

GRADUATE STUDENT SAMPLE RESUME

NAME

Smith Street
Millersville, PA 17551
717.872.3333
name@gmail.com

OBJECTIVE

A Clinical Director Position with Lebanon VA Medical Center

EDUCATION

Master of Social Work, May 20XX
Millersville University, Millersville, PA
GPA 3.9/4.0 Council on Social Work Education

Bachelor of Social Work, May 20XX
Shippensburg University, Shippensburg, PA
GPA 3.7/4.0 Council on Social Work Education

SOCIAL WORK EXPERIENCE

Golden Living Center, Reading, PA

Social Worker, May 20XX – Present

- Meet with patients and families to discuss the transfer process, expected outcome and financial implications
- Determine the special needs of patients and create cost effective solutions
- Facilitate patient placement based on clinical needs, bed availability, and patient/family preference
- Manage and develop relationships with referral sources within area referring providers

Willow Valley Retirement Community, Willow Valley, PA

Social Services Coordinator, May 20XX – May 20XX

- Developed a social history, social assessment and individual care plan for new residents
- Documented progress notes, related to each resident's care plan within policy timeframes
- Participated in pre-admission screening of potential residents and provided information to residents and families during admission
- Oriented residents to the long-term care environment and facilitated placement adjustment
- Interviewed, hired, trained, supervised, and evaluated 20 Social Services Department personnel
- Complied with state and federal requirements when maintaining patient records
- Managed operational budget of \$500,000

RELATED EXPERIENCE

Willow Valley Retirement Home, Shippensburg, PA

Intern, Spring 20XX

Twin Oaks, Carlisle, PA

Intern, Fall 20XX

PROFESSIONAL ORGANIZATIONS

Assistance for the Aging, May 20XX – Present

National Association of Social Workers, September 20XX – Present

Phi Alpha Theta Alpha, December 20XX– Present

GRADUATE STUDENT SAMPLE RESUME

NAME

14 Miller Road
Lancaster, PA 19703

(555) 323-3423
Name@yahoo.com

SUMMARY

A dedicated and committed employee who achieves consistent results and pays close attention to detail while completing top quality work. Maintains professionalism and is extremely mindful of deadlines and expectations of others.

EDUCATION

Millersville University, Millersville, PA

Master of Arts in English, May 20XX

GPA 3.76/4.0

Thesis: "Encouraging Voice to the Victims of Rape in Contemporary Popular Literature"

University at Albany, State University of New York, Albany, NY

Bachelor of Arts in English and Women's Studies, December 20XX

Major GPA 3.56/4.0

WORK EXPERIENCE

Millersville University, Experiential Learning and Career Management, Millersville, PA

Graduate Assistant, August 20XX-May 2XX

- Critiqued and edited student resumes and cover letters for approximately 15 students a week
- Contributed to department's biweekly newsletter by writing articles covering events on campus as well as offered services from the office
- Attended conferences and forums that cover branding, development, and leadership
- Assisted and guided undergraduate and graduate students in searching for internships, volunteer opportunities, graduate school, or post-graduation full-time employment
- Facilitated workshops for resume production and interviewing skills for student teachers and undergraduate and graduate students

Sargent's Court Reporting Service, Inc., Harrisburg, PA

Court Reporter, December 20XX-May 20XX

- Proofed and edited transcripts before presentation to law firm or other legal contract
- Maintained different guidelines and deadlines expected of each specific contract
- Recorded and transcribed accurate court proceedings, depositions, and board meetings throughout the states of Pennsylvania, Maryland, and West Virginia
- Administered oath as a Pennsylvania and West Virginia certified notary public
- Interacted with judges, hearing officers, attorneys, defendants, and witnesses
- Adhered to proper legal proceedings concerning redaction and privacy guidelines

Name, page 2
name@Yahoo.com

(555) 555-1111

RELATED EXPERIENCE

WAMC 515, Albany, NY

Intern, January-May 20XX

- Revised and edited features and information for weekly broadcasts
- Researched topics for upcoming featured radio shows
- Conducted interviews of crucial members of the current wave of the women's movement, such as Amy Richards and Jennifer Baumgardner

ACTIVITIES/HONORS

7th Annual Pennsylvania State System of Higher Education Graduate Research Symposium, April 20XX

Thinking Gender Conference at UCLA, February 20XX

Middle Atlantic Career Counseling Association, December 20XX-Present

Millersville University Safe Zone Program, October 20XX-Present

Millersville University Graduate Student Association, September 20XX-May 20XX

United Way Day of Caring, September 20XX

Who's Who Registry of Executives, Professionals and Entrepreneurs, January 20XX-Present

e-Journal Editing and Publishing Board, *transcending silence...*, Spring 20XX

Googling Critique Theory Conference, December 20XX

Susquehanna University Poetry Conference, March 20XX

PUBLICATIONS

Signet, Millersville University Literary Academic Journal, Poetry, Spring 20XX

The Patriot News, Central Pennsylvania Newspaper, Poetry, March 20XX

GRADUATE STUDENT SAMPLE RESUME

NAME

10 Pine Road, Lancaster, PA 17603 ▪ (555) 545.5469 ▪ name@gmail.com

SUMMARY

Counseling student with experience helping youth cope with issues, such as academic planning, interpersonal relationships, mental health, and self-esteem. Trained in group counseling techniques, solution-focused brief therapy, and appraisal methods. Passion for helping students with college and career planning and development.

EDUCATION

Millersville University, Millersville, PA

Master of Education in School Counseling (Secondary Certification), May 20XX

GPA: 3.9/4.0

Bachelor of Arts in Psychology, May 20XX

GPA: 3.8/4.0 Dean's List all semesters

INTERNSHIP EXPERIENCE

School Counseling Intern, Fall 20XX

Eastern York High School, Eastern York School District, York, PA

- Counseled students in grades 9 through 12, using solution-focused and person-centered approaches, to address anxiety, self-esteem, poor academic performance, attendance, and a variety of other issues
- Advised students regularly in accordance with IEPs to meet specific goals
- Led mixed groups weekly on topics such as conflict resolution, relationships, time management, and high school transitions
- Developed a career planning curriculum for 10th grade
- Taught and co-taught classes on resume development, interview training, and job search skills
- Participated in weekly meetings on student classroom performance and behavior to provide input on student counseling needs

RELATED EXPERIENCE

Therapeutic Support Staff, June 20XX-May 20XX

TEAMCare Behavioral Health, LLC, Lancaster, PA

- Provide one-on-one strength-based interventions to children and adolescents of all ages with behavioral and social issues in home, school, and community settings
- Follow treatment plans developed by Behavioral Specialists and participate in weekly supervision meetings to discuss progress
- Provide guidance and support to families in developing, accomplishing, and monitoring the goals of treatment plans
- Maintain accurate documentation of treatment interventions and individual student progress

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Name@gmail.com

Basketball Coach, September 20XX-Present

Lancaster Catholic Youth Services Organization, Lancaster, PA

- Attend biweekly practices and weekly games
- Instruct small groups of players on basic skills, such as dribbling, passing, and shooting

Writing Tutor, September 20XX-May 20XX

Millersville Honors Program, Millersville, PA

- Reviewed and edited papers for 30 students in Honors English courses
- Met with students individually to explain feedback and check for understanding
- Consulted with faculty members to review course expectations and syllabus requirements

Student Worker, June 20XX-May 20XX

Office of Global Education, Millersville University, Millersville, PA

- Assisted with programming of global education activities for study abroad programs in England, Scotland, and the Netherlands
- Maintained an Access database of contacts including students, faculty, and program coordinators
- Represented the Office at various University events, such as Freshman Orientation, Career Week, and the Wellness Fair

INVOLVEMENT

American School Counselor Association, 20XX

Lancaster County School Counselor Association, 20XX

Millersville University Peer Tutoring Program (20XX-20XX)

FEDERAL RESUME SAMPLE

NAME

15 Sunny St, Lancaster, PA 17603

Mobile: 717-555-5555

Email: name@gmail.com

Citizenship: United States and Ireland

Languages: Spanish (Conversational Speaking, Advanced-Low Reading/Writing)

Veteran's Preference: N/A

Clearance: N/A

Classification: Unclassified

Caveats: None

OBJECTIVE: Intelligence Analyst, GS-9/11

SUMMARY OF QUALIFICATIONS

Strong analytical, writing, research, and social media skills.

Reputation for diligence, quality/excellence of work, and aptitude to learn new skills.

Highly motivated to achieve set goals and to continue professional development.

Equally effective working independently and in cooperation with others.

Organizational and time management skills sufficient to independently establish priorities and to coordinate and complete competing assignments within established timeframes.

EDUCATION

MILLERSVILLE UNIVERSITY

Millersville, PA United States

Master of Science in Emergency Management, May 20XX

GPA: 4.0/4.0

Credits Earned: 6 Semester Hours (20% Completion of MS Course Requirements)

Community Emergency Response Team Training, April 20XX

Bachelor of Arts in International Studies, May 20XX

Bachelor of Science in Spanish Education, May 20XX

Minor in Linguistics

GPA: 4.0/4.0, Dean's List recipient – 10/10 semesters, Summa cum Laude

Credits Earned: 169 Semester hours

Studied Abroad, Universidad de Burgos, Spain, 20XX, and American School of Barcelona, Spain, 20XX

Relevant Courses:

Technical and Professional Writing for Emergency Management – The development of writing and communication skills necessary for successful grant writing and federal employment.

Principles and Practices of Emergency Management – An introduction of the all-hazards approach to emergency management with a focus on major areas including OPSEC.

FEMA EMERGENCY MANAGEMENT INSTITUTE

IS-1 – Emergency Program Manager: An Orientation to the Position

IS-3 – Radiological Emergency Management

IS-10.a – Animals in Disaster: Awareness and Preparedness

IS-15.b – Special Events Contingency Planning for Public Safety Agencies

NAME, Page 2 name@gmail.com

IS-42 – Social Media in Emergency Management
IS-100.b – Introduction to Incident Command System
IS-139 – Exercise Design
IS-200.b – ICS for Single Resources and Initial Accident Incident
IS-201 – Forms Used for the Development of the Incident Action Plan
IS-700.a – National Incident Management System (NIMS), an Introduction
IS-800.b – National Response Framework, an Introduction

ORGANIZATIONS AND ASSOCIATIONS

LANCASTER COUNTY HAZARD MITIGATION PLANNING TEAM, Manheim, PA
Community Representative, September 20XX-Present
INTERNATIONAL ASSOCIATION OF EMERGENCY MANAGERS, Millersville, PA
Secretary of Millersville Chapter, August 20XX-Present
GRADUATE AMBASSADOR, Millersville, PA
Student Ambassador, August 20XX-Present

CONFERENCES

20XX IAEM-USA ANNUAL CONFERENCE, Orlando, FL

ACHIEVEMENTS AND AWARDS

The Global Education Ambassador Program (Gold Level) for Promotion of Study Abroad (20XX)
The International Studies Faculty Award for Excellence in International Studies (20XX)
The Xenophile Award for Excellence in the Field of Foreign Languages (20XX)
The Fanani Award for Excellence in Humanities (20XX)
The Class of 1898 Award for Junior Who Ranked Second in Excellence of Scholarship (20XX)
The Mary Slokum-Sproul Award for Public Speaking (20XX)
Oral Proficiency Interview (OPI) and Writing Proficiency Test (WPT) rating of Advanced-Low in Spanish

WORK EXPERIENCE

THE HARRY POTTER ALLIANCE

**Note, this organization is based online and staff are located internationally.

www.thehpalliance.org

08/20XX – Present

Salary: Volunteer/xx USD Per Hour

Hours per week: xx

DEVELOPMENT DEPARTMENT/GRANTS TEAM MEMBER

Supervisor: Paul Smith (555-892-3344)

GATHER AND ANALYZE grant opportunities, fundraising campaigns, action requests, and online media tools.
PROJECT LEADER for the 20XX Borders Benefit Day, where Borders donated 15% of the proceeds in support of the Harry Potter Alliance.

EDIT DOCUMENTATION, including the Annual Report, formal donor correspondence, letters of inquiry, grant applications, and other written communication.

NAME, Page 3 name@gmail.com

PROMOTE campaign awareness through INFORMAL AND PROFESSIONAL NETWORKING, social media, and email.

YORK HOSPITAL

1001 South George St

York, PA 17403 United States

03/20XX - 10/20XX

Salary: xx USD Per Hour

Hours per week: xx

DOCUMENT IMAGING SPECIALIST

Supervisor: Emily Shiva (555-492-1879)

ADMINISTRATIVE and CLERICAL experience. Prepared, scanned, and indexed CONFIDENTIAL patient information. Typically prepared over 1,000 pages per eight-hour shift.

WACHOVIA

Park City Center

Lancaster, PA 17601

08/20XX - 06/20XX

Salary: xx USD Per Hour

Hours per week: xx

BILINGUAL LEAD TELLER

Supervisor: Lindsey Trailer (555-491-8012)

ENGAGED IN EXCELLENT CUSTOMER SERVICE, including peak periods of 40+ customers per hour in branch. Processed financial transactions (including deposits/withdrawals over \$20,000), EDUCATED CLIENTS about account opportunities, and assisted financial specialists with Spanish clients.

Assisted the Service Manager in MANAGEMENT and MENTORING of tellers. Senior level teller and authority when Service Manager was out of the branch.

AMERICAN SCHOOL OF BARCELONA

03/20XX - 05/20XX

STUDENT TEACHER

Student teacher for Spanish as a Foreign Language (SFL), Spanish III and Spanish V.

INDEPENDENTLY DESIGNED two complete lesson units for middle school students. CREATED AND WROTE multiple lesson plans with the assistance of existing material and COLLABORATION with the cooperating teachers.

FUNCTIONAL RESUME SAMPLE

111 University Drive
Millersville PA 17551

NAME

NAME@gmail.com
717-555-1111

SUMMARY OF SKILLS

A dedicated educator seeking to deliver training and performance support solutions to new hires and seasoned employees

- Effectively integrated technology into traditional and nontraditional classroom settings
- Consistently exceeded program goals by 15%
- Awarded the 2013 PATA Innovate Teaching Award

TECHNICAL SKILLS

Adobe Dreamweaver, Adobe Captivate, Adobe Photoshop, Macromedia Flash, Trivantis Lectora, Microsoft Office Suite, HTML, CSS, JavaScript, and ActionScript.

QUALIFICATIONS

Training

- Develop training programs that include eLearning, Prezi presentations, websites, and other media formats to ensure course materials are current and meet the diverse learning styles of participants
- Generate and maintain a teaching calendar that outlines quarterly course syllabus, learning activities and goals
- Identify and incorporate best practices and lessons learned into program plans
- Present information using a variety of instructional techniques or formats, such as role playing, simulations, team exercises, group discussions, videos, or lectures.

Assessment

- Develop and administer needs assessment for curriculum development following State/Federal mandates
- Identify training and development needs of learners through analysis, appraisal methods and regular consultation with stakeholders
- Create rubrics and metric assessment instruments to measure training effectiveness
- Document and maintain up-to-date confidential records on participants' progress

Program Management

- Prepare budget reports to justify expenditures and request additional funding
- Effectively manage learning resources necessary to implement program plans
- Mentored and coached 4 members of first year teaching staff

EXPERIENCE

English Teacher, Penn Manor High School, Millersville, PA 20XX – 20XX

ESL Instructor, Sylvan Learning Center, Lancaster, PA Summers 20XX – 20XX

Board Member, United Way, Lancaster, PA 20XX – 20XX

EDUCATION

Millersville University, Millersville PA

Bachelor of Science of Education in English, May 20XX