



Career Development Center

Chronological Format

Sally Sample

5 Sycamore Drive Sample Town, NY 12345

(516) 123-2244

SallySample@gmail.com

- Objective:** To obtain an entry level full-time position with a focus on Business Management / Operations.
- Education:** **Molloy College**, Rockville Centre, NY
B.S. Business Management *Graduation Date*
Overall GPA: 3.5 **Major GPA: 3.7**
- Relevant Coursework:** Introduction to Business Accounting I & II
International Business Techniques for Business Writing
Public Speaking for Business Principles for Marketing
- Coursework Project:** **Business Class Sample**
Final Project Semester, Year
- Researched and presented profitability report on Sample 2006 operations
 - Kept the journal entries, sales journal, accounts receivable, accounts payable for Sample company with an estimated revenue earned \$150 K
- Internship:** **Achieve Educational Tools**, Rockville Centre, NY
Management Intern Month/Year
- Accurately tracked and administered company budget for XXX department including marketing, operations and payroll
 - Effectively tracked costs to ensure budgetary constraints were met
 - Assisted in creating a marketing strategy and cultivating partnerships with local school administrators, community groups and business leaders
 - Learned to analyze operations, business and staff performance, and work flow processes
 - Gained insight regarding the conception and initiation of new management and operational systems to improve communication, performance measurements and job satisfaction
 - Demonstrated leadership, organizational abilities and strong work ethic
 - Selected to assist in the opening of a new center based on performance results
- Work Experience:** **Retail Sample Company**
Sales Associate Month/Year-Present
- Prepare and manage the store floor by creating floor designs and merchandise set up weekly
 - Meet and/or exceed sales goals on a monthly basis by averaging sales of \$2500 per shift
 - Selected as the "Employee of the Month" for two consecutive months
- Leadership:** **Business Club**, *Member Semester, Year*
Freshman Orientation, *Student Leader Semester, Year*
- Skills:** **Computer:** Proficient in Microsoft Word, Excel, PowerPoint, and Internet
Languages: Fluent in Spanish; conversational in French



Career Development Center

Functional Format

Freddy Function

5 Sycamore Drive Sample Town, NY 12345 • (516) 123-2244 • FreddyFunction@yahoo.com

Objective:

Secondary teaching position requiring certification in Adolescence Earth Science.

Training & Education:

Molloy College, Rockville Centre, NY

Bachelor of Science, **Adolescence Education - Earth Science**

GPA 3.7

Graduation Date

Student Teacher/Observations: _____ High Schools

Month/Year-Month/Year

Queensborough Community College, Bayside, NY

Associate of Science, Accounting

GPA 4.0

Graduation Date

Accomplishments:

Teaching

- Taught General Science in grades seven and eight (25-30 students mixed levels per class).
- Initiated hands –on science experiments in the areas of _____.
- Enriched students' experiences by incorporating site visits to _____.

Planning & Organizing

- Developed lesson plans in compliance with course syllabus that insured student optimal comprehension.
- Prepared, administered and graded special trial exams to prepare students for advanced standing.

Science & Health Experience/Licensure

- Course work included: Integrated Biological Sciences, Chemistry in Today's World, Learning Disabilities
- CPR certified
- Worked as a Medical Assistant for _____.

Community/Leadership Activities

- Member of the Student Government Association for Molloy College
- Coordinated fundraising activities to raise funds for _____.
- Planned programs and recruited educational professional representatives for Education Club presentations.

Work History (Self-supporting through college as follows):

ABC Accounting Firm, Garden City, NY

Staff Accountant

Month/Year-Month/Year

XYZ Medical Associates, Sample Town, NY

Medical Assistant

Month/Year-Month/Year

Macy's Department Store, Manhasset, NY

Sales Representative

Month/Year-Month/Year

Computer Skills:

Proficient in Microsoft Word, Excel, PowerPoint, Internet, QuickBooks, Prezi, Social Media



Career Development Center

Nursing Resume

NANCY NURSE, BSN *(if appropriate)*
5 Sycamore Drive Sample Town, NY 12345
Home: (516) 555-7777 **Cell:** (516) 555-8899
NancyNurse123@verizon.net

OBJECTIVE: Seeking a Registered Nurse position within a healthcare facility.

EDUCATION: **MOLLOY COLLEGE**, Rockville Centre, NY
Bachelor of Science, Nursing, *Graduation Date*
GPA: 3.7/4.0

HONORS & ACTIVITIES:	Dean's List	Semester(s)
	Student Nursing Association, <i>Member</i>	Dates

CLINICAL ROTATIONS:	LONG ISLAND JEWISH HOSPITAL , New Hyde Park, NY	
	<i>Medical/Surgical Ortho Unit, OR and RR</i>	Dates
	<i>Medical/Surgical Head and Neck Unit</i>	Dates
	SCHNEIDER'S CHILDREN'S HOSPITAL , New Hyde Park, NY	
	<i>Psychiatric Unit</i>	Dates
	<ul style="list-style-type: none">• Provided courteous patient care and assessed patient needs• Accurately obtained vital signs• Assisted with administering medications as needed	

INTERNSHIP:	SAMPLE HOSPITAL , Sampletown, NY	Dates
	Intern (Public Health Service)	
	<ul style="list-style-type: none">• Provided comprehensive in-patient care and administered drug therapy.• Collaborated with hospital staff through participating in grand rounds, in-service training and development, out-patient clinic and community health service.• Admitted and discharged patients.• Promoted good health habits and enhanced patients' knowledge of recognition of illnesses requiring medical intervention.	

RELATED EXPERIENCE:	JAY S. YOUNGMAN, M.D., P.C. , Sampletown, NY	
	Medical Office Assistant	Dates
	<ul style="list-style-type: none">• Set up and stocked treatment rooms for physician specializing in nose and throat.• Autoclaved treatment and surgical instruments.	

	XXX RESEARCH CORPORATION , Sampletown, NY	
	Research Assistant, Center for Hazard Assessment	Dates
	<ul style="list-style-type: none">• Obtained, processed and analyzed environmental fate documentation.• Organized and operated conversion and BIOLOG file.	

COMPUTER SKILLS:	Proficient in Microsoft Word, Excel, PowerPoint, and Internet
	Basic knowledge of Photoshop



Career Development Center

Freshman/Sophomore Resume

SAMPLE STUDENT

123 Sample Street, Sample Town, NY 12345
Home: (516) 222-7373 Cell: (516) 222-8765
SStudent@lions.molloy.edu

OBJECTIVE:

Seeking a summer internship in the field of Accounting.

EDUCATION:

MOLLOY COLLEGE, Rockville Centre, NY
Bachelor of Science, *Expected Graduation Date*
Intended Major: Accounting
GPA: 3.7/4.0

SAMPLE HIGH SCHOOL, Sampletown, NY
Regents Diploma, Graduation Date
Honor Roll

HONORS & AWARDS:

Presidential Scholarship, Year
Merit Scholarship, Year

Dean's List, Years
ABC Award, Year

RELATED COURSEWORK:

Business Law I & II
Principles of Management
Corporate Finance

Accounting I & II
Taxation I & II
Forensics Accounting

LEADERSHIP:

MOLLOY COLLEGE

Student Ambassador, Office of Admissions

Month/Year-Month/Year

- Provide 5-10 group tours each semester to show perspective students the campus and answer questions about the different departments, programs and services offered

ABC SAMPLE HS STUDENT CLUB

Month/Year-Month/Year

Co-Founder/Vice-President

- Recruited 10 new members and organized two club activities for the year: Fundraiser Dinner and Bake Sale

VOLUNTEER EXPERIENCE:

XYZ SUMMER CAMP, Sample Town, NY

Camp Counselor

Summer Year

- Completed the Camp Counselor Training Program and was selected "Camp Leader of the Summer"
- Facilitated outdoor and indoor camp activities for a group of campers ranging in ages 7-10
- Ensured the safety and well-being of each camper by following camp's safety procedures

COMPUTER SKILLS:

Proficient in Microsoft Word, Excel, PowerPoint, and Internet; Basic knowledge of Photoshop

LANGUAGES:

Advanced knowledge of Spanish



Career Development Center

Speech-Language Pathology Resume

SAMPLE STUDENT • 123 Sample Street, Sample Town, NY 12345 • (516) 222-8765 • SStudent@lions.molloy.edu

OBJECTIVE

Seeking an entry level position in the field of Speech- Language Pathology.

EDUCATION

Molloy College, Rockville Centre, NY

B.S., Speech-Language Pathology, *Expected Graduation Date*

Minor: Psychology

OVERALL GPA: 3.8

HONORS & AWARDS

Phi Sigma Tau Honor Society, Month/Year – Present

Lambda Pi Eta Honor Society, Month/Year - Present

EXPERIENCE

Molloy Speech, Language, and Hearing Clinic, Rockville Centre, NY

Clinical Experience

Month/Year – Present

- Treat a variety of clients under the supervision of an ASHA certified clinical instructor
- Prepare a lesson plan prior to each treatment session in order for it to be reviewed and deemed acceptable and beneficial for the client
- Perform an informal evaluation including an oral peripheral exam, examination of the usage of age appropriate language, and assessment of the client's ability to produce diadochokinetic (DDK) syllable rates in which they had to rapidly alternate speech movements.
- Treated 3 clients:
 - 2 clients with functional articulation disorder; a client diagnosed with Autism: Treatment was based on pragmatic skills and expansion of appropriate expressive language.
 - A client who had suffered a cerebrovascular accident and exhibited language difficulties synonymous to those diagnosed with Aphasia and inconsistent articulatory speech errors similar to Apraxic speech

Sample Organization, Sampletown, NY

Sample Title

Month/Year – Month/Year

- Worked with developmentally disabled adults and administered medication regularly
- Educated clients on making proper choices and performing appropriate actions
- Provided a support system in which each individual can express their concerns and feelings and receive rational and caring guidance in return
- Helped each individual to enhance their communication skills through promoting appropriate verbal expression and physical gesturing
- Taught individuals how to be optimally independent through direct modeling, verbal cueing, and hand over hand physical assistance as needed

LEADERSHIP & ACTIVITIES

National Student Speech, Language and Hearing Association (NSSLHA)

Molloy College Chapter

Month/Year – Present

- Participate in fundraising activities for charities, current issues in the field of Speech-Language Pathology and community service activities

SKILLS

Computer: Proficient in Microsoft Word, Excel, PowerPoint, Social Media,

Languages: Fluent in Italian; Conversational in Spanish



Career Development Center

Social Work Resume

SUSAN SOCIAL

123 Sample Street, Sample Town, NY 12345

(516) 222-8765 / SStudent@lions.molloy.edu

OBJECTIVE

Seeking an entry level position within the field of Social Work.

EDUCATION

Molloy College, Rockville Centre, NY
BSW, *Expected Graduation Date*
GPA: 3.5

Sample Community College, Samletown, NY
Completed 30 credits
GPA: 3.8

RELATED COURSEWORK

Introduction to the Profession of Social Work
Human and Behavior in the Social Environment I & II
HIV and AIDS

Substance Abuse
Abnormal Psychology
Crisis Intervention

INTERNSHIP

Family Service League of Suffolk County, East Islip, NY
Intern

Month/Year – Month/Year

- Worked with individuals, couples and families in Persons In Need of Supervision Diversion Program
- Assessed clients, recommended appropriate treatment plans and referred clients to other community agencies as necessary
- Advocated for clients in need and provided concrete services
- Participated in staff and clinical meetings

RELATED EXPERIENCE

West Hills Day Camp, Samletown, NY
Group Leader

Summer/Year & Summer/Year

- Supervised group of twenty campers and staff of three counselors
- Conducted parent/group leader conferences on monthly basis
- Prepared camper progress reports throughout summer

VOLUNTEER EXPERIENCE

Save Our Pets Sample Organization, Samletown, NY
Volunteer

Month/Year - Present

- Serve as the Social Media Coordinator and manage the organization's Facebook and Twitter accounts
- Create, develop and edit all information used for posts and tweets on social media
- Respond to all online inquiries and direct questions to appropriate staff

COMPUTER SKILLS

Proficient in Microsoft Word, PowerPoint, Social Media, Internet Research; Basic Knowledge of Excel
Typing 60 wpm

LANGUAGES

Advanced level Spanish



Career Development Center

Education Resume

THOMAS TEACHER

5 Sycamore Drive Sample Town, NY 12345

Home: (516) 555-7777 Cell: (516) 555-8899 TTeacher123@yahoo.com

OBJECTIVE: Seeking a full-time teaching position grades K-6.

EDUCATION: **MOLLOY COLLEGE**, Rockville Centre, NY
B.S., Childhood Education, Special Education, *Graduation Date*
Certification: New York State 1-6, pending (Date)
Honors: Dean's List, 4 semesters
GPA: 3.65

TEACHING EXPERIENCE: **SAMPLE SCHOOL**, Sampletown, NY
Teaching Assistant *Month/Year-Present*

- Assist teacher with 2nd grade class of 15 students
- Co-create and develop lesson plans to further develop students' math skills
- Assist with grading tests and quizzes and facilitating afternoon group reading activity weekly

SAMPLE SCHOOL II, Sampletown, NY
Student Teacher *Month/Year-Month/Year*

- Developed curriculum and taught all subjects to culturally diverse groups of students
- Designed and implemented units in _____
- Maintained open communication with parents through a weekly newsletter

SAMPLE SCHOOL III, Sampletown, NY
Class Observation *Month/Year-Month/Year*

- Sat in on a first grade class of 20 weekly
- Observed different teaching styles, including _____

RELATED EXPERIENCE: **SAMPLE AFTERSCHOOL PROGRAM**, Sampletown, NY
Tutor *Month/Year-Present*

- Provide individual tutoring to high school students seeking help developing their competencies in math, reading and writing
- Assist students with studying and preparing for the SATs and Regents examinations

MOLLOY COLLEGE, Rockville Centre, NY
Student Worker, Office of Career Development *Month/Year-Month/Year*

- Provided front office support by meeting and greeting visitors, answering the phone and accurately taking messages
- Assisted with setting up and cleaning up office sponsored events including overseeing student check in stations
- Copy and replenish all student handouts throughout the semester
- Assist students with registering for the Center's online job posting system

SKILLS: **Computer:** Proficient in Microsoft Word, Excel, PowerPoint, Internet, Photoshop
Languages: Fluent in Mandarin; Conversational in Spanish