

SAMPLE STUDENT

1234 Street Address
New Albany, IN 47150
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OBJECTIVE

To obtain a Resident Counselor Internship position for St. Anne's Regional Maternity Home

EDUCATION

Indiana University Southeast

New Albany, IN

Bachelor of Arts Degree
Major: Psychology; Minor: Spanish
Degree expected: May 2010
GPA: 3.86

Relevant Course Work:

Research and Quantitative Methods 1 & 2
Psychology of Learning
Spanish I & II

Honors: Dean's List (two semesters)

Campus Involvement: Member of the IU Southeast Psychology Club

SOCIAL SERVICES EXPERIENCE

Scott County Adult Probation Department

Scottsburg, IN

Intern

November 2008 - present

- Completed over 100 hours while working in the Child Protection Unit
- Observe caseload of approximately 25 probationers monthly
- Assist in conducting weekly home visits on high-risk probationers

ABC Home Senior Care

New Albany, IN

Care Giver

May 2006 - November 2008

- Assisted elderly with personal care, meal preparation, laundry, light housekeeping, and errands
- Provided encouragement, support, and assistance to clients and families
- Employee of the Month three times

WORK EXPERIENCE

XYZ Video Store

New Albany, IN

Sales Associate

January 2004 - May 2006

- Assisted over 200 customers daily with video rentals
- Documented returns accurately into computer database

TECHNICAL SKILLS

Windows 2000, Microsoft Word, Excel, Access, PowerPoint

COMMUNITY SERVICE

Volunteer at St. Anne's Regional Maternity Home

REFERENCES

Available upon request.

NOTE: Additional sections which may be included are: Leadership, Volunteer Activities, Relevant Skills/Strengths