

The Student Format

The student format is used while in school and within the first 2 years after graduation. It is used to showcase the development of new knowledge in a chosen field.

When to use this format	When not to use this format
<ul style="list-style-type: none"> • Currently a student and applying for an internship in your field of study • Recent graduate applying for a position in your field of study • Can be used for 2 years after graduation 	<ul style="list-style-type: none"> • If you graduated more than 2 years ago • After you have worked in your field for 1-2 years

Use action words and your PSRs to describe your work experience here

CONTACT INFORMATION	
OBJECTIVE:	
SUMMARY	
RECENT EDUCATION	
Degree, College name, City, State	Graduation Date
Relevant Coursework	
Relevant Projects and Internships	
SKILLS	
WORK EXPERIENCE	
Job Title	
Company Name, City, State	Years
<ul style="list-style-type: none"> • PSR or job duty • PSR or job duty • PSR or job duty 	
Job Title	
Company Name, City, State	Years
<ul style="list-style-type: none"> • PSR or job duty • PSR or job duty 	
CERTIFICATIONS/TRAINING/ASSOCIATIONS	

Marc Costa
San Jose, CA 95051
(408) xxx-xxxx
mcosta@mail.com

OBJECTIVE: Counselor Practicum (Extended Opportunity Programs)

SUMMARY: Recent graduate with an MA in Counseling. Experienced in an Academic environment working successfully with adult students and potential students as a Project Assistant in Admissions and as a Counselor in the Financial Aid office. Familiarity with EOPS-eligibility; qualified to help EOPS students understand academic and educational issues, course and program selection, class scheduling and registration priorities; identify resources and discuss school adjustment and successful study habits. Maintains accurate and complete student records. Work easily with diverse populations and all cultures.

RECENT EDUCATION:

MA in Counseling, Santa Clara University, Santa Clara, CA (Graduated June 2014)

Relevant Coursework

Interpersonal Communications
Psych of Human Development
Counseling & Lab

Counseling Process and Skills
Research Methods Psych of Group
Psychotherapy and Personality

SKILLS: MS Word, Excel and Powerpoint

WORK EXPERIENCE:

Project Assistant in Admissions Office

Santa Clara University, Santa Clara, CA

July 2013- present

- Typically address 10+ admission related queries per shift, in person and on the phone, from potential students directing them to the best websites and resources to answer their questions
- Direct existing students to the necessary pre-requisites and class requirements in their study area of interest and help them understand how best to work with the Academic Guidance and Career Services department for specific follow-on academic questions
- Enter all student queries/requests into the Admissions database and create monthly summary usage analysis on Excel spreadsheets for the quarterly services review.

Counselor in Financial Aid Office

Santa Clara University, Santa Clara, CA

July 2013- present

- Courteous and professional demeanor, provide guidance and information to existing adult students about financial requirements, possible resources, forms and online websites.
- Stay abreast of ongoing financial aid packages and assistance grants.

RELEVANT ASSOCIATIONS

Member of the Western Association of California Admissions Counselors (WACAC)

Tracy Castle

San Jose, CA 95051

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OBJECTIVE: Certified Nursing Assistant

SUMMARY: Recent graduate with a Certified Nursing Assistant (CNA) license. Experienced and knowledgeable in the following skills:

- Current CNA license, current CPR and AED certifications; valid drivers license
- Maintained records of patient care, condition, progress, or problems to report and discuss observations with supervisor or case manager.
- Provided patients with help moving in and out of beds, baths, wheelchairs or automobiles, and with dressing and grooming.
- Provided patients and families with emotional support and instruction in areas such as caring for infants, preparing healthy meals, living independently, or adapting to disability or illness.
- Changed bed linens, washed and ironed patients' laundry, and cleaned patients' quarters.
- Planned, purchased, prepared, and served meals to patients or other family members, according to prescribed diets.
- Checked patients' pulse, temperature and respiration. Changed dressings.

RELEVANT EDUCATION

Certified Nursing Assistant Program (CNA), Nurse Builders Academy, Santa Clara, CA (2014 graduate)

Relevant Coursework

Nursing Assistant Theory

Nursing Assistant Clinical

Licensure

Current CNA licensure, CPR and AED certifications

Valid drivers license

RELEVANT WORK EXPERIENCE

Elder Care Practicum/Nursing Assistant Practicum

Nursing Home, San Jose, CA

2014

- Helped client to dress, go to the bathroom, take shower
- Changed hygiene pads and administered medication

Private Client Home Care

Right at Home, Cupertino, CA

2001 - 2004

- Personal care, helped with hygiene and showers, administered medication
- Prepared meals and did occasional light housekeeping

OTHER EDUCATION

High School Graduate, Willow Glen High School, San Jose, CA