service to each client to satisfy their needs
- Built clientele portfolio
- Stocked and organized shoes on the sales floor and stockroom
- Operated and trained other employees the specific POS System i.e. Shopify

**George Segal Art Gallery**, Montclair, NJ

September 2021 – April 2022

*Gallery Attendant/Programming Team Leader*

- Assisted gallery directors with opening and closing
- Gained knowledge about the artists and art displayed
- Guided tours and communicated to guests about the artworks exhibited
- Created and organized events to help gain more attention for the gallery
- Promoted and attracted media coverage for the gallery

## SKILLS

- Adobe Creative Suite, Microsoft Office Professional Suite, Blender, Asana
- Graphic Design, Fashion Illustration, Fashion Styling, Sewing, Pattern Making, Draping, Clientele Building
- English, French, Ghanaian Twi

## Dance Performance

201-555-1234 (cell) [superstarstudent@montclair.edu](mailto:superstarstudent@montclair.edu)

Height: 5'3" – Weight: 107lbs. – Hair: Blonde – Eyes: Brown – Vocal: Soprano II

### LIVE PERFORMANCES

BIG APPLE SHOWCASE	<i>Featured Dancer, Dance Captain</i>	XYZ Tap Company, NJ
SOUNDS OF A #TAPLIFE	<i>Ensemble</i>	#Taplife, NYC
JAZZ GENERATIONS	<i>Featured Soloist, Dance Captain</i>	XYZ Tap Company, NJ
NYC CHOREOGRAPHER'S FORUM	<i>Ensemble</i>	#Taplife, NYC
DANCE ON THE LAWN	<i>Ensemble</i>	Molly Mood, Dance NJ
TAP 'N TIME	<i>Dance Captain</i>	XYZ Tap Company, NJ
	<i>Ensemble</i>	Ayodele Casel Residency, NJ
TAP MUSIC PROJECT	<i>Featured Soloist</i>	Sally Stepper/ Improv, CA
DANCEATHON	<i>Ensemble</i>	marked dance project, NJ
DC TAP FEST CONCERT	<i>Ensemble</i>	Jason Janas/ Derick Grant Residency, DC
TAP MUSIC PROJECT	<i>Ensemble</i>	Sally Stepper/ Improv, NYC
CROSS RHYTHMS	<i>Featured Soloist</i>	Tina-Tapper, PA
ST. LOUIS TAP FESTIVAL	<i>Soloist</i>	Tina-Tapper, MO
ST. LOUIS TAP CONCERT	<i>Ensemble</i>	Jason Samuels Smith/ Dormeshia Molly Mood/ Robin Reed Residency, MO
		NJTAP2, NYC
TAP CITY AWARDS	<i>Featured Lead Soloist</i>	marked dance project, NYC
YOUR MOVE	<i>Ensemble</i>	NJTAP2, NJ
DANCE THERAPY	<i>Ensemble</i>	Tina-Tapper, NJ
ARTISTS SIMPLY HUMAN	<i>Soloist</i>	Jason Samuels Smith Residency, NJ
TAP 'N TIME	<i>Ensemble</i>	

### TRAINING/ DANCE COMPANIES

FutureSTEP Tap Company	<i>Dance Captain (2016-Present)</i>	Tina-Tapper, NJ
#Taplife	<i>Ensemble (2016-Present)</i>	Anthony LoCascio, NYC
marked dance project	<i>Modern Ensemble (2015-Present)</i>	Mark Modern, NJ/ NYC
Grooves Unlimited	<i>Ballet, Tap, Jazz, Hip Hop, Street Jazz, Contemporary (2014-Present)</i>	Hillary-Marie, Shani "Virgo"Alston,Dejahna Claiborne, NJ
NJ Tap Ensemble	<i>Youth Ensemble (2014-2016)</i>	Deborah Mitchell, Karen Callaway Williams, Maurice Chestnut, Jeff Foote, Kyle Wilder, Jared Grimes, NJ
Dance World Academy	<i>Ballet, Tap, Jazz, Contemporary, Musical Theater, Acro (2004-2014)</i>	Donna Farinella, Debra Wolter, Mark Modern, KC Castellano, NJ

### EDUCATION

Montclair State University, Montclair, NJ May 2024  
Bachelor of Fine Arts, Dance

### TEACHING EXPERIENCE

Student Teacher	<i>Tap, Hip Hop</i>	Grooves Unlimited, NJ
Workshop Assistant	<i>Tap</i>	NADAA Greater New York, NYC
Workshop Assistant	<i>Tap</i>	Jennifer Prete School of Dance, RI

### SPECIAL SKILLS/ AWARDS

**Voice:** seven years soprano II training with Paul Weiner, Michael Cundari, Nicole Monte, Austin Vallies; member of award-winning Nutley High School "Chamber Singers"

**Scholarship Winner:** Tap Kids, Resonance, Tap Music Project, Artists Simply Human, St. Louis Tap Festival, #TapLife, Dance World Academy

**Dance:** tap improvisation, teaching children ages 4-13

# Theatre/Performance

Phone Number | [Email](#)

## Stage Manager

### Stage Management

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The Birds 2024	Montclair State University	PSM	Virginia Scott (Dir)
Fall Dance 2024	Montclair State University	PSM	Maxine Striteman (Dir)
Into The Woods 2024	Triple Threat Workshop	PSM	Caitlin Geisser (Dir)
We Are... 2024	Freespace Dance Company	PSM	Donna Samori (Dir)
Dantes Renaissance 2023	Jersey City Theatre Company	PSM	Jessica Brater (Dir)
Beauty and the Beast 2023	Wildwood Catholic Academy	PSM	Caitlin Geisser (Dir)
Little Women 2022	Triple Threat Workshop	ASM	Caitlin Geisser (Dir)
Matilda Jr 2022	Triple Threat Workshop	ASM	Caitlin Geisser (Dir)
Annie Kids 2022	Levoy Theatre	PSM	Kayla Bowe (Dir)

### Related Theatrical Experience

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New Play Readings 2024	The Theatre Collective	PM	Morgan Beatty (Dir)
The Harvest 2024	Montclair State University	Assist Dir	Ellen Lancaster (Dir)
The Laramie Project 2024	The Theatre Collective	PM	Gianna Scalcione (Dir)
Anna in the Tropics 2023	Montclair State University	Dramaturg	Jose Zayas (Dir)
Everybody 2023	Montclair State University	A1	Tommy Schnider (Dir)
Patterson Echos 2023	Montclair State University	PM	Jessica Brater (Dir)
Frozen JR 2023	Wildwood Catholic	A1	Caitlin Geisser (Dir)
Seussical TYA 2022	Triple Threat Workshop	Dance Capt.	Caitlin Geisser (Dir)
101 Dalmations Kids 2022	Levoy Theatre	Run Crew	Caitlin Geisser (Dir)
Ragtime 2021	Triple Threat Workshop	Run Crew	Caitlin Geisser (Dir)

### Choreography

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Matilda Jr 2022	Triple Threat Workshop	Caitlin Geisser (Dir)
101 Dalmations Kids 2022	Levoy Theatre	Caitlin Geisser (Dir)
Your A Good Man, Charlie Brown 2022	Levoy Theatre	Walter Webster (Dir)
Never Give Up 2019	PassMORE Dance Co	Robin Passmore (Dir)
You're a Mean One, Mr.Grinch 2018	PassMORE Dance Co	Robin Passmore (Dir)

### Education

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Montclair State University, Montclair, NJ May 2026

*Bachelor of Arts, Theatre Studies + Minor in Classics*

*Senior Production Intern- Triple Threat Workshop*

May 2021- April 2024

- Assisted the Artistic/Executive Director in over 5 full-length productions per year
- Managed and produced educational and philanthropic events benefiting *The KayNorQ Foundation* and *The Dream Foundation*

### Skills

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Spotlight Operation, Sound and lightboard Operation, Google Workspace, Q lab, Social Media, iMovie, Photoshop, Fly System, Steaming, Sewing/mending, Singing (Alto), Dancing (Tap/Ballet/Jazz/Modern/etc), Intermediate Musical instruments (Trumpet/Guitar/Piano), Experience with Teaching Children/Special Education

# MUSIC

Location | (000)-000-000 | [email@gmail.com](mailto:email@gmail.com) | [Portfolio Hyperlink](#)

## PERSONAL SUMMARY

Music composition and trombone student at Montclair State University seeking an internship for commercial work.

## EDUCATION

*Bachelor of Music, Composition* 12/2025

Montclair State University, Montclair, NJ

- Honors Program
- Dean's List: Multiple Semesters

## LIVE PERFORMANCES

*Crawford Concert Featuring Arturo Sandoval* 12/2024

Montclair State University, Montclair, NJ

- Performed in the Montclair State University Jazz Ensemble with Grammy Award winning artist Arturo Sandoval

*David Krakauer with Kathleen Tagg* 11/2024

Merkin Hall, New York, NY

- Performed with Grammy nominated artist David Krakauer and acclaimed composer and pianist Kathleen Tagg

*Montclair State University Jazz Ensemble Featuring Marcus Printup* 4/2024

Dizzy's Club, New York, NY

- Performed with Jazz at Lincoln Center Orchestra trumpeter Marcus Printup

## COMPOSITION PROJECTS

*Foresight* 12/2024

- Composed and arranged for Jazz Quintet and performed at Montclair State University, NJ

*Detached* 7/2024

- Composed for the film *Detached* by Amber Elefante that premiered at Montclair State University, NJ

*Hand in Hand* 4/2024

- Composed and arranged for Jazz Quintet and performed at Montclair State University, NJ

*Re-enactment* 4/2024

- Composed and arranged for Jazz Quintet and performed at Montclair State University, NJ

## SKILLS

- Garageband/Logic Pro, Musescore, Music theory
- Multi-instrumentalist in trombone, tuba, guitar, and piano
- Social media platforms: Instagram and Snapchat,
- Google Drive, Microsoft Excel, Microsoft Word, and Microsoft PowerPoint

## WORK EXPERIENCE

*Pharmacy Technician* 10/2022-Present

Eltingville Pharmacy, Staten Island, NY

- Provide customer service and support
- Maintain cleanliness of the shopping and work area
- Manage customer transactions

Your Name  
Street Address  
City, State Zip

Date

Individuals Name/Company Name  
Position/ Title  
Street Address  
City, State Zip

Dear Hiring Manager/ Individuals Name,

Cover letters are written out as a traditional letter and addressed to a person, if you know their name or the Hiring Manager, if you do not know their name. A cover letter will consist of three components and will always be different for every position you apply for. In the first paragraph **focus on introducing yourself and state the position you are applying to and your interest**, where you found the position etc. Keep this to a short paragraph, a few sentences. Be sure to capitalize all position titles and company names.

In the second paragraph **focus on a skill listed in the requirements of the job** listing you are applying for and **write a brief example of how you possess that skill**. Relate it to a previous job or project etc. For example; if they require Adobe skills, you can relate to a time you used the program to complete a project or job. **Alternatively, you can also choose to write about a recent project or a big accomplishment**—something that will give the reader deeper insight into who you are. By writing about an accomplishment or project, you will also inevitably mention relevant skills.

The last paragraph is the “call to action” ; this is where you will further **reinforce your interest in the position** and **thank the reader** for reviewing your resume and application. You can “call to action” by letting the Hiring Manager/ Individual know you are **available for interviewing** and looking forward to hearing from them.

Sincerely,

Your Name  
Phone Number  
Email