*This is a sample resume. Feel free to make a copy of this sample and use it to create your own resume. If a section doesn’t apply to you, delete it. Feel free to add other sections if needed. Delete these instructions and tips as well.*

**FIRST NAME LAST NAME**

Montclair, NJ 07043 | (123) 123-1234 | [email@email.com](mailto:email@email.com) | LinkedIn

**EDUCATION**

**Montclair State University**, Montclair, NJ

MA in Counseling Month Year

* Concentration: School Counseling

BA in Family Science & Human Development Month Year

* Concentration: Family Services, Minor: Child Advocacy

**INTERNSHIP EXPERIENCE**

**Montclair High School**, Montclair, NJ

*School Counseling Intern*Month Year - Month Year

* Asist students in grades 9-12 in their social/emotional/personal, academic, and career identities through individual and group meetings, and classroom presentations
* Work collaboratively with site supervisor, teachers, and administration to provide information and assistance where needed for ultimate benefit of the students
* Proficient use of Genesis for course scheduling and Naviance software for college and career planning
* Protect the privacy and confidentiality of all student information in accordance with school policy, state, and federal laws
* Abide by the professional school counseling ethics as advocated by the American School Counselor Association

**RELATED EXPERIENCE**

**Wynona’s House Child Advocacy Center,** Newark, NJ

*Student Intern* Month Year - Month Year

* Observed the daily operations of the Children’s Advocacy Center and the Forensic Video Interview process
* Shadowed the Victim Advocate and attended the monthly Multi- Disciplinary Meetings
* Interacted with the children and their non-offending care-givers on a daily basis
* Served as a support member in working with child-abuse victims by working with the community to develop and enhance services to child abuse victims and prevention programs

**Newark Beth Israel Medical Center, Children’s Hospital of New Jersey,** Newark, NJ

*Child Life Department Volunteer*Month Year - Month Year

* Helped families and patients ranging from newborns to 18 year olds cope through play, education, and self-expression, and provided emotional support for families
* Shadowed doctors and nurses in daily routines in the Pediatrics Department

**Childcare Provider,** Maplewood, NJ

*Age 4, 20 hours per week*Month Year - Month Year

* Transported toddler from school and assisted with the evening tasks including providing a nutritious dinner
* Assisted in the education and development of the toddler by working on reading skills
* Supervised the indoor and outdoor activities of the child when engaging in safe, healthy activities

**OTHER PROFESSIONAL EXPERIENCE**

**Lerner’s New York & Company**, Wayne, NJ

*Sales Associate/ Customer Representative* Month Year - Month Year

* Generated sales while assisting in floor moves, merchandising, and display maintenance
* Followed brand operating standards and procedures and endorsed recognition programs and service values

**SKILLS**

*Computer:* Microsoft Excel, Microsoft Access, Genesis, Naviance

*Languages:* Fluent in Spanish and conversational in French

*Certifications:* CRP, AED, First Aid