

# Sample Resumes

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# Devin C. Debit

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973-761-9355

## CAREER OBJECTIVE

To obtain an entry-level position with a regional public accounting firm with a special interest in corporate tax accounting and auditing

## EDUCATION

**Seton Hall University**, South Orange, NJ

*Master of Science in Accounting*

May 20xx

Eligible to sit for the CPA exam with 150 credits

GPA: 3.83/4.00

**University of South Florida**, Tampa, FL

*Bachelor of Science in Finance*

May 20xx

GPA: 3.64/4.00

## RELATED COURSEWORK

Managerial Accounting and Decision Making

Advanced Financial Accounting

Corporate Finance I, II and III

Advanced Corporate Income Tax

Microeconomics Theory and Applications

Enterprise Accounting

## EXPERIENCE

**Anderson, Smith & Jones, LLC**, Roseland, NJ

*Accounting Intern*

May 20xx - September 20xx

- Assisted with the annual audit of a health care consortium and identified a major posting error leading to the recovery of over \$74,000 in federal tax credits
- Created workbook for newly hired interns that was adopted by other four offices in Northeast
- Received a commendation from the firm's managing partner
- Awarded Intern of the Month in the second month of employment
- Assisted with various bookkeeping tasks including payroll and accounts payable for a mid-sized manufacturing firm

**Stephen Roberts, Certified Public Accountant**, Raleigh, NC

*Accountant's Assistant*

Summer 20xx

- Processed clients' tax returns and filed up to two dozen annual reports online each month
- Entered payroll data for 10 small businesses using Professional Suite Accounting Write-Up CS

**University of South Florida Housing and Residence Life**, Miami, FL

*Resident Assistant*

August 20xx - May 20xx

- Managed a university residence hall floor of 55 ethnically diverse undergraduate students
- Organized and facilitated monthly floor meetings; coordinated weekly programs
- Worked in Residence Life office, managed building front desk, participated in on call duty

## HONORS AND AWARDS

**Toastmasters International** of Nashville *Gold Medal* - Oratory Competition, March 20xx

**Phi Kappa Phi Honor Society**, Member, January 20xx - Present

**Nashville Natatorium**, First Place - Freestyle, Annual Swimming Contest, December 20xx

## ACTIVITIES

**Beta Alpha Psi**, Member

September 20xx - present

- Attend weekly site visits to network with professionals at public accounting firms

**Outward Bound**, The Appalachian Trail, Asheville, NC

May 20xx

- Participated in week-long wilderness team building experience with a group of 10 students

# Len Laid-Off

973.761.9355 LenLaidOff@gmailnoemail.com

**Accounting professional** with a successful and progressive record of performance in diverse areas of financial operations, including corporate, non-profit, CPA firm and banking experience.

- Demonstrated record of improving profitability and operational efficiencies
- Proven ability to motivate and interact effectively with all levels of management, staff and clients
- Excellent communication and leadership skills

## Areas of expertise include:

- Cash Flow Management
- Accounts Receivable
- Accounts Payable
- Banking & Finance
- Liability Insurance
- Payroll and 401K
- Business Strategy
- Business Operations
- Customer/Vendor Relations

## EXPERIENCE

### **Assistant Controller / Accounts Payable Manager**

20xx – 20xx

Advantage Health Services, Tenafly, NJ

*Provider of services for psychological and addiction problems*

- Managed vendor relations and partnered with operations management to exceed service levels.
- Reduced costs by 25% through vendor management, uncovering errors and resolving disputes.
- Established processes and protocols leading to improved relations with vendors.
- Led refinancing project for auto lease project that reduced interest charges.

### **Independent Accounting Contractor**

20xx – 20xx

Greenland Chemical Company, Clifton, NJ and Soho, LLC, New York, NY

*National environmental chemical government contractor*

- Researched and selected vendors for special projects for a facility in South Carolina.
- Advised and strategized closing of a business involving government entities and vendors.
- Established reporting to State of New York that determined tax liability and removed delinquent status.
- Uncovered bank exposure for clients including the value of collateral that resulted in security change.
- Reviewed client books and records, alerted the bank for exposure with collateral (accounts receivable, inventory or fixed assets) and lack of remittances that affected the bank's security.

### **Treasurer/ Controller**

20xx-20xx

Promotion in Motion, Inc., Englewood, NJ

*International marketers/distributors of confectionary products*

- Reduced A/R collections from 36 to 33 days; improved borrowing milieu by lowering interest rates.
- Implemented company-wide 401K plan; reduced insurance exposure and related costs.

### **Staff Accountant**

19xx – 20xx

Taylor, Wolf & Company, Wayne, NJ

*Certified Public Accountants*

- Satisfied multiple bank clients with review of books and records on prospective and existing borrowers for determining the value of their collateral as well as evaluating reports that were used for monitoring.

## EDUCATION

M.B.A. Business Administration, Seton Hall University, South Orange, NJ

B.S. Business Administration, Elizabethtown College, Elizabethtown, PA

Continuing Education: Effective Speaking and Human Relations, Dale Carnegie

## COMPUTER SKILLS

- Proficient in Word, Excel, Access, SBT, ACCPAC and Traverse.
- Experience with QuickBooks and ADP Payroll.

# STAR BUSINESS

(973) 761-9355 ♦ starbusiness@nogmail.com ♦ <https://www.linkedin.com/in/sbusiness>

## Objective

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A full-time position in the market research field that will utilize hands-on experience and demonstrated communication, analytical and organizational skills. Work well independently and as part of a team.

## Education

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**Seton Hall University**, Stillman School of Business South Orange, NJ  
Bachelor of Science in Business Administration May 20xx  
Dual Concentration in Marketing and Management  
Certificates in Market Research, Supply Chain Management, and Information Technology  
GPA: 3.7 *Magna Cum Laude*, Dean's List (all semesters)  
Recipient of Seton Hall University Academic Scholarship (4 year award)

## Projects

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**Market Research for Planet Honda, Marketing Research Center** Jan. 20xx-May 20xx

- Collaborated with a team to assess client needs and business challenges
- Designed an online questionnaire and conducted on site focus group to collect data
- Analyzed data, created a presentation and made recommendations to the client resulting in a change in their marketing campaign

## Experience

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**Market Research Center-Seton Hall University** South Orange, NJ  
*Undergraduate Research Assistant* Jan. 20xx-May 20xx

- Executed the installation of a new online survey platform for all Stillman students
- Drafted a proposal for the board of Centers of Excellence resulting in a nomination for the Center

**Barnes and Noble** Basking Ridge, NJ  
*Marketing Partnership Intern* Sept. 20xx-Dec. 20xx

- Coordinated on campus event logistics while working directly with Marketing Specialist in bringing marketing programs to campus
- Assisted with program communication to the field organization and at photo shoots
- Managed online presence, launched and removed online articles, provided field support, and ensured compliance with company standards

**Warner Music Group** New York, NY  
*Talent Acquisition Intern* Sept. 20xx-Dec. 20xx

- Conducted phone screens for potential candidates for the college internship program and made recommendations for candidate follow-up
- Assisted with reference checks for full-time candidates

**Weichert Realty Services** Madison, NJ  
*Marketing and Research Intern* Sept. 20xx-Dec. 20xx

- Created marketing materials used to attract new clients
- Researched commercial property details using several databases and online sources
- Tracked and compiled commercial real estate transactions using online database tools

## Skills

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**Computer:** Advanced MS Excel, PowerPoint, Access, Publisher, Word; Prezi; Qualtrics software

**Social Media:** Twitter, Facebook, LinkedIn, Instagram, Tumblr, Snapchat

## Leadership and Honors

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Marketing and Management Honor Societies, Inducted 20xx

Alpha Kappa Psi, Co-ed Professional Business Fraternity-*VP of Marketing*, 20xx-20xx

- Worked with a team to develop marketing materials for all AKP programs using both print and social media

# ERIC CAREER CHANGER

973.761.9355 ▪ [ecareerchanger@noemail.yescom](mailto:ecareerchanger@noemail.yescom)

[www.linkedin.com/me/profile](http://www.linkedin.com/me/profile)

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**OBJECTIVE:** Technical corporate training position in the healthcare industry

## HIGHLIGHTS OF QUALIFICATIONS

Nine years of technical experience with corporate clients, including Fortune 500 healthcare organizations  
Managed major sales account for a regional hospital ranked in "Top 100" healthcare facilities  
Skilled in training and supervision of professional and administrative staff  
Expertise in technical operations, including wide range of hardware and software systems  
Strong presentation, customer service and communication skills

## PROFESSIONAL ACCOMPLISHMENTS

### HUMAN RESOURCE/COMMUNICATION

- Supervised and trained over 150 personnel within departments averaging 25 professional staff
- Trained over 50 supervisors and managers annually on technical hardware for inventory control
- Collaborated with upper level management and human resource departments in diverse industries
- Assisted individual and corporate clients with understanding of technical components of purchases
- Represented company at regional and national trade shows with new products

### ORGANIZATION/PLANNING

- Revised policy manuals and developed curricula for Fortune 500 sales training programs
- Designed and implemented educational and entertainment software for testing by research department
- Developed systems for microcomputers and smartphones that are currently in use by organizations

### MARKETING/SALES

- Managed sales account for large regional hospital with annual sales exceeding \$20 million
- Marketed personal computer hardware and software systems to Fortune 500 companies
- Developed and implemented advertising and marketing strategies to increase sales
- Recognized for exceeding sales expectations by as much as 75%; received numerous outstanding performance awards

## EMPLOYMENT HISTORY

<i>Marketing/Sales Representative</i> , Microcomputers, Inc., Fairfield, NJ	June 20xx - present
<i>Computer Distribution Coordinator</i> , Computers Unlimited, Livingston, NJ	May 20xx - August 20xx
<i>Management Trainee</i> , Computer Systems, LLC, Edison, NJ	August 20xx - May 20xx

## EDUCATION

**Seton Hall University**, Stillman School of Business, South Orange, NJ  
Bachelor of Science in Business Administration, May 20xx  
Concentration: Management    Minor: Computer Science

## PROFESSIONAL AFFILIATIONS

**President**, American Marketing Association, New Jersey Chapter, May 20xx - present  
**Member**, Computing Technology Industry Association (CompTIA), September 20xx - present

## IMA CHEMISTRY GRADSTUDENT

(973) 761-9355 ima.graduatestudent@nogmail.com

### OBJECTIVE

Seeking a faculty position teaching chemistry at a large research-focused state university.

### EDUCATION

**Seton Hall University**, South Orange, NJ

Ph.D. in Chemistry (ABD) (Emphasis: Organic Synthesis)

Expected May 20xx

**Florida State University**, Tallahassee, FL

M.S. in Chemistry (Physical Organic and Organic Chemistry)

May 20xx

B.S. in Chemistry (*cum laude*)

May 20xx

Coursework included Mass Spectrometry and Physical Organic Chemistry

### AWARDS

Recipient of "Most Promising Teaching Assistant" Seton Hall University

20xx

First student to receive "Honor Prize in Faculty of Science" award, Florida State University

20xx

### CERTIFICATION

Laboratory Safety Certification

Valid through 20xx

American Red Cross Basic Life Support and First Aid certification

(current)

Completed University course for Teaching Assistants at Florida State University:

- Teaching with Technology
- Effective Teaching Methods in Science
- Research Methodology
- New Trends in Teaching
- Communication Skills
- Assessment Strategies

### SCIENCE TEACHING COMPETENCIES

- The particulate nature of matter
- Experimental technique
- Atoms, elements and compounds
- Stoichiometry
- Electricity and chemistry
- Chemical energetics
- Chemical reactions
- The periodic table
- Metals
- Air and water
- Sulfur
- Carbonates
- Basic organic
- Acids, bases and salts

### TEACHING EXPERIENCE

**Teaching Assistant**, Chemistry Department. Seton Hall University

January 20xx - present

- Teach Organic Chemistry II-Lab, Organic Chemistry I-lecture-Lab
- Develop and teach lessons for 4 sections with undergraduate science majors (100 students in total)
- Provide technical assistance and work one on one with students on chemistry projects
- Demonstrate use of laboratory equipment and enforce laboratory rules to ensure safety
- Create, administer, and grade summative assessments and lab reports

**Teaching Assistant and Demonstrator**, Chemistry Department, Florida State University

20xx - 20xx

- Taught Basic Organic Chemistry (Alkan, Alkene, Alkyne, Alcohol, Aldehyde, Ketone, Carboxylic acid)
- Taught Basic Inorganic Chemistry and basic Physical Chemistry and Physical Organic Chemistry
- Instructed large lecture classes (100 students) from Pharmacy, Dentistry and Science undergraduate majors
- Averaged 10 classes (4 hours each) weekly
- Created and graded exams and weekly assignments; determined/assigned final grades

**Organic Chemistry Teaching Assistant**, Chemistry Department, Florida State University 20xx - 20xx

- Supervised and instructed students in Organic Chemistry laboratory (30 students total)
- Instructed the multi-step syntheses of compounds designed to inform general laboratory techniques
- Developed writing problem sets and exams; assisted students individually and in small groups with assignment problems or material they found difficult to understand.
- Maintained records of students' assessment results, progress, feedback, and classroom performance

## RESEARCH EXPERIENCE

**Graduate Research Assistant**, Department of Chemistry & Biochemistry, Seton Hall University 20xx - present

- Collaborate with colleagues on experimental research procedures and techniques using Varian Inova NMR
- Plan a new scheme for anticancer drug based on Glucosamine and a new heterocyclic compound
- Synthesize anti-cancer drugs using different reagents in order to search for new and easier ways to manufacture new target compounds; purification methods include crystallization, distillation and columns
- Analyze proof of structure for derived target compounds utilizing nuclear magnetic resonance, infrared light, mass spectrometry and ultraviolet and visible spectrometry

**Graduate Research Assistant**, Department of Chemistry & Biochemistry, Seton Hall University 20xx - 20xx

- Performed coupling method experimenting with protecting and deprotecting methodologies for carbohydrates while working under controlled conditions
- Collaborated, planned, designed and analyzed various drugs derived from carbohydrate precursors based on Glucosamine Hydrochloride and the synthesis of Oligosaccharides
- Synthesized a series of 1, 3, 4-thiadiazoles, and 1, 2, 3-triazol based on L-ascorbic acid hydrazine derivatives in order to complete new anti-cancer compound

**Master's Thesis**, Chemistry Department, Florida State University 20xx

Study on Heterocyclic Compounds from Carbohydrate Precursors

- Aim of study was synthesis of nitrogen heterocyclic derivatives from carbohydrate precursors in the quest for new chemotherapeutic compounds that may show biological activities
- Research methods included using different Organic Chemistry Techniques, Melting Points, Distillation, Extraction, Crystallization, Filtration, Drying Organic Solutions, Chromatography and Solvent Removal
- Utilized different Organic methods of identification for unknown compounds using Infrared Spectroscopy,
- Nuclear Magnetic Resonance Spectroscopy, UV spectra using Shimadzu UV 160A UV-Vis, and Mass spectra obtained from GC-11S mass spectrometer MAT 112
- Results presented to department faculty and poster presentation at prestigious academic research forum

## PUBLICATIONS

Poster presentation at Annual Petersheim Exposition Celebrates Academic Achievement, Seton Hall, 20xx

Published Abstract [*Last Name, First Name*]. From Abstracts of Papers, 20xxth ACS National Meeting & Exposition, Philadelphia, PA, United States, Issue #, 20xx. *Title and description of abstract.*

Submissions A.B. Faculty, (20xx) Name of Research **Contributor**: *Ima Gradstudent(description of research)*

## SKILLS

**Language:** Oral and written fluency in Polish, conversational in French and Italian

**Computer:** Microsoft Office software, ChemOffice, ChemBioDraw, Chem Sketch and SciFinder Scholar

## PROFESSIONAL INVOLVEMENT

Member, American Chemical Society September 20xx - present

Attended Chemistry as a Life Science Symposium XV, Rutgers University, Newark, NJ 20xx

Attended The First Nanotechnology Workshop in Pharmacy and Medicine, Dublin, Ireland 20xx

# Charlie Changer

(973) 761-9355 • ChChange@noemail.yahoo.com

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**Aspiring marketing and brand management** professional seeking to create results and major impact through a unique blend of psychology, research and strategic competencies. Personal attributes include:

Quantitative Analysis

Bilingual (Spanish/English)

Advanced Excel, PowerPoint

Project Management

Behavioral Analysis/ Modeling

Financial Skills

PC and Mac Platforms

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## EXPERIENCE

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### Account Specialist

20xx - present

Central Medical Care, Ridgewood, NJ

- Generated over \$4.2 million in revenue growth through collections and appeals
- Negotiated and implemented price quotes and deadlines with various insurance companies
- Created monthly accounting reports for updated status of revenue, financial detail, procedure review and transaction breakdown
- Managed incoming payments and verified accuracy of billed services for growth of underdeveloped accounts

### Department Coordinator

20xx – 20xx

West Essex Mental Health, Kearny, NJ

- Implemented marketing events to gain community interest, increase awareness of Autism and meet financial goals.
- Conducted research for presentations directed towards expanding network of organization
- Managed patient treatment history in compliance with standardized policies and HIPPA regulations
- Participated in social skills group prompting for adolescents with ADHD and Asperger's Syndrome by using a rewards reinforcement system to regulate positive behavior
- Facilitated communications with clients and families to resolve issues
- Maintained 100% accuracy of quality assurance of charts for audits

### Executive Assistant to the CEO

20xx – 20xx

Abrams of North America, Montville, NJ

- Generated revenue by establishing new accounts, executing sales and assigning credit limits
- Prepared weekly sales, inventory and expense reports; organized meetings and travel itineraries

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## EDUCATION

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B.A. Psychology, Seton Hall University, South Orange, NJ 20xx

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## COMMUNITY INVOLVEMENT

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**Treasurer**, Seton Place Homeowner's Association, Kearny, NJ

20xx – present

**Volunteer Tax Preparer**, H&R Block, Ridgewood, NJ

20xx – present



# Clara Communication

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## OBJECTIVE

To obtain an internship in public relations in the entertainment industry

## EDUCATION

**Seton Hall University**, College of Communication and the Arts, South Orange, NJ

*Bachelor of Arts in Public Relations and Journalism* | Minor: English | Expected May 20xx

Overall GPA 3.5 | Dean's List, All Semesters | The National Society of Collegiate Scholars

## MEDIA SKILLS

*Industry Assets:* Media relations, AP style writing and editing, analysis, quantitative and qualitative research, customer service, strategic communication planning and execution, bilingual (Spanish)

*Social Media:* Facebook, LinkedIn, Twitter, Instagram, HootSuite, Instagram, Pinterest, Wordpress, Google+, Storify

*Software:* Vocus, Cision, InDesign, Microsoft Office, Apple Software, LexisNexis, Adobe Software

## EXPERIENCE

### **Public Relations Student Society of America (PRSSA)**

South Orange, NJ

*Account Coordinator*

September 20xx - Present

- Attend seminars held bi-weekly during school year to gain insight on PR industry from professionals in field
- Manage campaigns for local organizations that are seeking assistance in enhancing community awareness through Seton Hall University volunteer public relations firm, *PiratePR*
- Oversee promotions and social media for *The Setonian Digital*, the online version of the campus newspaper

### **Coyne PR**

Parsippany, NJ

*Public Relations Intern*

January 20xx - May 20xx

- Developed material for clients including press releases, fact sheets, and bios within a diverse portfolio of hospitality and product-focused consumer brands
- Performed daily media monitoring; analyzed and interpreted results to strategize and target pitching
- Assisted major client campaigns by preparing live media, grand openings and product launches
- Created media lists using Vocus and conducted independent outreach to establish network of contacts

### **WSOU 89.5FM, Seton Hall Pirate Radio, Seton Hall University**

South Orange, NJ

*Disc Jockey/Assistant Producer/Assistant Program Director*

October 20xx - May 20xx

- Managed multiple roles at a student-run nationally award winning campus radio station
- Achieved radio DJ clearance as a sophomore, including stints as assistant producer and assistant program director
- Facilitated radio shifts with music rotation, on-air breaks, news breaks, underwriting and contests
- Organized global, national and local news stories as well as traffic and weather updates, for on-air delivery every 15 minutes during 5-hour shifts
- Awarded Staff Member of the Month in March 20xx for dedication and involvement

## EMPLOYMENT

### **Self Employed**

Iselin, NJ

*Private Guitar Instructor*

January 20xx - Present

- Teach 30-minute to 1-hour private lessons to children and adults ages 10 and up on weekly basis
- Coordinate scheduling with clients and families, effectively communicating agenda and lesson plans for sessions
- Utilize different instruction methods for beginners, including playing by ear and using tablature system designed to help students learn notes in first position

### **The Best Pizza**

Somerset, NJ

*Senior Server*

May 20xx - October 20xx

- Directed and trained staff of 15; implemented high-profile clientele service by tailoring to specific needs
- Averaged 25 hours during academic year while maintaining full course load in college

## **Hannah Helper**

(973) 761-9355 helperhannah@noemail.gmail.com

### **EDUCATION**

**Seton Hall University**, South Orange, NJ  
Ph.D. in Counseling Psychology, May 20xx  
(Accredited by the American Psychological Association)

**Hunter College**, City University of New York, NY  
MS.Ed. in Rehabilitation Counseling, December 20xx

**Boston University**, Boston, MA  
B.A. in Psychology with Biology Minor, May 20xx

### **CERTIFICATIONS**

- New Jersey State Licensed Mental Health Counselor (#xxxxxx) since May 20xx
- Certified Rehabilitation Counselor (#xxxxxx) since July 20xx
- Basic Training in Critical Incident Stress Management, November 20xx

### **ACADEMIC RESEARCH**

Dissertation: The influence of family, birth order and anxiety on career choice for first generation students. Assessments performed were Multigroup Ethnic Identity Measure Trait Anxiety Scale, State Trait Anxiety Inventory and The Career Decision Making Self-Efficacy Scale.

### **COUNSELING EXPERIENCE**

**Counselor/Evaluator (Doctoral Internship)**, Jefferson Hospital, New York, NY September 20xx - June 20xx

- Assisted with School of Medicine Rehabilitation Psychology Department Traumatic Brain Injury Research Project
- Administered neuropsychological battery (25 individual measures) to research participants
- Conducted semi-structured interviews with program clients, served as co-facilitator in cognitive remediation groups
- Provided rehabilitation techniques, accommodations suggestions and support to program clients and staff
- Completed independent research project for publication on salient issues for those with traumatic brain injuries
- Participated in case conferences, instructional didactics and weekly supervision sessions

**Counselor (Pre-doctoral Practicum)**, Washington Children's Care, Bayonne, NJ September 20xx-May 20xx

- Charted history review, neuropsychological evaluations (i.e., intelligence, attention, memory, perception, language, educational skills and personality) of individuals with traumatic brain injury
- Provided medical management and chronic illness report preparation, individual counseling, and family support activities
- Attended weekly evaluation meetings and professional development seminars

**Counselor (Pre-doctoral Practicum)**, Youth Practice Services, Orange, NJ March-May 20xx

- Assisted doctoral intern with play psycho-educational group for preschoolers with special needs
- Individually developed and delivered group curriculum for two sessions prescribed by program requirement
- Participated in weekly didactics, supervision and case conferences, submitted weekly clinical progress reports

**Counselor (Pre-doctoral Practicum)**, Disability Support Services, Seton Hall University January-March 20xx

- Counseled student diagnosed with ADHD and sensory impairments to develop more adaptive functional academic and college life skills
- Conducted career counseling and evaluations, co-led psycho-educational group on time management and effective study skills, submitted weekly clinical progress reports

**Counselor (Pre-doctoral Practicum)**, Winchester Gardens, Maplewood, NJ October-December 20xx

- Provided rehabilitation and psychological services to geriatric clients
- Conducted individual and group counseling with geriatric clients who were dealing with adjustment, mood, anxiety, and family problems. Submitted weekly clinical progress reports

### TEACHING EXPERIENCE

**Master's Level Adjunct Professor**, Seton Hall University January-April 20xx-20xx

Department of Professional Psychology and Family Therapy

- Taught 2 sections of *Career Development* course to 40 master's level students (including 15 online)
- Utilized variety of career assessments, including Strong Interest Inventory, Myers-Briggs Type Indicator, MyPlan online career guidance system, and Values Card Sort

**Undergraduate Level Adjunct Professor**, Montclair State University September-December 20xx and 20xx

Department of Psychology/Arts and Sciences

- Taught 3 sections of *Adolescent Psychology* to traditional aged undergraduate students (20 per class)
- Created curriculum and implemented syllabus with both formative and summative assessments
- Incorporated speakers representing a variety of related career fields to share career information with students

### RESEARCH EXPERIENCE

**Research Assistant**, Seton Hall University September 20xx-April 20xx

Department of Professional Psychology and Family Therapy

- Assisted Dr. Anne Anne with research on neuropsychological sequelae in chronically traumatized children
- Researched neuropsychological development in the areas of memory, higher integrative functioning and the attention of children of divorced parents
- Utilized a battery of assessments with research participants, including:

Wechsler Intelligence Scale for Children (WISC-III)

Rey Osterrieth Complex Figure

Behavior Assessment System for Children (BASC)

Controlled Oral Word Association (COWA)

Test of Memory and Learning (TOMAL)

Wide Range Achievement Test (WRAT 3)

Test of Variables of Attention (TOVA)

Kinetic Family Drawing

**Graduate Research Assistant**, Seton Hall University August 20xx-June 20xx

College of Education and Human Services

- Collected research information on educational topics associated with higher education policies and procedures
- Managed statistical databases and provided faculty with access and assistance
- Assembled background information for faculty's lectures and presentations
- Organized faculty's course curriculum

**PUBLICATIONS**

Book Chapter

Bee, A., Johnson, S., & Dee, C., (20xx). Multicultural counseling competencies in counseling. In E.F. Gee et al. (Eds.) Under contract for Handbook of Educational Psychology. NY, NY: Ima Publisher.

Journal Article

Bee, A., Johnson, S., (20xx). Personal patterns as predictors of multicultural identity in birth order decision-making. Journal of Family Interests. 3 (Spring, No. xx)

Published Abstract

Bee, A., Johnson, S., Birth order in first generation students. Post Secondary Abstracts, 3 (Spring, No. xx)

**PRESENTATIONS**

Bee, A. & Johnson, S., Birth order and multicultural identity. Poster presented at annual American Psychological Association Conference, City, State, August 20xx.

Dee, C. & Johnson, S., Children with multiple disabilities and birth order. The Rehabilitation Association Annual Convention, City, State, July 20xx.

**AWARDS**

Recipient of “Women’s Empowerment” Award, Seton Hall University (20xx)

Kappa Delta Pi Education Honor Society (April 20xx to Present)

National Rehabilitation Association NJ Chapter President Award of Appreciation and Service (20xx)

**LEADERSHIP ACTIVITIES**

Multicultural Committee Entertainment Chair, SHU Counseling Psychology Student Association 20xx

Co-Chair, Exhibits Committee, Northeast Rehabilitation Association’s Annual Conference January 20xx

President, National Rehabilitation Association, New Jersey Chapter 20xx-20xx

**PROFESSIONAL AFFILIATIONS**

American Counseling Association

Association for Multicultural Counseling and Development

American Psychological Association—Divisions 17 and 40

Eastern Psychological Association and New Jersey Psychological Association

National Rehabilitation Association (professional member)

National Rehabilitation Counseling Association (professional member)

**PROFESSIONAL CONFERENCES**

Attended Basic Training in Critical Incident Post Traumatic Stress Disorder, November 20xx

Attended Student Alliance on Multicultural and Mental Health Issues, June 20xx

# ROBERT SHADOW

robert.shadow@student.shu.edu | 973-761-9355

## OBJECTIVE

Seeking a part time position working in a hospital.

## EDUCATION

Seton Hall University, South Orange, NJ

Expected May 20xx

**Bachelor of Science in Biology - GPA: 3.35**

Enrolled in Master of Science in Physician Assistant dual degree program

Expected May 20xx

## HONORS AND AWARDS

Dean's List (3 of 4 semesters)

SHU Academic Merit Scholarship (4 year annual award)

## SHADOWING EXPERIENCE *(the following provides key information to include with shadowing opportunities)*

**Name of Organization, City, State**

**Beginning and ending months & years**

- Identify name and title of medical professional, number of hours and weeks
- Describe the type of facility, department, types of patients (ages, specific medical conditions, focus of care)
- Identify and describe observations (be specific about types of patients, techniques/modalities, procedures)
- Identify additional patient and clinical tasks you were able to participate in
- Describe additional involvement (such as patient evaluation meeting, family meeting, staff meeting)

**Rothman Institute**, Marlton, NJ

May 20xx - August 20xx

*John Fleishman, Orthopedic PA-C (60 hour observation)*

- Observed in an orthopedic specialist facility and viewed progression of patients after surgery
- Learned how to read X-rays and MRIs and how to discuss the results with patients in a professional manner

**Valley Hospital**, Ridgewood, NJ

May 20xx - August 20xx

*Aditi Patel and Andrew Kuiken, Neurosurgery PA-C (70 hour observation)*

- Witnessed patient interactions before and after surgery with medical staff in the Neurosurgery ICU
- Watched removal of a right cerebellum brain tumor firsthand in the operating room

**Kessler Rehabilitation Institute**, Jersey City, NJ

April 20xx – December 20xx

*Department Rotations (25 hour observation)*

- Rotated through pediatrics, psychiatry, acute care and outpatient departments
- Interacted with patients during post-surgery and recorded progress they had made over time

## PROFESSIONAL EXPERIENCE

**South Orange First Aid Squad**, South Orange, NJ

April 20xx – Present

*First Responder*

- Facilitate monthly meetings and training exercises as President of the Teen Squad for two years
- Respond to medical emergencies and ensure patients are comfortable during transport to hospital
- Monitor vital signs, assist in bandaging, suctioning, and splinting, and document patient's charts

## LEADERSHIP EXPERIENCE

**Essex County Parks & Recreation**, Newark, NJ

Summers 20xx and 20xx

*Camp Counselor*

- Planned, organized and facilitated daily activities for 100 children ages 7-15 in full-day 8 week camp
- Coordinated efforts with 15 peer camp staff in the planning and development of last day ceremony

## ADDITIONAL INFORMATION

- Participated as community service volunteer visiting Veteran's Administration (VA) hospital, raising funds for local homeless shelter, collecting food for underprivileged families, building house with Habitat for Humanity
- Proficient in Excel, PowerPoint, Prezi, Facebook, Twitter, and Instagram, medical documentation systems

## **Iman Education Student (One Page Version)**

(973) 761-9355 iman.student@gmail.com

### **EDUCATION**

**Bachelor of Science in Education, Seton Hall University**, South Orange, NJ May 20xx  
Majors: Elementary Education, Early Childhood Education, Special Education, Environmental Studies  
GPA: 3.61/ 4.00 Dean's List (all semesters)

**Diploma, Hillsborough High School**, Hillsborough, NJ June 20xx

### **TEACHING CERTIFICATIONS**

*NJ Certificate of Eligibility with Advanced Standing (anticipated June 20xx):*

Elementary Education (Grades K-5) Early Childhood Education (Grades PreK-3)  
Teacher of Students with Disabilities (K-12) Environmental Studies (Grades 6-8)

### **PRE-PROFESSIONAL TEACHING EXPERIENCE**

*Student Teacher-Third Grade*, Jefferson Elementary School, West Orange, NJ Fall 20xx

- Taught full-day in culturally diverse suburban, including ELL and students with learning disabilities.
- Created lessons incorporating manipulatives and small group work based on NJ Common Core Standards.
- Utilized formative and summative assessment techniques; created and graded homework in all subjects.
- Prepared students for standardized testing (PARCC) utilizing classroom laptops.
- Attended grade level and school wide meetings, Back to School Night and observed parent-teacher conferences.

*Intern-Kindergarten*, South End Elementary School, Cedar Grove, NJ Spring 20xx

- Taught an inclusive classroom including special needs students with intellectual and physical mobility disabilities.
- Graded papers; created theme based bulletin boards (Dr. Seuss, class book selections, student artwork).
- Generated sample behavior intervention plan for student with behavioral issues performing below grade level.

*Intern-Third Grade*, Central Community School, Orange, NJ Fall 20xx

- Administered running records to identify struggling readers; worked individually with small group projects in an urban setting with students of diverse ethnic backgrounds.

*Intern-Fifth Grade*, Country Day School, Far Hills, NJ Spring 20xx

*Intern-First Grade*, River Place School, Cranford, NJ Fall 20xx

### **RELATED EXPERIENCE**

*Co-Chair & Mentor-Third Grade*, Little Angels Forum, Orange, NJ Sept 20xx- Present

- Guide 15 girls in outreach program for at-risk girls focused on building social skills and self-empowerment.

*Head Counselor-Fifth through Eighth Graders*, Camp Morrow, White Plains, NY Summers 20xx, 20xx

- Supervised 8 junior counselors; interacted daily with parents; accountable for 100 campers during field trips.

*Teaching Assistant-Ages 3-6*, Union Church, Union, NJ Sept 20xx- June 20xx

### **LEADERSHIP EXPERIENCE**

*Executive Board*, The Martin Luther King, Jr. Scholarship Association, *Executive Board*, Kappa Delta Pi Honor Society, *President*, Alpha Kappa Alpha Sorority, *Student Ambassador*, College of Education and Human Services

### **PROFESSIONAL DEVELOPMENT**

- The Project Learning Tree; NCBI facilitator for program focused on prejudice reduction
- Attended workshops on "Cyberbullying" and "Autism Spectrum Disorder" at Seton Hall University.

### **SKILLS**

- PowerPoint, Excel, Brain Pop, Scholastic, Power School, Google Classroom, Aesop
- Bilingual in Spanish, conversational in French and Italian

## **Iman Education Student (Two Page Version)**

(973) 761-9355 iman.student@gmail.com

### **EDUCATION**

**Seton Hall University**, South Orange, NJ

Bachelor of Science in Education, expected May 20xx

Majors: Elementary Education, Early Childhood Education, Special Education

Concentration: Environmental Studies

Cumulative GPA: 3.8/ 4.0      Dean's List (all semesters)

**Hillsborough High School, Hillsborough, NJ**

Diploma, June 20xx

### **ACADEMIC AWARDS**

The Martin Luther King Scholarship for academic excellence and community service (4 years, full tuition)

Kappa Delta Pi Education Honor Society, Spring 20xx- Present

Recipient, 3 College of Education and Human Services academic scholarships (Fall 20xx- Present)

### **CERTIFICATIONS**

*NJ Certificate of Eligibility with Advanced Standing in the following areas: (anticipated June 20xx):*

Elementary Education (Grades K-5)

Early Childhood Education (Grades PreK-3)

Teacher of Students with Disabilities (K-12)

Environmental Studies (Grades 6-8)

### **PRE-PROFESSIONAL TEACHING EXPERIENCE**

***Substitute Teacher (K-12)***, Montville Public Schools, Montville, NJ

Sept 20xx-present

- Teach two days per week at all levels, including as teacher of record in four elementary schools.
- Selected for multiple short-term assignments, including one for a two week period.

***Student Teacher (Third Grade)***, Jefferson Elementary School, Maplewood, NJ

Fall 20xx

- Taught inclusive class of 23 ethnically diverse students in public suburban school, including first generation English Language Learners and students with special needs (ADD, Autism, OCD, cerebral palsy).
- Created lessons incorporating manipulatives and small group work based on NJ Common Core Standards.
- Modified lessons for students with severe learning disabilities using repetition, routine and tactile strategies.
- Utilized formative and summative assessment techniques, including quizzes, tests, projects and performance observations; created and graded homework in all subjects.
- Prepared students for standardized testing (PARCC) utilizing classroom laptops; created quizzes and guides.
- Attended grade/school wide meetings and Back to School Night; observed IEP and parent-teacher conferences.

***Junior Intern (Kindergarten)***, South End Elementary School, Cedar Grove, NJ

Spring 20xx

- Taught an inclusive classroom of 21 students; designed and taught lessons in science; assisted in grading papers.
- Created theme based bulletin boards (Dr. Seuss, class book selections and student artwork).
- Generated sample behavior intervention plan for student with behavioral issues performing below grade level.

***Junior Intern (Second Grade)***, Central Community School, Orange, NJ

Fall 20xx

- Provided individual support to 6 students functioning below grade level.
- Administered running records to identify struggling readers; worked with small group projects.
- Created and directed Halloween and Winter Festival performances attended by families.

***Sophomore Intern (Fifth Grade)***, Country Day School, Short Hills, NJ

Spring 20xx

- Created interactive SMARTboard games for lessons, taught small group activities.
- Utilized EverydayMath and Teachers College Reading Workshop Model.

***Sophomore Intern (First Grade)***, River Place School, Cranford, NJ

Fall 20xx

**RELATED EXPERIENCE**

- Co-Chair & Mentor (Third Grade)***, Little Angels Forum, Orange, NJ Sept 20xx- Present
- Serve as role model to 15 young in outreach program for at-risk girls focused on building skills and self-esteem.
  - Create and lead weekly mentor meetings, develop activities and interact with families on weekly basis.
- Head Counselor (Fifth-Eighth Grade)***, Camp Morrow, White Plains, NY Summers 20xx, 20xx
- Managed 40 campers attending two week overnight camp (four separate sessions).
  - Coordinated educational/social activities for 100 campers, including computer, math and field trips.
  - Worked individually with 13 year old camper with Asperger’s and developmental delays.
  - Trained and supervised 8 junior counselors and counselors-in-training.
  - Communicated with parents and addressed parent concerns and issues.
- Teaching Assistant (Ages 6-9)***, Union Church, Union, NJ Sept 20xx- June 20xx
- Assisted in instructing 20 students in weekly class, interacted with parents regarding class progress and behavior.

**LEADERSHIP EXPERIENCE**

- Executive Board***, The Martin Luther King, Jr. Scholarship Association, Seton Hall Aug 20xx-Present
- Serve as officer for scholarship association centered in leadership, service, and academics.
  - Participate in weekly service projects that promote change in the community, such as mentoring at-risk students.
- President***, Rho Upsilon Chapter of Alpha Kappa Alpha Sorority, Inc., Seton Hall University Nov 20xx – Present
- Oversee organization in promoting academic sustainability and encouraging student empowerment.
  - Lead monthly chapter meetings and oversee decision-making and budget approval for the organization.
  - Coordinate fundraising activities, including \$5000 raised for local special needs community organization.
- Student Ambassador***, College of Education and Human Services, Seton Hall University Sept 20xx- Present
- Selected to represent college and speak to prospective students and families at University Open House events.

**OTHER EXPERIENCE**

- Assistant Coach***, Maplewood Parks and Recreation, Maplewood, NJ Summers 20xx, 20xx
- Instructed 20 basketball players (ages 10-12) in summer recreation league.
  - Organized skill level based drills and strategies; supervised 2 weekly practices and 10 game schedule.
  - Collaborated with parents, providing daily progress and email correspondence with updates and forms.
  - Team ended season with undefeated record and invited to regional tournament.
- High School Activities***, Hillsborough High School, Hillsborough, NJ Sept 20xx-May 20xx
- Section Leader for nationally recognized marching band (4 years).
  - Editor of student newspaper (3 years).
  - Three Sport Varsity Athlete: Basketball (Captain), Soccer, and Tennis.
  - Member of French Club, Peer Buddy Program, and Environmental Awareness Club.

**PROFESSIONAL DEVELOPMENT**

- The Project Learning Tree certification focused on teaching lessons in science. (20xx)
- Attended Professional Development Days on PARCC and Danielson evaluation systems. (20xx)
- NCBI Facilitator Certification for program focused on prejudice reduction. (20xx)
- Attended workshops on “Cyberbullying” and “Autism Spectrum Disorder at Seton Hall University. (20xx)

**SKILLS**

- PowerPoint, Excel, Brain Pop, Scholastic, Power School, Google Classroom, Elmo, Aesop, iPads
- Bilingual in Spanish, conversational in French and Italian



## FIRST YEAR RESUME GUIDELINES (see page 2 for sample resume)

### Full Name

- Email address
- Cell Phone

### OBJECTIVE

To obtain [type of position] in [what setting or environment] (*Tailor to use of resume*)

### EDUCATION

**Name of University**, City, State

Degree Expected (Bachelor of Science, Bachelor of Arts), graduation month, year

Major(s) and Minor(s) (*Use term "tracking" name of major if not officially in major*)

**Name of High School**, City, State (*adding high school to resume is optional*)

Diploma, graduation month, year

Include College prep/AP classes, GPA (if 3.5 or above), academic rank

### HONORS

Academic scholarships (both during high school and for college)

High school recognitions for grades, community service, leadership

High school clubs based on academics (ex: National Honor Society)

Sports or community based honors (ex: MVP, Gold Award Girl Scouts)

### RELATED EXPERIENCE

*Describe how you spent your time outside of class in high school, college and during summers:*

- ▶ Clubs that you belonged to—include leadership roles (ex: prom committee chair)
- ▶ Sports that you participated in—include leadership or team/personal achievements
- ▶ Significant activities—include leadership (ex: band, theatre, committees)
- ▶ Community involvement—include leadership roles (ex: religious, town related, volunteer)
- ▶ Internships, special academic programs (ex: high school projects, Girl/Boy Scouts)
- ▶ Part-time job or summer jobs—include retailing, restaurant, office, camp counselor, etc.

#### Formatting Activity:

**Title**, Club/Activity, Name of High School/College, start-end dates (month, year)

- Specifics about club (focus, number of members, size of student body)
- Duties (*start with action verb*) What were your main tasks and why?
- Skills developed or utilized (*start with action verb*)
- Significance of your role—achievements, results of your efforts

#### Formatting Athletics:

**Title (Name of Sport)**, Name of High School/Organization, start-end dates (month, year)

- Length of season and number of meets/games/matches
- Commitment per week to training and practice, and travel
- Team accomplishments (league/county/region/state tournaments)
- Personal achievements/recognitions (academic and performance based)
- Additional involvement related to team (summer coach, community service)

#### Formatting Community Service/Volunteer:

**Title**, Name of Organization, city, state start-end dates (month, year)

- Specifics about your role and many contributions you made
- Duties (*start with action verb*) What were your main tasks and why?
- Skills developed or utilized (*start with action verb*)

#### Formatting Part-time/Summer Job:

**Title**, Name of Organization, city, start-end dates (month, year)

(if organization is more impressive than the position, put organization first, then title)

- Average number of hours (after school/evenings, weekends) and type of organization
- Significant responsibilities (ex: supervise others; oversee a department; order inventory)
- Other key duties (ex: opened/closed facility, in charge when manager absent, trained others)
- Skills developed/used (ex: problem solving, customer service, handling money)

### OTHER INVOLVEMENT

*Involvement or participation in other less significant activities, community service, clubs*

**Involvement level (member, participant)**, name of organization or event (year)

### SKILLS

Computer: *software, graphics, statistics, database management programs*

Social Media/Technology (beyond your personal use) *especially new and trending sites*

Foreign Language Skills: *Identify level of proficiency (basic, oral/written fluency)*

**SAMPLE FIRST YEAR RESUME (see page one for First Year Resume Guidelines)**

**Ima Student**

[iamstudent@gmail.com](mailto:iamstudent@gmail.com) (222) 222-2222

- OBJECTIVE** To obtain a part-time job or volunteer position teaching and mentoring children.
- EDUCATION** **Seton Hall University**, South Orange, NJ  
Bachelor of Arts in Psychology, Expected May 20xx
- Best Academy**, Bridgewater, NJ (*optional to include high school*)  
High School Diploma, June 20xx  
Top 10% of graduating class; President of Student Council  
Honors English and Social Studies (AP credits)
- HONORS** SHU Academic Merit Scholarship (4 year annual award)  
Selected as high school “Volunteer of the Year” for extensive community service  
Recipient of “Sportsmanship” Award at athletic banquet
- RELATED EXPERIENCE** **Senior Editor**, High School Yearbook, Best Academy September 20xx-June20xx
- Managed staff of 20 writers and \$10,000 budget (circulation of 2,000 copies)
  - Oversaw weekly meetings with section editors and club advisor
  - Demonstrated advanced skills in time management, multi-tasking and ability to work under pressure with deadlines
- Varsity Soccer (Captain Senior Year)**, Best Academy September 20xx-June 20xx
- Served as role model and motivational leader to 20 teammates and liaison to coaches
  - Devoted 20 hours per week over 3 months to training, practice and 30 game schedule
  - Hold school record for most goals during high school career
  - Team awarded 2<sup>nd</sup> Place in Essex County Tournament (2 years in a row)
- Youth Group Leader**, Holy Trinity Church, Bridgewater, NJ May 20xx-Present
- Design and manage activities and weekly meetings for 30 high school students
  - Organize annual clothing drive (raised \$1000 in donations in 20xx)
  - Coordinate and manage a 3 week service trip to El Salvador overseeing 15 peers
- ADDITIONAL EXPERIENCE** **Wait Staff**, Red Lobster, Bridgewater, NJ September 20xx-June 20xx
- Averaged 20 hours per week (nights and weekends) in highest volume NJ store while attending college as a full-time student
  - Independently accountable to close store and inventory products on weekly basis
  - Trained new employees on corporate mission; modeled exceptional customer service
- Senior Camp Counselor**, Somerset YMCA, Somerville, NJ Summers 20xx-20xx
- Managed 40 campers (ages 10-12) attending two-week day camps (6 different groups).
  - Oversaw training and scheduling for 8 peer counselors; led weekly meetings
  - Worked individually with camper with Asperger’s Syndrome and cognitive delays
  - Interacted daily with parents to update on child’s progress and behavior
- OTHER INVOLVEMENT** **Participant**, Cancer Walk and Relay for Life (4 years in high school)  
**Section Leader**, nationally ranked high school marching band (4 years)  
**Volunteer**, Habitat for Humanity (5 Saturdays building home for needy family)
- SKILLS** Microsoft Excel, PowerPoint, PhotoShop, Picasa, Instagram, Twitter, Tumblr  
Bilingual in Spanish, Conversational in French

## OTHER COMMON HIGH SCHOOL EXPERIENCES FOR FIRST YEAR STUDENTS

### School Activities:

**Section Leader**, Marching Band, Best Academy August 20xx-June 20xx

- Supervised group of 15 peers on a state and national award winning marching band.
- Dedicated 20 practice hours on weekdays and weekends over 4 month season.
- Traveled to Disney World, Washington, DC and Boston for yearly competition trips.
- Active member of two additional groups involving early morning/late evening practices.

**Actress/Student Director**, Lawrenceville HS, Ewing, NJ Fall 20xx-Spring 20xx

- As Student Director, oversaw 50 students, including actors, set crew, music and costumes
- Recognized as “Best Student Director” by Papermill Playhouse NJ Rising Stars statewide competition
- Selected for lead roles in 8 productions over four years

### Summer/Part-Time Jobs:

**Private Music (Flute) Instructor**, Long Branch, NJ 20xx-20xx

- Taught 11 year old 5th grade student twice a week focused on learning school concert music.
- Worked on perfecting rhythm dictation and sight reading using sections from methods book.

**Head Lifeguard**, ABC Pool, Clifton, NJ Summers 20xx-present

- Oversee 10 lifeguards; conduct weekly meetings and provide ongoing certification training.
- Teach individual and group lessons for ages (infant through adults) at all skill levels.
- Ensure safety of over 200 patrons per day at local community pool.

**Swim Coach and Instructor**, YMCA, Caldwell, NJ Fall 20xx- present

- Instruct swimmers ages 10 to 16 with autism, mild cognitive deficits and Cerebral Palsy.
- Oversee 50 adolescent swimmers and coordinate 10 home and away competitive meets.
- Created website that provides logistical information and legal permission forms for parents.

**Tutor**, Private Family, South Orange, NJ 20xx-present

- Instruct 12 year old student with ADHD in all subjects 3 hours per week over past 2 years.
- Student has progressed from below grade level to advanced level in 2 subjects.

**Cashier**, ABC Food Store, Bridgewater, NJ Fall 20xx – Spring 20xx

- Averaged 20 hours per week while in high school and college as full-time student.
- Developed reputation as first employee to call when additional staff needed.
- Demonstrated advanced customer service skills; given independent authority to resolve customer issues.

**Office Assistant (Full-Time)**, ABC Heating and Repair Service, Bridgewater, NJ Summer 20xx

- Input confidential financial information into database for over 300 customers per week.
- Set up appointments for both residential and commercial customers.
- Contacted customers with satisfaction survey; made suggestions to management on how to resolve issues or dissatisfaction with service.

**Nanny**, Private Family, West Orange, NJ June 20xx-June 20xx

- Cared for 2 children (ages 6 & 12) 20 hours per week during school and 40 hours during summer.
- Handled all morning routines, transportation to and from school and activities, and completion of homework.

**Basketball Coach**, ABC Summer Basketball Camp, Somerset, NJ Summers and Weekends 20xx-present

- Teach fundamentals to 50 summer campers (ages 5-9) in two week overnight camps (5 separate camps)
- Create daily drill/practice schedules for basic/advanced skill levels; Oversee 10 intramural games per day
- Supervise 3 high school peer counselor coaches

**HEATHER HEALTHCARE**  
(973) 761-9355 [heatherhealth@noemail.com](mailto:heatherhealth@noemail.com)

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**OBJECTIVE:**

To join a healthcare organization's administrative team and contribute to improving delivery of service while implementing business management and strategic development skills

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**EDUCATION:**

**Seton Hall University, School of Health and Medical Sciences**, South Orange, NJ  
Master of Healthcare Administration (CAHME Accredited), May 20xx

**Rutgers University**, New Brunswick, NJ  
Bachelor of Arts in Sociology with a Minor in Business Administration, December 20xx

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**RELEVANT COURSES:**

Research Methods and Statistical Analysis	21st Century American Healthcare System
Healthcare Management	Financial Management & Control
Healthcare Economics	Financial Management & Accounting
Emergency Preparedness	Healthcare Policy
Managing Community Health	MIS/Quality and Performance Management
Legal Issues & Human Resources	Strategic Planning and Marketing
Ethics	Leadership Institute / Capstone

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**HEALTHCARE INTERNSHIP:**

**Management Intern, Customer Service Department**

NEWARK MEDICAL CENTER, Newark, NJ January 20xx - July 20xx

*Non-profit 500+ bed teaching hospital in an urban setting*

- Conducted daily rounds in inpatient units to build rapport with diverse patient population.
- Collected data from patients during rounds to build initiatives throughout the hospital.
- Conducted database work to document patient comments and suggestions.
- Resolved delicate situations involving the patient, including HIPAA violations, breaches of policy, and perceived preventable readmissions or premature hospital discharges.
- Created individualized physician reports for results of HCAHPS survey (Hospital Consumer Assessment of Healthcare Providers and Systems for the Emergency Department).
- Contributed to drafting and development of new complaints/grievance management policy.
- Assisted in the development of an ICU customer service protocol for nursing and office staff.
- Created hospital-wide educational newsletters for customer service training to emphasize patient compliance tools (AIDET, Teach Back method)

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**RELATED EXPERIENCE:**

**Office Assistant (Volunteer)**

JMC COMMUNITY HEALTH SERVICES, INC., Somerset, NJ March 20xx - July 20xx

*Non-profit community organization dedicated to serving elderly population*

- Improved office efficiency and cut down on time wastage by creating new online patient information filing system.
- Processed and maintained patient billing records.
- Collaborated with insurance companies, government medical organizations, medical personnel and local community service organizations.

**Administrative Support, Medical Records Department**

SAINT ANN'S UNIVERSITY HOSPITAL, Ramapo, NJ Summer 20xx

*Suburban regional hospital serving three surrounding counties in Northern NJ*

- Assisted office manager in overall functioning of medical record department by maintaining and securing all written and electronic medical records.
- Ensured 100% accuracy for confidential and sensitive patient information in records.
- Assisted in implementing the process of creating new medical records and retrieving existing medical records in a timely matter.
- Trained new office staff and volunteers assigned to department.

**Administrative Support, Ambulatory Care**

UNIVERSITY HOSPITAL, Newark, NJ January 20xx - December 20xx

- Monitored and evaluated the integration of service delivery.
- Assisted Ambulatory Care Administrator in developing, implementing and evaluating clinic service plans.

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**HONORS & ACTIVITIES:**

Member, Seton Hall University MHA Program Student Advisory Council 20xx-Present

Member, American College of Healthcare Executives in New Jersey, 20xx

- Attended annual Advanced Emergency and Acute Care Conference (April, 20xx)
- Completed webinars on Implementation of Health Information, Improving Health Literacy for Patients and Families, and Advancing Healthcare Leadership

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**SPECIAL SKILLS:**

Worked with Access database to enter patient feedback for easy retrieval

Familiar with Emergisoft to obtain patient, physician and nursing information

Competent with Microsoft Word, Excel, Adobe, Access, Outlook, Publisher, Internet Explorer

## Examples of Leadership Experiences and Descriptions

### EXAMPLE FOR RESIDENT ASSISTANT:

**Resident Assistant**, Housing and Residence Life, Seton Hall University 20xx-20xx

- Manage a community of 40 first year residents; collaborate with team of 7 peer resident assistants.
  - Create, facilitate and market 45 student programs and activities to promote academic, social and interpersonal development among residents.
  - Utilize mediation skills to resolve roommate conflicts and other resident issues.
  - Serve as student leader during Freshman Orientation attended by 1200 students and families.
  - Organize and facilitate diversity workshop during training of 60 peer resident assistants.
  - Monitor building during days and evenings; report and respond to incidents and crimes.
  - Work closely with key campus departments that provide academic and personal support to students.
- 

### EXAMPLE FOR PEER ADVISER:

Freshman Studies, Seton Hall University

**Peer Adviser (Student Instructor)** Fall 20xx-Present

- Assist faculty in teaching credit course on successful transition to college for first year students (50 students). Course topics include study skills, time management, social engagement and wellness.
- Meet individually with students outside of class to discuss career and academic plans.
- Create assignments, grade quizzes and projects.
- Completed two week summer training program on leadership development and conflict resolution skills.
- Assisted with organizing and facilitating summer overnight orientation program for 1200 incoming students, including creating icebreakers, coordinating social activities and conducting campus tours.
- Tutored students in 5 different subjects 10 hours per week.

### EXAMPLE FOR INTERCOLLEGIATE ATHLETIC EXPERIENCE:

**NCAA Division I Men's Soccer Team**—Big East Conference, Seton Hall University, 20xx-20xx

- Full scholarship recipient, elected Captain by teammates and coaches (2 consecutive years).
- Competed at highest level against nationally ranked universities across the country.
- Voted "Most Inspirational" player by teammates (3 years); recipient of Sportsmanship Award.
- Named to Big East All-Academic Team (3 years).
- Team Representative to University Advisory Committee-monthly meetings with University President.
- Team invited to NCAA tournament for first time in 10 years; Placed 2<sup>nd</sup> in Big East Conference.
- Presented numerous workshops to K-12 schools on importance of education and healthy nutrition.
- Evaluated high school talent and provided campus tours to prospective student-athletes and parents.

### EXAMPLES FOR COMPETITIVE STUDENT LEADER POSITION:

*Servant Leader Scholar*, Center for Vocation and Servant Leadership, SHU Fall 20xx-present

- One of 10 students selected for highly competitive scholarship program and award focused on commitment to community service and leadership.
- Participate in monthly meetings and workshops on community engagement.
- Complete 150 community service hours in various community organizations.

**Office of Admissions**, Seton Hall University Fall 20xx-present

*Student Ambassador (Blue Crew)*

- Selected to represent University in activities designed for prospective and accepted students and families.
- Contact students accepted to Seton Hall University and inform them about upcoming events.
- Meet and greet students and their families at Open Houses attended by 900 prospective students and families.
- Conduct guided tours of campus incorporating extensive knowledge of resources, departments and policies.

**President**, XYZ Club (*Campus Organization*), Seton Hall University, 20xx-20xx

- Oversee 10 member executive board; lead weekly meetings for 50 member organization.
- Accountable for decision-making and budget approval.
- Spearheaded membership drive that resulted in 20% increase in active members.
- Coordinate fundraising events, including \$5000 raised for local special needs organization.

**Program/Event Coordinator**, ABC Sorority, Seton Hall University, 20xx-20xx

- Organized yearly campus wide Greek Week competition event attended by 200 students.
- Member of Executive Board; attended biweekly meetings.
- Developed and coordinated numerous fundraising activities resulting in record member participation and over \$6000 donations to local charities.

**Service on Saturday Leader**, Division of Volunteer Efforts, Seton Hall University, Fall 20xx

- Supervised 40 students on 3 Saturdays participating in local community projects.
  - Service projects included painting a middle school, cleaning a local park, and working at a soup kitchen.
- 

### **EXAMPLE OF CAMPUS PAID STUDENT POSITION:**

**Operations Staff**, University Center, Seton Hall University, Fall 20xx-present

- Work evening and early morning shifts in high volume campus student center serving 5000 students.
- Provide logistical support to large events and activities attended by up to 400 guests.
- Completed 2 day training on exceptional customer service, safety regulations and technology usage.
- Train new student employees on logistics; utilize strong time management skills.
- Demonstrate advanced proficiency with different types of technology and video equipment.

**Math Tutor**, Academic Resource Center, Seton Hall University, Spring 20xx

- Guide and support students in their classes to establish effective study strategies and self-advocacy.
- Provide individualized instruction to students enrolled in Algebra, Statistics and Calculus courses.
- Maintain up to 15 appointments per week, including “drop in” hours.

**Desk Assistant**, Housing and Residence Life, Seton Hall University, Fall 20xx-present

- Maintain security for residents and guests in a facility housing over 500 students.
- Provide prompt, polite, courteous, professional, and timely customer service.
- Complete accurate computerized desk logs and work orders.
- Communicate problems, issues, and concerns to the Residence Hall Coordinator.

# Alex NonProfit

973-761-9355 NonProfitAlex@noemail.gmail.com

## EDUCATION

**Seton Hall University**, South Orange, NJ

Bachelor of Arts in Social and Behavioral Sciences, May 20xx

Concentration in Social Work, Minor in Psychology

**Study Abroad**, Valencia, Spain, Summer 20xx

Lived with Spanish-speaking family while enrolled in communication courses. Participated in excursions to the cities of Madrid, Toledo, Granada, and Barcelona.

## RELATED COURSEWORK

Social Problems and Solutions, Social Change, Social Inequalities, Research Methods I & II, International Psychology, Social Psychology, Social Work and the Law, Organizing Grassroots Communities

## EXPERIENCE

**Banner Initiative**, Summit, NJ

April 20xx – Present

*Non-profit Intern (Youth Advocacy Program)*

- Regularly review and update office's extensive list of local community resources in Excel for staff referrals
- Prepare materials for, and co-facilitate, the teenager self-discovery group on a monthly basis
- Conduct outreach to local businesses to request donations for annual events such as the Holiday Toy Drive

**YMCA After School Program**, Maplewood, NJ

May 20xx – September 20xx

*After School Counselor*

- Supervised groups of 15-20 children between the ages of 7-9 during a daily after school program
- Organized and facilitated daily educational and recreational activities for children including foreign language lessons and team building exercises
- Assisted children with English and math homework assignments on a regular basis
- Interacted with parents on a daily basis; attended weekly meetings with 10 peer counselors

## VOLUNTEER EXPERIENCE

**Division of Volunteer Efforts (DOVE)**, Seton Hall University

September 20xx – Present

- Help paint 5 local elementary high schools through the local community each school year
- Visit a local nursing home weekly and interact with residents during meals and structured activities
- Participate in service learning trips to countries such as Brazil and Argentina

**American Red Cross Relay**, Summit, NJ

Summers 20xx – Present

- Raise funds for the American Red Cross during the annual walk-a-thon fundraiser
- Reach out to local businesses and professional network to establish sponsorship opportunities
- Led a team of 10-15 individuals with organizing outreach campaigns, monitoring donations, and managing team's homepage on the organization's Walk-a-Thon website

**Seton Hall Soup Kitchen**

September 20xx – May 20xx

- Volunteered once a month at the Sunday dinner soup kitchen
- Served food and beverages to homeless individuals at the shelter as well as helped clean up the dining room

## SKILLS

*Languages:* Fluent in Spanish and Italian

*Software:* Microsoft Word, Excel, and PowerPoint



Example #1 (pages 1-2) All clinical experiences listed in one section with no descriptions

Example #2 (pages 3-4) Related clinicals with other related experiences separated into one section

## Mary Smith PA-S (Example #1)

(973) 761-9355 [physician.assistant@gmail.com](mailto:physician.assistant@gmail.com)

### Objective

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Enthusiastic PA candidate seeking a position in an Emergency Department or Critical Care setting. Strong academic background including training in diverse settings with emphasis on evidence-based practice and interdisciplinary management.

### Education

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Seton Hall University

*Master of Science in Physician Assistant*

South Orange, NJ

May 20xx

Rowan University

*Bachelor of Arts in Health Promotion and Fitness Management*

Glassboro, NJ

May 20xx

### Clinical Internships

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*Obtained complete histories and physical exams, developed and carried out therapeutic and diagnostic plans, contributed to patient evaluation and decision making, participated in hospital rounds and conferences, ordered and interpreted diagnostic testing, educated and counseled patients and families.*

#### Radiology:

- ❖ St. Barnabas Hospital, Livingston, NJ (4 weeks)

#### Outpatient/Family Medicine:

- ❖ Complete Care, Scotch Plains, NJ (4 weeks)
- ❖ Primary Care Associates, Millburn, NJ (8 weeks)
- ❖ Dr. Ima Family, Belleville, NJ (4 weeks)

#### Pediatric Medicine:

- ❖ Pediatrics Unit--John F. Kennedy Hospital, Edison, NJ (4 weeks)
- ❖ Neonatal Intensive Care Unit: Newark Beth Israel Medical Center, Newark, NJ (4 weeks)

#### Acute Care Medicine:

- ❖ Emergency Medicine: Centra State Hospital, Freehold, NJ (4 weeks)
- ❖ Critical Care Rotation: Saint Michael's Medical, Newark, NJ (4 weeks)

#### In Patient Medicine:

- ❖ Neurology: John F. Kennedy Hospital, Edison, NJ (4 weeks)
- ❖ Internal Medicine: Saint Michael's Medical Center, Newark, NJ (8 weeks)
- ❖ Long Term Care: John F. Kennedy Hospital for Rehabilitation, Edison, NJ (4 weeks)
- ❖ Psychiatry: Runnell's Hospital, Berkeley Heights, NJ (4 weeks)
- ❖ Obstetrics and Gynecology: St. Joseph's Regional Medical Center, Patterson, NJ (8 weeks)
- ❖ Cardiothoracic Trauma Surgery: St. Francis Medical Center, Trenton, NJ (8 weeks)

### **Healthcare Related Experience**

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Empire Ambulance Paterson, NJ  
*Emergency Medical Technician* 20xx-20xx

- ❖ Averaged 50 hours per week (including nights and weekends; scheduled and on-call).
- ❖ Responded to 25 medical emergencies in the field each week.
- ❖ Performed rapid assessment treatment, blood pressure checks and administered BLS and First Aid.
- ❖ Obtained pertinent patient history, monitored vitals, and assisted advanced medical personnel.

Bacharach Cardiac Rehabilitation at Atlantic Region Medical Center  
 Pomona, NJ

*Health and Exercise Science- Student Intern* 20xx

- ❖ Obtained patient history and intake physical exams and monitored blood pressures.
- ❖ Performed initial exercise screening and monitored telemetry.
- ❖ Provided health education lectures and handouts to patients and families.

### **Licenses and Certifications**

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NCCPA Certification	Scheduled May xx, 20xx
New Jersey Physician Assistant License	Pending
American Heart Association BLS and ACLS	Expires May and November 20xx
New Jersey EMT-B	Expires 20xx

### **Professional Organizations**

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American Academy of Physician Assistants	20xx- present
Physician Assistant Student Society at Seton Hall University	20xx- present
New Jersey State Society of Physician Assistants	20xx- present
Attended community workshops held at local hospitals:	20xx-20xx
❖ Educating Families on Childhood Obesity, John F. Kennedy Hospital	
❖ Working with Special Need Patients, Children's Specialized Hospital	
❖ Fitness Needs of Adults with Type 2 Diabetes, Somerset Medical Center	

### **Community Service**

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<i>Medical Volunteer</i> , TCS New York City Marathon	October 20xx and 20xx
<i>Team Member</i> , Ounce of Prevention, Tampa, FL	November 20xx
❖ Provided general public with education of preventive care issues through a variety of educational and screening services.	
❖ Reviewed screening results with clients and guided toward specialized education.	

### **Research**

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#### **Seton Hall University**

*The Relationship Between xxx xxx and Weight xxx During xxxx: A Pilot Study. Last Name, First Name*

- ❖ Poster presentation, Seton Hall School of Health and Medical Sciences Research Colloquium 20xx

### **Skills**

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Proficient in Microsoft Office: Excel, PowerPoint, Publisher, Outlook, SPSS, Mac/PC Friendly  
 Experience with Patient First Software; Bilingual in Spanish (including medical language)

**Joseph Smith PA-S (Example #2)**  
(973) 761-9355 [physician.assistant#2@gmail.com](mailto:physician.assistant#2@gmail.com)

**QUALIFICATIONS**

- Highly motivated Physician Assistant candidate seeking position in emergency/trauma setting.
- Strong academic background in varied inpatient, outpatient, and acute settings, experience conducting independent research, and being published in 60 week clinical program.
- Skilled at completely assessing, diagnosing, and treating patients ranging from pediatric to geriatric populations in different settings.
- Skilled in performing a broad range procedures including: suturing of lacerations, incision and drainages of abscesses, removal of simple lesions, setting and splinting orthopedic injuries, blood draws, NG tube insertion and removal, and assisting in surgeries.

**EDUCATION**

**Seton Hall University, South Orange, NJ**

Masters of Science, Physician Assistant,

May 20xx

Bachelors of Science, Biology (*Cum Laude*, Order of Omega inductee),

May 20xx

**CERTIFICATIONS**

Will take Physician Assistant National Certification Exam (PANCE) May, 20xx for PA-C licensure

Advanced Cardiac Life Support (ACLS) and Basic Life Support (BLS) Certified

**RESEARCH**

Seton Hall University

*The Relationship Between xxx xxx and Weight xxx During xxxx: A Pilot Study. Last Name, First Name*

- Poster presentation, Seton Hall School of Health and Medical Sciences Research Colloquium 20xx

**PERTINENT CLINICAL EXPERIENCE**

**Emergency Medicine (1 month), Somerset Medical Center (Somerville, NJ)**

May 20xx

- Functioned in high volume, acute suburban setting that treats 90,000 patients annually.
- Performed and assisted with suturing and skin stapling of lacerations, fluorescein examinations of the eye, incision and drainages of abscesses, setting and splinting orthopedic injuries, blood draws.
- Cared for a population composed of pediatrics to geriatrics.

**Internal Medicine (2 months), John F. Kennedy Hospital (Edison, NJ)**

September-October 20xx

- Functioned as and with internist, tended to in-house management of acute and chronic patients.
- Managed several inpatients, adjusting medications, ordering tests/ procedures, and writing progress notes.
- Performed ACLS, functioned as integral part in forty ACLS situations throughout hospital, including the ICU.
- Interpreted and assisted in several types of advanced radiologic tests including ERCPs and interventional radiology procedures.

**Surgery (2 months), St. Joseph's Regional Medical Center (Patterson, NJ)**

November-December 20xx

- Functioned in high acuity, high volume Level II Trauma Center performing various surgeries as first and second assist; patients ranged from pediatric to geriatric populations.
- Performed pre-and post-operative examinations, daily rounds, and post-operative progress notes and orders.
- Functioned on trauma team, performing emergency evaluation and surgeries for treatment of gunshot wounds, car accidents, falls, burns, and other types of trauma.
- Performed several procedures including interrupted suturing, subcuticular stitching, skin stapling, removal of simple lesions, parts of laparoscopic surgeries, NG tube insertion and removal.

### **OUTPATIENT CLINICAL EXPERIENCE**

#### **Pediatrics (2 months), Saint Michael's Medical Center (Newark, NJ)**

**April-May 20xx**

- Functioned in high volume, urban outpatient office setting; caseload up to fifty patients a day.
- Treated acute illnesses and performed health maintenance in preventative visits allowing for exposure to all various common pediatric problems for underserved population.

#### **Outpatient Medicine (1 month), New Jersey Medical Group PA (Elizabeth, NJ)**

**March 20xx**

- Functioned in an urban primary care office, caring for patients ranging from adult to geriatric. Office offered a Suboxone program and specialized in treating migraine and cluster headache patients.
- Independently functioned as practitioner, performed history and physicals including treatment plans.
- Performed procedures such as incision and drainage, suture removal, and staple removal.
- Conducted house calls and performed medical visits for immobile homebound patients.

#### **Outpatient Medicine (1 month), Montville Medical Group (Montville, NJ)**

**February 20xx**

- Functioned in high volume primary care office seeing patients ranging from pediatric to geriatric.
- Performed history and physical including a treatment plan, managed chronic and acute problems.
- Performed procedures such as incision and drainage, suture and staple removal, removal of simple lesions.

#### **Outpatient Medicine (1 month), Union County Healthcare Associates (Garwood, NJ)**

**January 20xx**

- Functioned as a provider in a high volume urgent care center seeing patients with various acute problems and performed procedures including suturing and incision and drainage.
- Office specialized in treatment of broad variety of rheumatologic issues.

### **OTHER CLINICAL EXPERIENCE**

#### **Obstetrics and Gynecology (1 month), Trinitas Regional Medical Center (Elizabeth, NJ)**

**December 20xx**

- Functioned in a high volume labor and delivery floor, assisting with and performing deliveries; was first and second assist, in cesarean section surgeries.
- Performed pre- and post-operative examinations, daily rounds, and post-operative progress notes and orders.
- Assisted in gynecologic surgeries including da Vinci robotic surgeries and procedures including: skin stapling, clamping, retracting, suctioning, tying, dressing changes, and suture/staple removal.

#### **Psychiatry (1 month), Berkeley Heights Specialized Hospital (Berkeley Heights, NJ)**

**October 20xx**

- Functioned in locked in-patient psychiatric facility, provided treatment to voluntary and involuntary patients.
- Patients mainly consisted of those with Schizophrenia, Bipolar Disorder, and Major Depressive Disorder.

### **COMMUNITY SERVICE**

- Children's Miracle Network--Coordinated and volunteered in several fundraising events; donations were made to Children's Specialized Hospital (Mountainside, NJ) 20xx-20xx
- "Dental Health" and "Healthy Eating" programs--Helped to coordinate and presented in to underserved communities and elementary schools (Essex/Passaic Counties, NJ) 20xx-20xx
- Emergency Room Receptionist, Memorial Hospital (Newark, NJ) 20xx-20xx
- Volunteer--Kent Hospital (Boston, MA), Blood Center of NJ, Brentwood Nursing Home (Newark, DE)

### **SKILLS**

- Proficient with several Electronic Medical Records/Electronic Health Records
- Significant exposure to several EMR/EHRs: Cerner, Soarian, PACS, Invision, Practice Fusion, Allscripts, Siemens, and Sunrise; HTML proficient, experience editing and building basic websites

**SUSAN JOHNSON COUNSELOR**  
(973) 761-9355 susanjohnson@noemail.gmail.com

**EDUCATION**

**Seton Hall University**, South Orange, NJ  
Ph.D. in Counseling Psychology, May 20xx  
(Accredited by the American Psychological Association)

**Hunter College**, City University of New York, NY  
MS.Ed. in Rehabilitation Counseling, December 20xx

**Boston University**, Boston, MA  
B.A. in Psychology with Biology Minor, May 20xx

**CERTIFICATIONS**

- New Jersey State Licensed Mental Health Counselor (#xxxxxx) since May 20xx
- Certified Rehabilitation Counselor (#xxxxxx) since July 20xx
- Basic Training in Critical Incident Stress Management, November 20xx

**ACADEMIC RESEARCH**

Dissertation: The influence of family, birth order and anxiety on career choice for first generation students. Assessments performed were Multigroup Ethnic Identity Measure Trait Anxiety Scale, State Trait Anxiety Inventory and The Career Decision Making Self-Efficacy Scale.

**COUNSELING EXPERIENCE**

**Counselor/Evaluator (Doctoral Internship)**, Jefferson Hospital, New York, NY September 20xx- June 20xx

- Assisted with School of Medicine Rehabilitation Psychology Department Traumatic Brain Injury Research Project
- Administered neuropsychological battery (25 individual measures) to research participants
- Conducted semi-structured interviews with program clients, served as co-facilitator in cognitive remediation groups
- Provided rehabilitation techniques, accommodations suggestions and support to program clients and staff
- Completed independent research project for publication on salient issues for those with traumatic brain injuries
- Participated in case conferences, instructional didactics and weekly supervision sessions

**Counselor (Pre-doctoral Practicum)**, Washington Children's Care, Bayonne, NJ September 20xx-May 20xx

- Charted history review, neuropsychological evaluations (i.e., intelligence, attention, memory, perception, language, educational skills and personality) of individuals with traumatic brain injury
- Provided medical management and chronic illness report preparation, individual counseling, family support activities
- Attended weekly evaluation meetings and professional development seminars

**Counselor (Pre-doctoral Practicum)**, Youth Practice Services, Orange, NJ March-May 20xx

- Assisted doctoral intern with play psycho-educational group for preschoolers with special needs
- Individually developed and delivered group curriculum for two sessions prescribed by program requirement
- Participated in weekly didactics, supervision and case conferences, submitted weekly clinical progress reports

**Counselor (Pre-doctoral Practicum)**, Disability Support Services, Seton Hall University January-March 20xx

- Counseled student diagnosed with ADHD and sensory impairments to develop more adaptive functional academic and college life skills
- Conducted career counseling and evaluations, co-led psycho-educational group on time management and effective study skills, submitted weekly clinical progress reports

**Counselor (Pre-doctoral Practicum)**, Winchester Gardens, Maplewood, NJ October-December 20xx

- Provided rehabilitation and psychological services to geriatric clients
- Conducted individual and group counseling with geriatric clients who were dealing with adjustment, mood, anxiety, and family problems. Submitted weekly clinical progress reports

### TEACHING EXPERIENCE

**Master's Level Adjunct Professor**, Seton Hall University January-April 20xx-20xx

Department of Professional Psychology and Family Therapy

- Taught 2 sections of *Career Development* course to 40 master's level students (including 15 online)
- Utilized variety of career assessments, including Strong Interest Inventory, Myers-Briggs Type Indicator, MyPlan online career guidance system, and Values Card Sort

**Undergraduate Level Adjunct Professor**, Montclair State University September-December 20xx and 20xx

Department of Psychology/Arts and Sciences

- Taught 3 sections of *Adolescent Psychology* to traditional aged undergraduate students (20 per class)
- Created curriculum and implemented syllabus with both formative and summative assessments
- Incorporated speakers representing a variety of related career fields to share career information with students

### RESEARCH EXPERIENCE

**Research Assistant**, Seton Hall University September 20xx-April 20xx

, Department of Professional Psychology and Family Therapy,

- Assisted Dr. Anne Anne with research on neuropsychological sequelae in chronically traumatized children
- Researched neuropsychological development in the areas of memory, higher integrative functioning and the attention of children of divorced parents
- Utilized a battery of assessments with research participants, including:

Wechsler Intelligence Scale for Children (WISC-III)

Rey Osterrieth Complex Figure

Behavior Assessment System for Children (BASC)

Controlled Oral Word Association (COWA)

Test of Memory and Learning (TOMAL)

Wide Range Achievement Test (WRAT 3)

Test of Variables of Attention (TOVA)

Kinetic Family Drawing

**Graduate Research Assistant**, College of Education and Human Services, SHU August 20xx-June 20xx

- Collected research information on educational topics associated with higher education policies and procedures
- Managed statistical databases and provided faculty with access and assistance
- Assembled background information for faculty's lectures and presentations
- Organized faculty's course curriculum

### **PUBLICATIONS**

#### Book Chapter

Bee, A., Johnson, S., & Dee, C., (20xx). Multicultural counseling competencies in counseling. In E.F. Gee et al. (Eds.) Under contract for Handbook of Educational Psychology. NY, NY: Ima Publisher.

#### Journal Article

Bee, A., Johnson, S., (20xx). Personal patterns as predictors of multicultural identity in birth order decision-making. Journal of Family Interests. 3 (Spring, No. xx)

#### Published Abstract

Bee, A., Johnson, S., Birth order in first generation students. Post Secondary Abstracts, 3 (Spring, No. xx)

### **PRESENTATIONS**

Bee, A. & Johnson, S., Birth order and multicultural identity. Poster presented at annual American Psychological Association Conference, City, State, August 20xx.

Dee, C. & Johnson, S., Children with multiple disabilities and birth order. The Rehabilitation Association Annual Convention, City, State, July 20xx.

### **AWARDS**

Recipient of “Women’s Empowerment” Award, , Seton Hall University (20xx)

Kappa Delta Pi Education Honor Society (April 20xx to Present)

National Rehabilitation Association NJ Chapter President Award of Appreciation and Service (20xx)

### **LEADERSHIP ACTIVITIES**

Multicultural Committee Entertainment Chair, SHU Counseling Psychology Student Association 20xx

Co-Chair, Exhibits Committee, Northeast Rehabilitation Association’s Annual Conference January 20xx

President, National Rehabilitation Association, New Jersey Chapter 20xx-20xx

### **PROFESSIONAL AFFILIATIONS**

American Counseling Association

Association for Multicultural Counseling and Development

American Psychological Association—Divisions 17 and 40

Eastern Psychological Association and New Jersey Psychological Association

National Rehabilitation Association (professional member)

National Rehabilitation Counseling Association (professional member)

### **PROFESSIONAL CONFERENCES**

Attended Basic Training in Critical Incident Post Traumatic Stress Disorder, November 20xx

Attended Student Alliance on Multicultural and Mental Health Issues, June 20xx

# Sally Science

973-761-9355

[sallyscience@noemail.gmail.com](mailto:sallyscience@noemail.gmail.com)

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<b>Objective</b>	To obtain the Summer Research Internship with [ <i>name of organization</i> ].	
<b>Education</b>	Seton Hall University, South Orange, NJ Bachelor of Science in Biochemistry, Expected May 20xx Minor: Mathematics GPA: 3.6, Major GPA: 3.9	
<b>Honors</b>	Seton Hall University Dean's List (all semesters) Clare Booth Luce Science Academic Scholarship (4 year annual award) Big East All Academic Team (3 years)	
<b>Relevant Experience</b>	<b>Department of Chemistry, Seton Hall University</b> , South Orange, NJ <i>Laboratory Assistant</i> , September 20xx – Present <ul style="list-style-type: none"><li>Member of research team on growth of E. Coli, harvesting DNA, cutting DNA with restriction enzymes and ligating bacterial plasmids</li><li>Reviewed relevant publications to devise experiments to produce new information</li><li>Collected and analyzed data using various laboratory machinery for further discoveries of properties of liquids</li><li>Presented findings at weekly joint lab meetings</li><li>Maintained cleanliness of lab and organized lab equipment</li></ul>	
<b>Leadership Experience</b>	<b>Star Martial Arts Academy</b> , Clifton, NJ <i>TaeKwonDo Instructor</i> , November 20xx – Present <ul style="list-style-type: none"><li>Achieved International 3rd Degree Black Belt and Academy 4th Degree Black Belt</li><li>Provided safe instruction of TaeKwonDo to children and adults (ages 4 – 50)</li><li>Completed contract paperwork, collected tuition, and scheduled lessons for members</li><li>Organized and trained two assistant instructors and one instructor-in-training</li></ul> <b>Division I Varsity Swim Team</b> , Seton Hall University <i>Captain (Senior Year)</i> , August 20xx-May 20xx <ul style="list-style-type: none"><li>Competed at highest level against 16 conference and nationally ranked universities across the country (4 year)</li><li>Achieved 100% attendance at practices and games for three consecutive years</li></ul>	
<b>Relevant Coursework</b>	Advanced Chemistry Lab Project Analytical Chemistry Business Intelligence	Organic and Inorganic Chemistry Statistical Analysis Financial Derivatives
<b>Laboratory Skills</b>	Isothermal Chromatography Circular Dichroism Electrophoresis Gas Chromatography	Polymerase Chain Reaction Agarose/Page Gel Infrared Spectroscopy Dialysis Mass Spectroscopy
<b>Activities</b>	Secretary, The Biology Society, Seton Hall University, South Orange, NJ Mentor and After School Volunteer, Boys and Girls Club, East Orange, NJ	
<b>Skills</b>	Proficient in Microsoft Word, Excel, Access, and PowerPoint Bilingual: Fluent in Spanish	



**IMA GRADSTUDENT**  
(973) 761-9355    ima.graduatestudent@gmail.com

**OBJECTIVE**

Seeking a faculty position teaching chemistry at a large research-focused state university.

**EDUCATION**

**Seton Hall University**, South Orange, NJ

Ph.D. in Chemistry (ABD) (Emphasis: Organic Synthesis)

Expected May 20xx

**Florida State University**, Tallahassee, FL

M.S. in Chemistry (Physical Organic and Organic Chemistry)

May 20xx

B.S. in Chemistry (*cum laude*),

May 20xx

Coursework included Mass Spectrometry and Physical Organic Chemistry

**AWARDS**

Recipient of "Most Promising Teaching Assistant" Seton Hall University

20xx

First student to receive "Honor Prize in Faculty of Science" award, Florida State University

20xx

**CERTIFICATION**

Completed University course for Teaching Assistants at Florida State University:

- Teaching with Technology
- Effective Teaching Methods in Science
- Research Methodology
- New Trends in Teaching
- Communication Skills
- Assessment Strategies

Laboratory Safety Certification

Valid through 20xx

American Red Cross Basic Life Support and First Aid certification (current)

**SCIENCE TEACHING COMPETENCIES**

• The particulate nature of matter	• The periodic table
• Experimental technique	• Metals
• Atoms, elements and compounds	• Air and water
• Stoichiometry	• Sulfur
• Electricity and chemistry	• Carbonates
• Chemical energetics	• Basic organic
• Chemical reactions	• Acids, bases and salts

**TEACHING EXPERIENCE**

**Teaching Assistant**, Chemistry Department, Seton Hall University

January 20xx - present

- Organic Chemistry in Organic Chemistry II-Lab, Organic Chemistry I-lecture-Lab
- Develop and teach lessons for 4 sections with undergraduate science majors (100 students in total)
- Provide technical assistance and work one on one with chemistry projects
- Demonstrate use of laboratory equipment and enforce laboratory rules to ensure safety
- Create, administer, and grade summative assessments and lab reports
- Tutor students outside of class to supplement learning on simplifying notes and study strategies

**Teaching Assistant and Demonstrator**, Chemistry Department, Florida State University

20xx - 20xx

- Taught Basic Organic Chemistry (Alkan, Alkene, Alkyne, Alcohol, Aldehyde, Ketone, Carboxylic acid, Aromatic)
- Taught Basic Inorganic Chemistry and basic Physical Chemistry and Physical Organic
- Instructed large lecture classes (100 students) from Pharmacy, Dentistry and Science undergraduate majors
- Averaged 10 classes (4 hours each) weekly
- Created and graded exams and weekly assignments; determined/assigned final grades

**Organic Chemistry Teaching Assistant**, Chemistry Department, Florida State University 20xx - 20xx

- Supervised and instructed students in Organic Chemistry laboratory (30 students total) with emphasis on creating complete and accurate scientific notes
- Instructed the multi-step syntheses of compounds designed to inform general laboratory techniques
- Developed writing problem sets and exams; assisted students individually and in small groups with assignment problems or material they found difficult to understand.
- Maintained records of students' assessment results, progress, feedback, and school performance

**RESEARCH EXPERIENCE****Graduate Research Assistant**, Department of Chemistry & Biochemistry, Seton Hall University 20xx - present

- Collaborate with colleagues on experimental research procedures and techniques using Varian Inova NMR
- Plan a new scheme for anticancer drug based on Glucosamine and a new heterocyclic compound
- Synthesize anti-cancer drugs using different reagents in order to search for new and easier ways to manufacture new target compounds; purification methods include crystallization, distillation and columns, chromatography and extraction
- Analyze proof of structure for derived target compounds utilizing nuclear magnetic resonance, infrared light, mass spectrometry and ultraviolet and visible spectrometry

**Graduate Research Assistant**, Department of Chemistry & Biochemistry, Seton Hall University 20xx - 20xx

- Performed coupling method experimenting with protecting and deprotecting methodologies for carbohydrates while working under controlled conditions
- Collaborated, planned, designed and analyzed various drugs derived from carbohydrate precursors based on Glucosamine Hydrochloride and the synthesis of Oligosaccharides
- Synthesized a series of 1, 3, 4-thiadiazoles, and 1, 2, 3-triazol based on L-ascorbic acid hydrazone derivatives in order to complete new anti-cancer compound

**Master's Thesis**, Chemistry Department, Florida State University 20xx

- Study on Heterocyclic Compounds from Carbohydrate Precursors
- Aim of study was synthesis of nitrogen heterocyclic derivatives from carbohydrate precursors in the quest for new chemotherapeutic compounds that may show biological activities
- Research methods included using different Organic Chemistry Techniques, Melting Points, Distillation, Extraction, Crystallization, Filtration, Drying Organic Solutions, Chromatography, Solvent Removal, Reflux
- Utilized different Organic methods of identification unknown compounds Infrared Spectroscopy, Nuclear Magnetic Resonance Spectroscopy, UV spectra using Shimadzu UV 160A UV-Vis, Mass spectra were obtained from GC-11S mass spectrometer MAT 112
- Results presented to department faculty and poster presentation at prestigious academic research forum

**PUBLICATIONS**

Poster presentation at Annual Petersheim Exposition Celebrates Academic Achievement (20xx)

Published Abstract Last Names, First Names; From Abstracts of Papers, 2xxth ACS National Meeting & Exposition, Philadelphia, PA, United States, Issue #, 20xx. *Title and description of abstract.*

Submissions A.B. Faculty, (20xx) Name of Research **Contributor:** Ima Gradstudent(*description of research*)

**SKILLS**

**Language:** Oral and written fluency in Polish, conversational in French and Italian

**Computer:** Microsoft Office software, ChemOffice, ChemBioDraw, Chem Sketch and SciFinder Scholar

**PROFESSIONAL INVOLVEMENT**

Member, American Chemical Society September 20xx - present

Attended Chemistry as a Life Science Symposium XV, Rutgers University, Newark NJ 20xx

Attended The First Nanotechnology Workshop in Pharmacy and Medicine, Dublin, Ireland 20x

# TOM TRANSFERABLE

973-761-9355 • [tom.transferable@nostudent.shu.edu](mailto:tom.transferable@nostudent.shu.edu)

## Education

### **Seton Hall University**

*Bachelor of Arts, [Insert a Major]*

GPA 3.2 Recipient of Seton Hall Academic Scholarship (4 year award)

South Orange, NJ

May 20xx

## Experience

### **Seton Hall Sports Polling Center**

*Pollster*

- Make cold calls to individuals to gather data/opinions about current events in sports used by ESPN, Bloomberg and CBS Sports

South Orange, NJ

Sept. 20xx - Present

### **ABC Construction**

*Assistant Site Manager/Construction Worker*

- Work with a team to complete construction projects on time, within budget and according to customer and government specifications
- Serve as site manager when owner is not on premises to ensure work crew is clear about expectations

Denville, NJ

June 20xx - Present

### **Blue Stone Grill**

*Expeditor/Server/Cashier*

- Member of founding team that opened this successful start-up operation
- Served as communication link between customer and kitchen to ensure orders properly processed
- Trained new employees in all aspects of workplace operations and company mission and values
- Provided feedback to owners for use in hiring decisions on potential candidates
- Accountable to open and close restaurant on regular basis

Denville, NJ

June 20xx - Aug. 20xx

### **YMCA Day Camp**

*Senior Counselor*

- Collaborate with a team to supervise 15 children ranging from the age 7 to 10
- Attend ongoing training and weekly staff meetings with 8 peer counselors
- Promoted from junior counselor after one year

Maplewood, NJ

Summers 20xx - 20xx

## Leadership and Volunteer Activities

*Volunteer, Seton Hall University, Division of Volunteer Efforts (DOVE)*

Sept. 20xx - Present

- Volunteer weekly in a local food pantry, assisting with set up and serving of meals
- Tutor children in an elementary school in math and reading twice a week

*Student Manager, Seton Hall Athletics, Men's Basketball*

Aug. 20xx - June 20xx

- Handled all logistics for equipment and uniforms for all games and practices (36 game season)
- Traveled with team to all away games; collaborated with coaches and university administrators

*Captain (2 years), Varsity High School Basketball Team*

Sept. 20xx - June 20xx

- Recipient of **Challenger Award** granted to member of basketball program who demonstrates leadership and serves as a role model based on vote of all coaches and athletic director

## Memberships

**SHU Marketing Club** 20xx - Present

**Habitat for Humanity-Collegiate Challenge-Alternative Break** program March 20xx and 20xx

- Selected to 15 member team to participate in community service trip to Louisiana for Spring Break

**Public Relations Student Society of America (PRSSA)** 20xx - Present

## Skills

**Computer:** Microsoft Excel, PowerPoint, Word; Working knowledge of Photoshop; Apple and PC platforms

## **Ima Trooper**

tftrooper@noemailgmail.com 973-761-9355

### **CAREER SUMMARY**

Disciplined and focused Army Reserve Captain with strong interpersonal skills, proven corporate sales, counseling and intervention skills, and project management capabilities. Successful track record of meeting and exceeding goals, ability to establish rapport at all levels and laser-like focus and attention to detail.

### **EDUCATION**

**Seton Hall University**, South Orange, NJ

**BA in Psychology**, May 20xx

### **RELEVANT EXPERIENCE**

#### **Sales Representative, Des Moines Chemicals, Plainsboro, NJ June 20xx to Present**

- Open and establish over \$100 K of new business; increased territorial sales by 35%.
- Negotiate detailed business plans and concepts requiring analytical planning and long-term goal development.
- Develop and expand new business opportunities, service accounts, and provide product training and consulting services to enhance customer processes.

#### **United States Army Reserve 78<sup>th</sup> Training Division, Picattiny, NJ February 20xx to Present**

- Process and analyze the operation intelligence data for major exercises Combined Site Training Exercise and Warfighter Army Reserve Exercise.
- Possess a SECRET security clearance.

#### **Operations and Plans Officer, Mackall, NC September 20xx to June 20xx**

- Devised logistic operations and ensured readiness for no-notice world-wide execution of Humanitarian-Assistance/Disaster Relief operations.
- Developed, executed, and supervised long-term support plans and policy where coordination and relationship building between various military and civilian organizations were critical.
- Selected by superiors to attend conference in Republic of Korea to evaluate base's role in future regional conflicts.
- Completed advanced level education in operational planning, higher echelon leadership and professional counseling at the United States Army Logistics University in Fort Lee, Virginia.

#### **Platoon Leader/Operations Officer, Iraq March 20xx to September 20xx**

- Planned and executed more than 100 high-risk combat missions without injury or loss in a 5000-square kilometer area throughout a 15 month deployment.
- Educated, trained, counseled, and professionally developed 100 American and Iraqi army officers and soldiers.
- Cross-trained 20 logisticians into a full spectrum platoon.
- Rated as the number 1 of 12 lieutenants in the organization by superiors on numerous performance reports.

#### **Executive Officer, South Korea June 20xx to March 20xx**

- Managed all administrative, human resources, maintenance, logistical, and planning procedures for an organization of over 200 soldiers.
- Selected by superiors as the advanced liaison officer for an organizational move of over 400 personnel from the Republic of Korea to Texas resulting in a 100% reestablishment of operations and organizational readiness.

### **ADDITIONAL INFORMATION**

**United States Army Recognitions:** Awarded the Bronze Star Medal, Army Commendation Medal and Army Achievement Medal; Honor graduate from the Army Parachute Rigger School; ROTC Distinguished Military Graduate.

**United States Army Active Duty:** May 20xx to June 20xx. Captain Honorable Discharge.

Active Duty Tour: Iraq from June 20xx to August 20xx.