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1234 Street Address, New Albany, IN 812-222-4444 imaintern@ius.edu

OBJECTIVE

Seeking a Resident Counselor Internship position with St. Anne’s Regional Maternity Home for Fall 20XX

EDUCATION

Indiana University Southeast New Albany, IN

Bachelor of Arts in Psychology Degree expected: May 20XX

Minor: Spanish GPA: 3.86

Related Course Work:

Research and Quantitative Methods 1 & 2

Psychology of Learning

Spanish I & II

Honors: Dean’s List for High Academic Achievement (two semesters)

QUALIFICATIONS

* Positive role model and team player (member IU Southeast Women’s Volleyball Team)
* Compassionate, understanding and patient (counsel pregnant teenagers)
* Able to make sound decisions in crisis situations (evacuated facility during building fire)

RELEVANT EXPERIENCE

ABC Home Senior CareNew Albany, IN

Care Giver May 20XX to Present

* Assist 12 elderly residents with personal care, meal preparation, laundry, housekeeping and errands
* Provide encouragement, support and assistance to clients and families in times of crisis, bereavement and palliative care
* Selected as Employee of the Month three times

WORK EXPERIENCE

XYZ Video Store New Albany, IN

Sales Associate April 20XX - July 20XX

* Assisted over 200 customers daily with video rentals
* Documented returns accurately and entered data into computer database

TECHNICAL SKILLS

Windows, Microsoft, Word, Excel, Access, PowerPoint and Outlook

COMMUNITY AND CAMPUS INVOLVEMENT

Volunteer at St. Anne’s Regional Maternity Home

Vice President-IU Southeast Psychology Club

Member IU Southeast Women’s Volleyball Team