

Sample Resume

ANY STUDENT

1844 Commonwealth Ave., Box 0
Newton, MA 02466
(617) 617-0000
anystudent@gmail.com

SUMMARY

Human Services student with exceptional interpersonal, conflict resolution, and organizational skills. Proven ability to effectively persuade and guide clients with difficult personalities/behaviors. Possess knowledge of OSHA regulations. CPR and First Aid Certified by the American Red Cross.

EDUCATION

Lasell University, Newton,
MA Bachelor of Arts
Major: Human Services

May 20XX

Relevant Courses include: Field Intervention Strategies, Psychology of Drugs & Behavior, Community Psychology, Dynamics of Small Groups

RELATED EXPERIENCE

McLean Hospital, Belmont, MA
Intern

Fall 20XX

- Facilitated group sessions pertaining to life skills, parenting, and addiction recovery
- Conducted intake interviews and needs assessments for new clients
- Organized and collated discharge patient files
- Tutored and helped prepare clients for GED exams

VOLUNTEER EXPERIENCE

Mount Auburn Prevention and Recovery Center, Cambridge, MA
Volunteer

20XX-20XX

- Assisted with case management duties and referrals
- Reorganized filing system for agency-affiliated homes and charitable agencies

Youth Advocate Program, Harrisburg, PA
Volunteer

Summer 20XX

- Co-facilitated support groups for parents
- Provided supportive counseling with participants' parents
- Maintained confidentiality and client records

SKILLS

Bilingual, fluent in English and Spanish. Proficient in Microsoft Office applications including Word, Excel, and Power Point, and SPSS.