*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. Your resume should be one page. Delete these instructions and tips as well.*

**FIRST NAME LAST NAME**

Town, NJ ▪ (123) 456-7890 ▪ [xyz@gmail.com](mailto:xyz@gmail.com) ▪ [www.linkedin.com/in/name](http://www.linkedin.com/in/name)

**EDUCATION**

**Montclair State University**,Montclair, NJ

*B.S. in Nutrition and Food Science; Minor in Public Health* Expected Month Year

Concentration: Applied Nutrition; GPA: X.YZ

Honors: Dean’s List (Semester Year-Present)

**Relevant Courses:** *If you have minimal experience; list 300 and 400 level courses that best showcase the knowledge you have gained in the field.*

**PROFESSIONAL EXPERIENCE**

**Montclair State University: Residence Life**, Montclair, NJ

*Resident Assistant* StartMonth Year – Present

* Create a welcoming, inclusive environment for all dorm residents to ease the transition to college
* Assist residents with conflict resolution skills and serve as mediator when issues arise
* Collaborate with staff to organize and execute monthly events

**Montclair Hospital**, Montclair, NJ

*Volunteer* Start Month Year – End Month Year

* Assisted Clinical Nutrition Manager with varying tasks daily
* Created poster boards for diabetes workshops
* Participated in development of new menus for patients
* Shadowed registered dieticians on their visits with patients in hospital

**PROFESSIONAL DEVELOPMENT**

**Hackensack Hospital: *Living Gluten Free Seminar*,** Hackensack, NJ

*Member/Participant* Start Month Year – Present

* Attended an educational seminar on eating well and staying healthy while diagnosed with gluten intolerance

**LEADERSHIP AND ACTIVITIES**

**Montclair State University’s Dietetics Organization (MSUDO)**

*Member* Start Month Year – Present

* Supervise the club’s activities to ensure efficiency and maintain mission statement
* Communicate between the Professional Chapter and Student Chapter to ensure issues and topics are covered effectively
* Promote healthy eating on campus to student body and community

**Morristown Memorial Hospital,** Morristown, NJ

*Volunteer* Start Month Year – Present

* Raised approximately $10,000 for the children’s hospital as a member of Kids4Kids
* Provided health information to teens via website as a member of the Teen Advisory Board

**Cedar Nursing Home**,Nutley, NJ

*Volunteer* Start Month Year – End Month Year

* Developed and facilitate activities for residents, including games, cooking and craft projects
* Maintained database on outside resources for social activities

**SKILLS AND CERTIFICATIONS**

*Computer:* Proficient in Microsoft Office, Google Drive, Canva

*Language*: Fluent in Spanish

*Certifications*: ServSafe (Year)