*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 LAST**

Town, NJ   
123-456-7890 │ xyz@gmail.com

**EDUCATION**

**Montclair State University**, Montclair, NJ

Bachelor of Arts, Family Science and Human Development Expected Month Year

* Concentration: Family Services
* GPA: 3.7, Dean’s List Recipient

**RELATED EXPERIENCE**

**Oasis, A Haven for Women & Children**, Paterson, NJ

35-Hour Field Experience Month - Month Year

* Support family participants in various programs, including the Clothing Room, the Michael Wagner After-School Program, and the Nurturing Center
* Shadow Director of Outreach in networking with various agencies to facilitate community partnerships and reliable referrals for women and children

**The YMCA of Montclair**, Montclair, NJ

Lead Summer Camp Counselor Month Year – Month Year

* Implemented YMCA core values of honesty, respect, responsibility and caring to children
* Supervised 15 upcoming first graders in daily activities and expectations of camp
* Created daily activities for children such as games and arts and crafts to enhance fine and gross motor skills
* Collaborated with counselors to facilitate large group activities and promote community
* Demonstrated flexibility by adapting to unexpected schedule changes for activities
* Served as a resource to parents, addressing any questions or concerns

**VOLUNTEER EXPERIENCE**

**Morristown Medical Center**, Morristown, NJ Month Year - Present

Volunteer

* Volunteer 10 hours per week at the Goryeb Children’s Hospital
* Assist Director of Art Therapy in rotating pictures in hospital wing and in patient rooms
* Select pictures, paintings, and images that are child friendly to ensure a positive atmosphere

**LEADERSHIP**

University Fellow, First-Year Experience Month Year - Present

Peer Mentor Month Year - Month Year

**SKILLS  
Computer**: Proficient in Microsoft Office Suite (Word, Excel, PowerPoint), Google Workspace, Canva

**Language**: Conversant in Spanish  
**Certifications***:* CPR, AED, First Aid (through Month Year)