

# Tufts Student

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## EDUCATION

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**Tufts University**, Medford, MA

Bachelor of Arts in Mandarin Chinese and Political Science, *cum laude*, May 20XX

Chinese GPA: 3.86; Cumulative GPA: 3.77; Awarded Honors distinction in Chinese Proficient in Mandarin Chinese (written and oral)

Inducted into Pi Sigma Alpha Political Science Honors Society

**Tufts-in-China**, Beijing, People's Republic of China, Spring 20XX

## RESEARCH EXPERIENCE

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**Senior Honors Thesis, *Countercultural Daoism: The Dialectic of Confucianism and Religious Daoism in Ge Hong's Traditions of Divine Transcendents***, September 20XX – April 20XX

- Researched religious Daoism as a countercultural movement to Confucianism in ancient Chinese society

**Research Assistant, Department of Political Science**, January – May 20XX

- Analyzed and coded data regarding Islamic law states to be included in a later publication

**Center for International Policy**, Washington, D.C.

*Asia Program Intern*, January – April 20XX

- Conducted research on issues in Asia and the Middle East; assisted in administrative duties

## PROFESSIONAL EXPERIENCE

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**Teach for America Chicago Institute**, Chicago, IL

*Communications and Technology Operations Coordinator*, May – July 20XX

- Developed and published Inspire, a weekly 8-page newsletter with a circulation of more than 600
- Updated the Institute website and social media outlets; staffed the Institute Technology Help Center

*Office Operations Coordinator*, May – July 20XX

- Performed paper usage data collection and compilation; analyzed data to increase sustainability efforts
- Maintained staff workspaces, supply distribution and inventory; managed the copy center

## ACTIVITIES AND WORK EXPERIENCE

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**Political Science Department**, Tufts University

*Office Assistant*, September 20XX – May 20XX

**ALLIES (Alliance Linking Leaders in Education and the Services)**, Tufts University

*Member*, September 20XX – December 20XX

- Helped organize annual Civil-Military Relations Conference (CMRC), including logistics for the keynote speaker and facilitation of a breakout session on civil-military relations and disaster response

**20XX Asia Film Festival**, Tufts University

*Planning Committee Member*, September 20XX - April 20XX

- Coordinated film screenings and related educational activities for a campus festival with 300+ attendees

**Community Refugee and Immigration Services**, Columbus, OH

*ESOL Classroom Assistant*, July – August 20XX

## COMPUTER SKILLS

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Proficient in Dreamweaver software and MS Office programs, including Word, PowerPoint, Publisher, and Excel