*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) 456-1234 | [cchl@resume.com](mailto:cchl@resume.com) | LinkedIn

**EDUCATION**

**Montclair State University,** Montclair, NJ Expected Month Year

MA in Counseling; Concentration in Higher Education/Student Affairs GPA: 3.7

Chi Sigma Iota Counseling Honors Society

**Ithaca College,** Ithaca, NY Month Year

BS in Communications; Concentration in Film, Minor in Writing

**HIGHER EDUCATION / COUNSELING EXPERIENCE**

*Counseling Intern (700 hours),* **Office of Student Life, Kean University**, Union, NJ Month Year – Month Year

* Support and oversee programming for 100+ recognized student organizations
* Maintain schedules and program needs for campus partners, student organizations, and vendors
* Assist with management and enforcement of policies and procedures as they relate to event planning and registration, risk management, publicity, and financial procedures

*Career Services Graduate Student Worker*, **Montclair State University,** Montclair, NJ Month Year – Month Year

* Assisted undergraduate and graduate students with editing resumes and cover letters for internship opportunities and perspective jobs
* Worked with the Career Services Director to conduct career related workshops for undergraduate students
* Updated job boards and posted open job opportunities online through Symplicity
* Assisted in coordinating annual Mock Interview week for Education majors by producing mailers and creating interview schedules
* Collaborated with Career Services staff to organize, plan, and promote annual Educators’ Exchange career fair through contact with tristate area schools’ representatives and current students

*Career Services Assistant*, **The Institute of Culinary Education,** New York, NY Month Year – Month Year

* Tracked student externship hours and updated student and alumni information using CampusVue CRM
* Interacted with employers in person, via telephone and email to obtain available employment opportunities
* Entered approximately 100 available job opportunities into CampusVue per week and closed outdated positions
* Recruited employers and oriented them on policies and procedures of externship program
* Organized and executed the career fair, compiled employer information, maintained attendee list, and organized employer materials

*Career Development Specialist*, **SetFocus LLC**, Parsippany, NJ Month Year – Month Year

* Tracked resumes, professional profiles, portfolios, and job searches of current students/graduates in database
* Held weekly Career Development workshops for classes
* Developed, wrote, and updated PowerPoint presentations and scripts for present job searching tools for student workshops and for on-demand video library
* Researched and wrote weekly blog entries related to Career Development tools and materials
* Arranged Alumni speakers for company open house events and weekly Alumni conference calls

*Placement Advisor*, **The Chubb Institute**, Parsippany, NJ Month Year – Month Year

* Assisted students and graduates with all aspects of their job search, including writing resumes, cover letters, and preparing for interviews
* Searched job boards and listings for open positions and submitted resumes on a daily basis
* Planned, organized, executed, and developed materials for a resume writing workshop for students

*Peer Career Advisor*, **Ithaca College Career Services**, Ithaca, NY Month Year – Month Year

* Assisted students with writing resumes and cover letters, job and internship searches, and establishing career goals
* Conducted mock interviews with students

**PROFESSIONAL ORGANIZATIONS**

American Counseling Association

**SKILLS**

**Computer:** Microsoft Office including Word, PowerPoint, Outlook, OneNote, and Excel

**Contact Management Systems (CRM):** CampusVue, Goldmine, PlacePro, SharePoint

**Social Media:** Facebook, LinkedIn, Twitter