*This is a sample resume for a student with more experience in their industry/field. 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 [emailaddress@me.com](mailto:emailaddress@me.com) 123-456-7891 LinkedIn

**EDUCATION**

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

Bachelor of Science in Public Health

Dean’s List: 6 semesters

**Study Abroad,** Havana, Cuba Month Year - Month Year  
Witness for Peace Cuba Delegate

* Completed a 4-week course comparing the healthcare systems of Cuba and the United States
* Visited hospitals, clinics, pharmacies, museums, governmental organizations and schools
* Met with public health officials, health care practitioners, members of the Cuban Parliament, and directors and staff at Cuban non-governmental organizations

**Essex County College,** West Caldwell, NJ Month Year

Associate of Science in Health Science

NJ STARS Program

**PUBLIC HEALTH EXPERIENCE**

**The Department of Public Health,** Philadelphia, PA Month Year – Month Year

Summer Intern

* Assist public health nurses in ensuring the offices follow the city codes regarding data input and cleanliness of refrigerators
* Input data for statistical results of the flu vaccines
* Transport vaccines from the health department to the physicians’ offices
* Participate in pharmaceutical company meetings discussing the various vaccines being put into the market for HPV and Pertussis

**Randolph Health Department,** Randolph, NJMonth Year – Month Year Volunteer

* Shadowed the Randolph Health Educator through routine evaluations and daily responsibilities
* Assisted with five health education and fitness classes being held for 20-30 people per week
* Attended health workshops and seminars, flu clinics, and department related meetings

**Wayne Health Department,** Wayne, NJMonth Year – Month Year

Volunteer

* Assisted with filing paper work on animal control and town sanitarium
* Accompanied animal control on calls for additional support
* Assisted chief sanitariums on food site and pool areas
* Learned about diseases with Public Health nurses

**WORK EXPERIENCE**

**The Tax Shoppe,** Ramsey, NJ Month Year – Month Year

Receptionist

* Maintain open communication with clientele via email
* Translate/Interpret from English to Spanish and Spanish to English for everyone in the office
* Schedule appointments for clients to see the accountants for their tax preparation
* Create projects for Tax preparation, State and Federal Audit Letters
* Train approximately 3 receptionists on how to properly create projects in Project Manager and file the government issued letters

**Developmental Systems Science & Evaluation Research Lab,** MSU, Montclair, NJ Month Year – Month Year

Undergraduate Research Assistant

* Conduct phone interviews
* Perform literature searches and reviews
* Enter and analyze data, and prepare presentations
* Assist principal investigator and graduate assistants on NSF funded project

**Margaritas,** Livingston, NJ Month Year – Month Year

Server

* Guided customers on menu decisions and choices
* Interacted with customers to make sure their needs were met through dining experience
* Collaborated with staff by completing a variety of duties to ensure the restaurant ran smoothly
* Trained incoming employees on shift procedures and expectations

**PRESENTATION**

Montclair State University’s Student Research Symposium, Poster Session, Month Year

Public Health Issues in the Aftermath of Superstorm Sandy

* Gathered research under the supervision of Dr. Smith, Montclair State University

**ACTIVITIES**

Sigma Delta Phi Month Year – Month Year

* Organized food drive on campus for victims of Superstorm Sandy
* Volunteer for the Special Olympics held at Montclair State University, Month Year

Montclair State University Public Health Association Month Year – Month Year

Treasurer

* Attended and recorded notes at monthly meetings
* Monitored funds raised by association

**SKILLS**

Computer: Microsoft Office Suite; Mac OS; NVivo qualitative data analysis software

Language: Italian (speaking and reading)

Certifications: CPR, First Aid