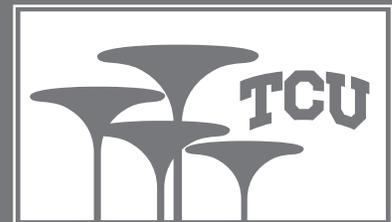




**SAMPLE RÉSUMÉS**  
**HARRIS COLLEGE OF NURSING**  
**AND HEALTH SCIENCES**



**CAREER SERVICES**  
Texas Christian University



## ACTIVE VERBS

Use active verbs to emphasize your transferable skills and grab the attention of the reader.

Adapted	Developed	Instituted	Rendered
Advised	Devised	Instructed	Reorganized
Aligned	Diagnosed	Instrumented	Repaired
Analyzed	Directed	Integrated	Replaced
Applied	Discovered	Interpreted	Researched
Appraised	Dispensed	Invented	Reviewed
Assembled	Displayed	Inventoried	Revised
Assessed	Dissected	Investigated	Saved
Assisted	Distributed	Lectured	Selected
Attained	Diverted	Led	Shadowed
Audited	Drafted	Located	Simplified
Authored	Edited	Maintained	Solved
Averaged	Educated	Managed	Sorted
Budgeted	Eliminated	Measured	Specified
Built	Enforced	Mediated	Stimulated
Calculated	Engineered	Mentored	Streamlined
Catalogued	Enlarged	Modeled	Strengthened
Caused	Ensured	Modified	Structured
Changed	Established	Monitored	Studied
Classified	Estimated	Noted	Suggested
Collaborated	Evaluated	Observed	Summarized
Collected	Examined	Operated	Supervised
Communicated	Expanded	Organized	Supplied
Compiled	Experimented	Oversaw	Supported
Completed	Extracted	Performed	Surveyed
Composed	Facilitated	Piloted	Systemized
Computed	Familiarized	Pioneered	Synthesized
Conceptualized	Gained	Planned	Taught
Condensed	Generated	Predicted	Tested
Conducted	Guided	Prepared	Timed
Consolidated	Headed	Presented	Trained
Constructed	Hypothesized	Preserved	Transcribed
Consulted	Identified	Processed	Transferred
Contributed	Illustrated	Produced	Translated
Coordinated	Implemented	Programmed	Transmitted
Counseled	Improved	Projected	Treated
Created	Improvised	Published	Tutored
Critiqued	Increased	Qualified	Updated
Decreased	Indexed	Quantified	Upgraded
Delegated	Influenced	Raised	Verified
Demonstrated	Informed	Reasoned	Wrote
Designed	Initiated	Recommended	
Detailed	Innovated	Recorded	
Detected	Inspected	Redesigned	

# RÉSUMÉ EXEMPLES

# Carrie Carrington

123 Broad Street  
Fort Worth, Texas 76179

(817) 555-5555  
[i.nurse@tcu.edu](mailto:i.nurse@tcu.edu)

## OBJECTIVE

To secure a graduate nurse position in a hospital setting

## EDUCATION

Texas Christian University, Fort Worth, TX  
Bachelor of Science in Nursing, Expected May 2013  
GPA: 3.8/4.0

- Dean’s List, 3 semesters
- Sigma Theta Tau Nursing Honor Society

## CERTIFICATIONS

American Heart Association BLS for Healthcare Providers (CPR & AED), Expires: April 2013

## CLINICAL HISTORY

Harris Methodist Hospital, CVICU	Fort Worth, TX
<i>Management &amp; Role Transition</i>	January - May 2012
John Peter Smith Hospital, ICU	Fort Worth, TX
<i>Critical Care</i>	August - December 2011
Harris Methodist Hospital, Women’s Services	Fort Worth, TX
<i>Women’s Health</i>	August - December 2011
Cook Children’s Hospital	Fort Worth, TX
<i>Pediatrics</i>	January - May 2011
All Saints Health System	Fort Worth, TX
<i>Medical/Surgical, Psychiatrics</i>	January - May 2011

## RELATED EXPERIENCE

John Peter Smith Hospital, ICU	Fort Worth, TX
<i>Nurse Extern</i>	September 2011 – Present
<ul style="list-style-type: none"> <li>• Assist with all aspects of basic patient care (24 beds)</li> <li>• Obtain EKG’s, vital signs, and blood glucose</li> <li>• Perform insertion of catheters, removal of IV’s, and other delegated duties</li> </ul>	

Cook Children’s Hospital	Fort Worth, TX
<i>Unit Secretary</i>	January 2010 – September 2011
<ul style="list-style-type: none"> <li>• Provided clerical assistance to unit nursing staff</li> <li>• Ordered supplies and assisted physician with order entry</li> <li>• Transported patients within hospital and delivered meal trays</li> </ul>	

## MEMBERSHIP & ACTIVITIES

Student Nurses’ Association (2010 - present)

- Vice President, 2012

Harris School of Nursing, Harris Associates (2010 - present)

Zeta Tau Alpha Sorority, Vice President (2009 - present)

## OTHER EXPERIENCE

Bank of America, *Teller*, Fort Worth, TX, January 2009 - May 2010

Kay’s Hallmark, *Sales Clerk*, Fort Worth, TX, August 2008 - November 2009

## Carrie Carrington

123 Broad Street  
Fort Worth, TX 76116  
817-555-1234  
c.carrington@tcu.edu

### OBJECTIVE

To secure a permanent staff nurse position in a hospital setting

### EDUCATION

Texas Christian University  
*Bachelor of Science in Nursing*  
Fort Worth, TX  
May 2013

### CERTIFICATION

American Heart Association, Class C Health Care Provider  
Certified in Advanced Cardiac Life Support  
Certified in CPR through American Heart Association

### CLINICAL EXPERIENCE

#### Nursing Skills

- Provided total patient care for medical-surgical, obstetrical/gynecological, and pediatric patients
- Administered medications to assigned patients utilizing the Five Rights
- Performed physical assessments for medical-surgical, obstetrical/gynecological, and pediatric patients
- Discharged, admitted, and transferred patients

#### Leadership Skills

- Functioned as charge nurse during one month preceptorship while making rounds with doctors, transcribing orders, and handling admissions
- Delegated effectively to UAPs and other unlicensed personnel
- Utilized assertive skills when communicating with physicians and other health care professionals

#### Teaching Skills

- Educated patients regarding nutrition, hygiene, postpartum care, newborn care, and health promotion
- Created teaching tools and provided patient education about infection prevention

### CLINICAL HISTORY

<b>Harris Methodist Hospital, Women's Services</b>	Fort Worth, TX, January - April 2013
<b>John Peter Smith Hospital, Critical Care</b>	Fort Worth, TX, September - December 2013
<b>Cook Children's Hospital, Pediatrics</b>	Fort Worth, TX, September - December 2012
<b>All Saints Health System, Medical/Surgical Psychiatrics</b>	Fort Worth, TX, January - March 2012

### VOLUNTEER EXPERIENCE

Make-A-Wish Foundation  
Leukemia Society  
Avon Breast Cancer Walk  
Habitat for Humanity

### SPECIAL SKILLS

Language: Fluent in Spanish (including medical terminology)  
Computer: Microsoft Excel, WordPerfect, Publisher

### MEMBERSHIP

Student Nursing Association, Historian, 2011- Present  
American Academy of Nurse Practitioners, 2012- Present  
American Association of Critical Care Nurses, 2012- Present

# Thomas Gallaudet

700 University Drive • Fort Worth, Texas 76129 • 817-888-1111 • [t.gallaudet@tcu.edu](mailto:t.gallaudet@tcu.edu)

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## DEAF EDUCATION TEACHER

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### EDUCATION/CERTIFICATION

Texas Christian University, Fort Worth, Texas

Bachelor of Arts, May 2009

Major: Deaf Education, GPA 3.7/4.0

- Dean's List, Honors Association

### Certifications:

TExES Deaf and Hard-of-Hearing, All Levels

TExES Pedagogy and Professional Responsibilities EC-6

### TEACHING EXPERIENCE

Waverly Park Elementary, Benbrook, Texas

January 2009-May 2009

#### *Student Teacher*

- Taught six students with severe to profound hearing impairments, all subjects
- Incorporated a variety of advanced technology into lesson plans including Smart Boards, PowerPoint, and iPad applications (both in creating and implementing lesson)
- Provided individual guidance to increase learning confidence, cooperation and problem-solving skills
- Utilized whole language instruction to enhance vocabulary and comprehension skills
- Participated in ARD/IEP meetings with six students

Western Hills High School, Benbrook, Texas

September 2008-December 2008

#### *Student Teacher*

- Guided tenth and eleventh grade students through the introduction, development, and completion of research papers on varying topics
- Facilitated in the development of Deaf Culture week for senior D/HH students

### PRACTICUM EXPERIENCE

TCU Miller Speech and Hearing Clinic, Fort Worth, Texas

September 2005-December 2006

- Completed 75 hours of clinical practicum in Miller
- Set speech, language, and auditory goals
- Utilized games, nursery rhymes, and oral motor syllable drills to achieve successful learning outcomes

### RELATED EXPERIENCE

Nanny, Fort Worth, Texas

August 2004-Present

- Provide childcare for family of six, ages 9 months – 12 years
- Assist children with educational and life skill development

### COMMUNITY WORK EXPERIENCE

TCU LEAPS- Community Service Project Leader and Volunteer, 2008

Cook Children's Hospital, Volunteer, 2004-2007

### PROFESSIONAL MEMBERSHIPS

TCU-Texas Student Education Association

Texas State Teachers Association

National Education Association

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## Audriana Jimenez

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123 Lake Lane, Watauga, Texas 76000  
A.jimenez@tcu.edu  
817-222-2222

### OBJECTIVE

To obtain a clinical fellowship position as a bilingually trained speech-language pathologist

### EDUCATION

- |  |                       |
|--|-----------------------|
| <b>Master of Science- Speech-Language Pathology</b>              | Anticipated- May 20XX |
| Specialized Training: Bilingual Speech-Language Pathology        | GPA 4.0               |
| Texas Christian University, Fort Worth, Texas                    |                       |
| Passed PRAXIS: January 2012                                      |                       |
|  |                       |
| <b>Bachelor of Science- Communication Sciences and Disorders</b> | May 2009              |
| Minor: Child Development   | GPA 3.9               |
| Abilene Christian University, Abilene, Texas                     |                       |

### LANGUAGES

- Fluency in Spanish
- Conversational Skills in French

### CLINICAL EXPERIENCE

- |  |                         |
|--|-------------------------|
| <b>TCU Miller Speech &amp; Hearing Clinic- Fort Worth, Texas</b>   | August 2010- May 2012   |
| <b>Graduate Clinician</b>  |                         |
| <ul style="list-style-type: none"> <li>• Administered standardized tests and informal evaluations for diagnostic assessments for both children and adults</li> <li>• Provided individual and group treatment to both monolingual and bilingual (Spanish-English) children and adults with speech and language disorders including: fluency disorders, learning disabilities, aphasia, voice disorders, resonance disorders, language impairments, and speech sound disorders</li> <li>• Documented client progress through weekly lesson plans, parent letters, and summary of therapy reports</li> </ul>                            |                         |
|  |                         |
| <b>Fort Worth Independent School District- Fort Worth, Texas</b>   | August 2010- April 2011 |
| <b>Graduate Clinician</b>  |                         |
| <ul style="list-style-type: none"> <li>• Conducted speech-language assessments by using standardized tests and informal evaluations for monolingual and bilingual (Spanish-English) preschool and school-aged children</li> <li>• Planned and delivered individual and group treatments to bilingual preschool and school-aged children with speech-language impairments including speech sound disorders, voice disorders, language impairments, and developmental delay</li> <li>• Maintained accurate case management records for SLP supervisor</li> </ul>   |                         |
|  |                         |
| <b>Early Childhood Intervention- Fort Worth, Texas</b>   | June 2010- August 2010  |
| <b>Speech-Language Pathology Extern</b>  |                         |
| <ul style="list-style-type: none"> <li>• Assessed speech, language, and swallowing skills of monolingual and bilingual children by administering standardized tests and informal evaluations</li> <li>• Prepared and delivered individual and group treatment to monolingual and bilingual (Spanish-English, Kurdish-English) children with speech sound disorders, language delay, developmental delay, autism, Angelman's syndrome, cerebral palsy, Down syndrome, dysphagia, and hearing loss</li> <li>• Developed goals and objectives for clients and participated in Individual Family Service Plan (IFSP) meetings</li> </ul> |                         |

**A. Jimenez, Page 2**

**Baylor All Saints Medical Center- Fort Worth, Texas**  
**Speech-Language Pathology Extern**

January 2010- June 2010

- Informally and formally assessed speech-language, cognition, and swallowing skills in adults in both inpatient rehabilitation and acute settings
- Prepared and delivered individual treatment to adults with speech-language, cognitive, and swallowing disorders, secondary to cerebrovascular accident, traumatic brain injury, disability, and surgical procedures
- Assisted with the process and observed bedside swallow evaluations, modified barium swallows, fiberoptic endoscopic evaluations of swallow, VitalStim treatment, and treatments related to laryngectomees (placement of tracheo-esophageal voice prosthesis, placement of larytubes, training of electrolarynx, and education to patients and families)

**OTHER EXPERIENCE**

**Dallas Academy: Early Childhood Program- Dallas, Texas**  
**Preschool Teacher's Aide**

May 2011 - August 2011

**Summer Day Camp Lonehollow- Hunt, Texas**  
**Camp Counselor**

May 2009 - July 2010

**PROFESSIONAL MEMBERSHIPS**

National Student Speech-Language Hearing Association (NSSLHA) member, 2010-present  
Texas Speech-Language Hearing Association (TSHA) member, 2011-present  
American Speech-Language Hearing Association (ASHA) member, 2010-present

**VOLUNTEER EXPERIENCE**

Special Olympics, Fort Worth, TX, January 2010-Present

- Special Events Volunteer

Kid's Night Out, Fort Worth, TX, January 2011-May 2011

- Monthly respite care night for parents of children with special needs

Literacy Night, Fort Worth, TX, September 2008-April 2009

- Monthly activity evening for kindergarteners experiencing difficulties in literacy and their families

## WALLACE CAMERON

200 Wildwood Lane  
Fort Worth, TX 76107

[w.cameron@tcu.edu](mailto:w.cameron@tcu.edu)  
(817) 555-5555

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### OBJECTIVE

Obtain full-time position related to athletic training

### EDUCATION

Texas Christian University, Fort Worth, TX  
Bachelor of Science in Kinesiology–Athletic Training, December 2009  
GPA: 3.9/4.0

### CERTIFICATION

CPR Instructor Certified, American Red Cross, May 2008 – Present  
CPR Certified, American Red Cross, June 2005 – Present

### RELEVANT COURSEWORK

Orthopedic Assessment, Therapeutic Modalities, Emergency Care, Issues in Athletic Training

### RELATED EXPERIENCE

#### **Athletic Training Intern**

Penneworth High School

January - August 2009

Dallas, TX

- Developed rehabilitation programs for a variety of ankle and knee injuries from the acute stage until return to play
- Cared for high school athletes by taping injuries, facilitated stretching exercises, and performed rehabilitation activities
- Coordinated program aides to implement treatment of Brachial Plexus injury
- Instructed athletes on home rehabilitation programs and supervised regular rehabilitation programs

#### **Student Athletic Trainer**

Texas Christian University Baseball Team

August - December 2008

Fort Worth, TX

- Provided rehabilitation to athletes with minor to moderate injuries
- Assisted physical therapist to rehabilitate athletes with major injuries
- Offered individualized treatments using modalities such as ultrasound, electrical stimulation, massage therapy, stretching and strengthening exercises, and strength testing using CYBEX equipment

#### **Assistant Coach, Baseball and Softball**

Riverview High School

August - December 2007

Fort Worth, TX

- Assisted head coach by preparing and executing warm-up drills and skills strengthening activities for Junior Varsity squads

### OTHER WORK

**Lifeguard**, Evergreen Camp, Fort Worth, TX, February 2002 – May 2006  
**Swimming Instructor**, Wayton Swim Club, Fort Worth, TX, January – November 2005

### ACTIVITIES

National Athletic Trainer Association, 2008- present  
Harris Methodist Hospital Volunteer, 2007-2009  
Student Government Association, 2005-2009

**JENNIFER RICKEL**

4546 TCU Blvd  
Fort Worth, TX 76129

817-257-2222  
j.rickel@tcu.edu

**OBJECTIVE**

To secure the Health Fitness Specialist position (ID#32452) at MediFit.

**EDUCATION**

Texas Christian University  
Bachelor of Science, Health and Fitness  
Minor: Nutrition  
GPA: 3.32

Fort Worth, TX  
Expected: May 20XX

**CERTIFICATIONS**

ACE Certified Aerobics Trainer, 2011  
CPR, American Red Cross, Expires: 5/2014  
First Aid, American Red Cross, Expires: 5/2015

**SUMMARY OF SKILLS**

- Possess wide-range of active professional training experience in health and wellness programs with enthusiasm and commitment to achieve results.
- Strong ability to assess human fitness combined with the knowledge to design exercise programs necessary for the enhancement of overall performance.
- Developed community programs including Women's Self Defense class, Water Safety and Fitness Program, and Group Exercise Class for Senior Citizens at YMCA.
- Led private group exercise classes such as Tai Chi for Fitness, Water Aerobics, and Pump Those Muscles (circuit training class).

**RELEVANT EXPERIENCE**

**Millenium Health and Fitness**, Fort Worth, Texas

**Wellness Fitness Specialist Intern**, January 2012- present

- Implements health programs which include fitness assessments, exercise plans, equipment and exercise orientations, group exercise classes, and muscular strength training.
- Assists in the implementation of activities such as wellness seminars and incentive programs.
- Provides operational wellness fitness instruction under the direction of the Wellness Fitness Coordinator.

**Texas Hospital- Fitness Center**, Fort Worth, Texas

**Fitness Instructor**, 2009-present

- Supervised all fitness/aerobics areas during class times to provide a safe, effective, and motivating environment for physical activity.
- Assessed participants' ability levels and taught proper body mechanics.
- Conducted exercise awareness program for staff regarding benefits of health and fitness.

**RELEVANT COURSEWORK**

Exercise Physiology  
Fitness Assessment  
Fitness Programming

Health & Stress Management  
Organizational Management  
Motor Behavior

Fitness Programming  
Study of Human Disease  
Marketing Management

**VOLUNTEER EXPERIENCE**

**Race for the Cure**, Volunteer, 2011

**Special Olympics**, Event Volunteer, 2008-2010

# JANE DOE

123 TCU Avenue #3E • Fort Worth, Texas 60115 • 817-123-4567 • janedoe@aol.com

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## OBJECTIVE

To obtain a position as a physical therapy aide.

## EDUCATION

### Bachelor of Science in Kinesiology, Movement Science

Texas Christian University

Emphasis: Pre-Physical Therapy

GPA: 3.8

Expected: May 20XX

Fort Worth, TX

## RELEVANT EXPERIENCE

### Mercy Hospital

#### Physical and Occupational Therapy Rehabilitation Aide

Fort Worth, TX

January 2012 - Present

- Assist with patient ambulation, range of motion strengthening, exercise, and transfers in a rehabilitation setting
- Prepare and sterilize all medical equipment between patients
- Adhere to strict HIPAA compliance when completing all patient documentation

### Kindred Hospital

#### Physical Therapy Observation

Fort Worth, TX

September 2011 - February 2012

- Shadowed a physical therapist in an inpatient setting for a total of 100 hours
- Gained awareness and sensitivity to professional, ethical, and multicultural issues

### Geneva Pediatric Specialists

#### Administrative Assistant

Keller, TX

May 2009 - December 2011

- Completed pre-visit documentation and initial insurance screening of patients
- Scheduled appointments for a staff of 15 and resolved conflicting requests by effectively communicating

## WORK HISTORY

### Sales Associate, JC Penney, Fort Worth, TX

May 2011 - August 2011

- Demonstrated adaptability, attention to detail, and customer service skills in meeting patron demands

## VOLUNTEER EXPERIENCE

### YMCA of Arlington

#### Summer Special Needs Activities Coordinator

Arlington, TX

May 2011 - August 2011

- Supervised a group of 6-8 special needs campers and 3 assistant counselors
- Facilitated group activities by encouraging positive teamwork and social interaction between campers
- Enforced camp rules and behavior system to ensure the care, welfare, safety, and security of campers

## ACTIVITIES & HONORS

Pre-Physical Therapy Association, Treasurer, September 2010 – Present

Relay for Life, April 2010 and 2012

- Coordinated donations and raised over \$2000
- Actively participate in monthly meetings

TCU LEAPS, 2010- present

City of Fort Worth Senior Scholarship, May 2011

# CHARLOTTE BECK

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5555 Oak Lawn Dr.  
Arlington, TX 76006  
[charles.beck@tcu.edu](mailto:charles.beck@tcu.edu)  
(817) 444-4444

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## Objective

To pursue a career as a physical education teacher, encouraging children of all ages to take responsibility for the importance of physical activity and recreational opportunities in their lives.

## Education

<b>Texas Christian University</b>	Fort Worth, TX	Expected December 20XX
Bachelor of Science: Physical Education		
Minor: Health		
Cumulative GPA: 3.34		

## Certifications

**TEExES Physical Education EC-12 certification**  
**TEExES Pedagogy and Professional Responsibilities EC-12**

## Teaching Experience

- |   |                      |             |
|---|----------------------|-------------|
| <b>Crowley High School, Student Teacher</b>   | Crowley, TX          | Spring 2012 |
| <ul style="list-style-type: none"> <li>Created developmentally appropriate lesson plans: fundamental motor skill development, manipulative skills, movement exploration, sport related skill development, and body management</li> <li>Implemented intervention strategies for special needs students</li> <li>Attended and assisted in Open House; greeted and communicated with 50+ parents</li> </ul>                    |                      |             |
| <b>C.F. Brewer High School, Student Teacher</b>   | White Settlement, TX | Fall 2011   |
| <ul style="list-style-type: none"> <li>Instructed fitness center activities including weight lifting and step aerobics twice a week</li> <li>Assessed student learning and development</li> <li>Participated in IEP meetings for students with a physical disability</li> <li>Designed and implemented lesson plans focusing on sport skill development and strategies for badminton, basketball, and volleyball</li> </ul> |                      |             |

## Work Experience

<b>TCU Recreation Center, Student Worker</b>	Fort Worth, TX	2009-Present
<b>Saltgrass Steakhouse, Waitress</b>	Arlington, TX	2007-2009
<b>YMCA, Nursery Worker</b>	Fort Worth, TX	2007

## Professional Memberships

National Association of Sports and Physical Education, Student Member, 2011- present  
Texas State Teachers Association, Member  
National Education Association, Member

## Campus and Community Involvement

**Delta Delta Delta Sorority**

- Vice President Public Relations (2011-2012)
- Formal Recruitment Advisor (2010)

**TCU LEAPS, Community Service Organization (2010-2011)**  
**theCrew, Develop and run programs on TCU's campus (2010-2011)**  
**Make A Wish Foundation, Volunteer (2010)**

## HOLLY MURRAY

200 Wildwood Lane  
Fort Worth, TX 76107  
(817) 555-5555  
[w.cameron@tcu.edu](mailto:w.cameron@tcu.edu)

### PROFILE

Seeking admission into University of North Texas Masters of Science in Kinesiology- Sport and Exercise Psychology Emphasis

### EDUCATION

Texas Christian University, Fort Worth, TX  
Bachelor of Science in Kinesiology–Sports Psychology, December 2013  
GPA: 3.7/4.0  
*John V. Roach Honors College*  
Dean’s List, 4 semesters

### RELEVANT COURSEWORK

Psychology of Sport	Abnormal Psychology	Foundations of Sports Injuries
Sociology of Sport	Motor Development	Physical Activity & Disability
Exercise Psychology	Health & Stress Management	

### CERTIFICATION

CPR Instructor Certified, American Red Cross, *Expires: December 2015*  
CPR Certified, American Red Cross, *Expires: June 2014*

### EXPERIENCE

**Sport Psychology Intern, Athletics Department** December 2011 - present  
Texas Christian University Fort Worth, TX

- Motivate athletes before and during meets using a positive psychology approach
- Counsel athletes regarding academic and personal concerns and make appropriate referrals to school personnel
- Evaluate athletes’ understanding of the mental aspects of sport performance and physical activity behaviors

**Head Lifeguard/Private Swim Instructor** June 2008 - December 2011  
YMCA of Metropolitan Fort Worth Fort Worth, TX

- Supervised and maintained schedules for 20+ lifeguards
- Certified and trained new lifeguards to provide CPR and basic lifesaving skills
- Ensured pool safety by enforcing aquatic center’s rules and regulations
- Monitored clients’ skill and progress and programmed activities accordingly

### OTHER WORK

**Private Swim Instructor**, Sharks Swim Club, Fort Worth, TX, January 2008- November 2009

### ACTIVITIES

Special Olympics, Event Volunteer, 2009 - present  
Sharks Master’s Swim Club, Member, 2009 - present  
TCU Tri Frogs, 2009 - 2012  
TCU LEAPS, Volunteer, 2009 - 2011

## ROSANNE GOODING

1234 S. Any Street  
Fort Worth, TX 76179  
(817) 555-5555  
r.gooding@tcu.edu

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### OBJECTIVE

To obtain an entry position in a child welfare agency

### EDUCATION

Texas Christian University

**Bachelor of Science in Social Work**

Minor in French

Fort Worth, TX

May 2013

### INTERNSHIP EXPERIENCE

Fort Worth TeleCare Program

**Student Advocate**

Fort Worth, TX

January 2012 – Present

- Review 150 client files and conduct individual casework in foster care
- Develop nine educational programs and facilitate foster parent training
- Serve as an active participant in court hearings for clients

Family Service Agency

**Child Welfare Intern**

Fort Worth, TX

August 2011– December 2011

- Counseled over 50 clients in one-to-one setting and group sessions, and documented all client contacts
- Supervised visitation between parents, children and siblings
- Provided transportation for clients to mandated appointments
- Researched the effectiveness of parent training class in reducing family conflicts

### RELEVANT EXPERIENCE

Saginaw Youth Alliance

**Youth Director**

Saginaw, TX

January 2011 – September 2011

- Served as a mentor and organized activities for 35 youth, ages 12-16
- Facilitated five study groups for academically at-risk students

International Solutions

**Volunteer**

New Delhi, India

May 2009 – August 2009

- Taught English to community members and local healthcare providers
- Promoted health education, nutrition, and hygiene

### COMMUNITY SERVICE

Make-A-Wish Foundation

Leukemia Society

Habitat for Humanity

Rockford School Volunteer Program

### SKILLS

Computer: Word, Excel, PowerPoint

Languages: Fluent in Spanish and conversational French

### PROFESSIONAL MEMBERSHIP

National Association of Social Workers (NASW)

American Association of Marriage and Family Therapy

## References

References should be listed on a separate sheet from the résumé. Include your name and the references' names, titles, organizations and contact information. Be sure to ask permission prior to utilizing a reference during your application process. It is not necessary to include "References available upon request" or a similar phrase on the résumé. Reference should only be provided when requested by the interviewer.

---

### *Sample Reference Sheet*

## **Albert Salud**

1245 Street Address  
Fort Worth, TX 12345  
555-555-5555 a.salud@hotmail.com

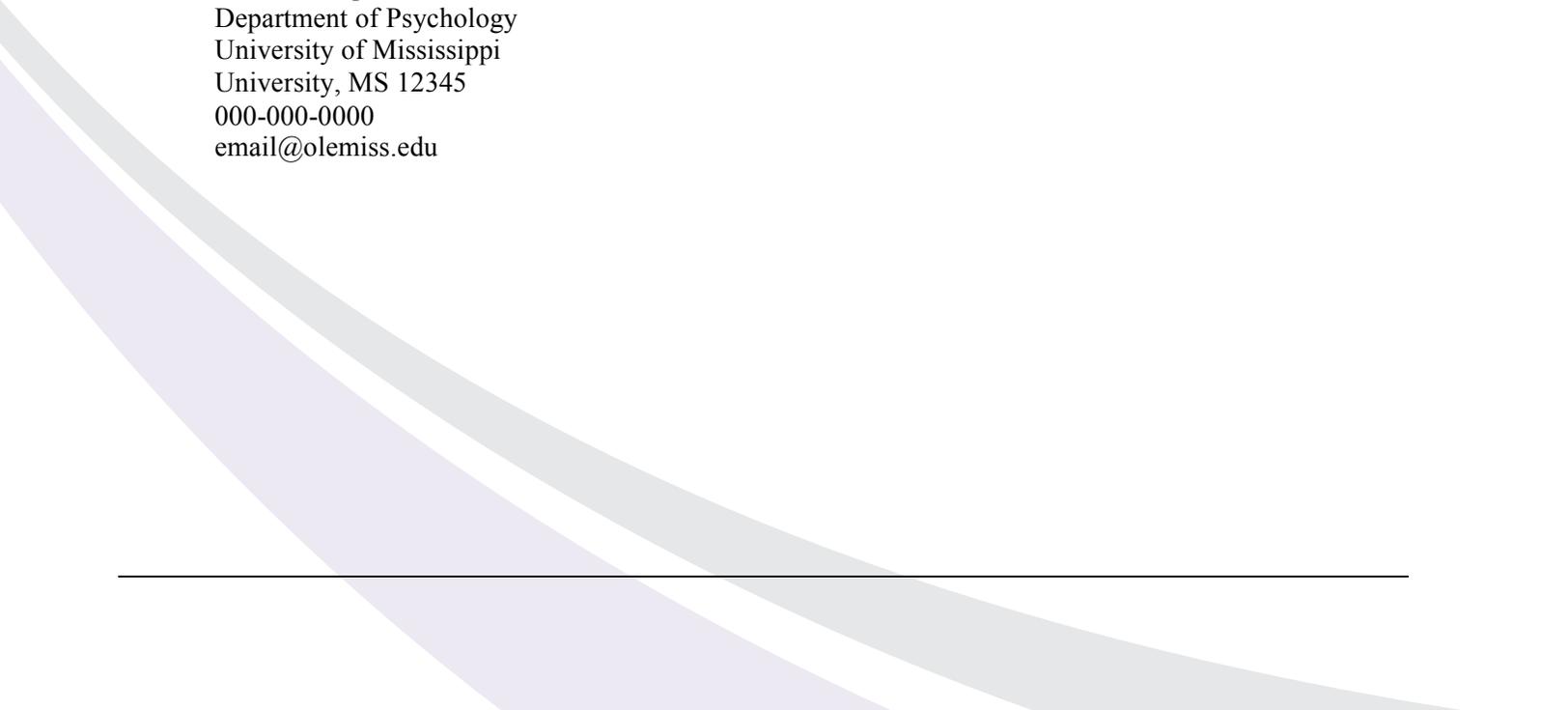
### **REFERENCES**

Dr. Joe Smith, Professor  
*Counselor Program Supervisor*  
Department of Psychology  
University of Mississippi  
University, MS 12345  
000-000-0000  
email@hotmail.com

Bob Brown, Director  
*Clinic Supervisor*  
The Loft Mental Health Center, Suite 200  
1234 Washington Avenue South  
Austin, TX 12345  
000-000-0000  
email@loft.org

Dr. Sally Worthing, Professor  
*Research Supervisor*  
Department of Psychology  
University of Mississippi  
University, MS 12345  
000-000-0000  
email@olemiss.edu

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**CAREER SERVICES**  
Texas Christian University

**BNSF RAILWAY CAREER CENTER**

Jarvis Hall / 817-257-2222

Monday – Friday 8:00am – 5:00pm

**ALCON CAREER CENTER**

Dan Rogers Hall, Room 140 / 817-257-5572

Monday – Friday 8:00am – 5:00pm

**[www.careers.tcu.edu](http://www.careers.tcu.edu)**