

# Resumes and Additional Professional Correspondence

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**FIRST NAME LAST NAME**

City, State & Zip Code | Phone | Email | LinkedIn Profile (Optional)

**EDUCATION**

**Manhattan University**

Bachelor of Science in Civil Engineering  
Business Minor

GPA: 3.74

**Honors:** American Society of Civil Engineers Scholarship | The Christian Brothers Scholarship | Dean’s List

Riverdale, NY  
Month 20XX

**RELEVANT COURSEWORK**

Civil Engineering Material, Transportation Engineering, Solid Mechanics, Construction Law, Steel Design, Fluid Mechanics, Geomechanics, Marketing and Finance of Engineering Projects

**PROFESSIONAL EXPERIENCE**

**HDR**

Engineering Intern

New York, NY  
Month 20XX- Month 20XX

- Completed on-site subway station surveys of public, room, and track areas to assess priority in rehabilitation
- Handled survey materials, database entry, and formulated detailed subway station reports
- Performed calculations and analysis of projects completed by the company

**E.E. Cruz**

Engineering Intern

New York, NY  
Month 20XX- Month 20XX

- Worked in field and office for the West Side Highway Route 9A Promenade Restoration Project
- Prepared detailed reports of completed work including letters of transmittal
- Completed as-built maps
- Learned how to coordinate a job site to keep operations progressing efficiently

**CERTIFICATES**

**Forage**

Land Surveyor at LJA – Job Simulation

Month 20XX

- Developed analytical skills, including how to remove data noise to ensure quality and accuracy
- Reviewed lidar heat map and created a slide deck outlining analysis and recommended next steps

**LEADERSHIP**

**Engineers Without Borders**

Vice President

New York, NY  
Month 20XX - Month 20XX

- Manage internal relations of the chapter and manage conflicts that may arise
- Report project status to the executive committee on behalf of the Project Leaders and administer the project development process by assisting Project Managers
- Lead all recruitment and promotional activities in order to meet the goals of the academic year, ensure organizational needs are met, and coordinate Manhattan College activities

**MEMBERSHIPS**

American Society of Civil Engineers (ASCE), National Member

Month 20XX- Month 20XX

Engineering Without Borders

Month 20XX- Month 20XX

**SKILLS**

**Technical:** Microsoft Office, Google SketchUp, AutoCAD, Visual Basics, MATLAB, RISA

**Languages:** Spanish (Beginner)

**FIRST NAME LAST NAME**

City, State & Zip Code | Phone | Email | LinkedIn Profile (Optional)

**EDUCATION**

**Manhattan University**

Bachelor of Science in Accounting  
GPA: 3.75 | Candidate for CPA Exam

Riverdale, NY  
Expected 20XX

**Honors:** Beta Alpha Psi | Epsilon Sigma Pi | Beta Gamma Sigma | Dean's List

**Relevant Coursework:** Strategic Management | Principles of Investment | Ethics | Auditing | Corporate Taxation | Business Law I & II | Cost Accounting | Money and Banking | Operations and Quality Management

**PROFESSIONAL EXPERIENCE**

**Deloitte Tax LLP**

Strategic Tax Advisory Internship

New York, NY  
Month 20XX - Month 20XX

- Conduct Bonus Depreciation Analysis and Tax Basis Balance Sheet reconciliation for companies in utility industry
- Assist in identifying tax planning opportunities that lower effective tax rate for clients in diversified industries
- Advanced skill in utilizing Excel and Word to perform work paper calculations and analysis

**UBS Financial Services**

Wealth Management Intern

New York, NY  
Month 20XX - Month 20XX

- Created and analyzed portfolio management reports and acquired knowledge of the various security exchanges while simultaneously interacting with clients on their investment needs & portfolio requirements, both in person and by telephone
- Researched stocks and other securities and learned the investment decision-making process
- Performed routine administrative work and meeting and presentation preparation

**H&R Block**

Tax Associate

New York, NY  
Month 20XX - Month 20XX

- Prepared and reviewed adjustments, deductions and credits for individual and small business tax returns
- Verified data input and totals on forms prepared by others to detect errors in arithmetic, data entry and procedures
- Communicated with clients to obtain additional information on taxable income, deductible expenses and allowances
- Researched and consulted tax law handbooks in order to determine procedures for preparation of atypical returns

**CERTIFICATES**

**Forage:** PWC Digital Assurance

Month 20XX

- Review client and contract data to assess business relationship between two parties
- Create a slide deck to summarize insights from data analysis and IT audit for an executive-level audience

**VOLUNTEERISM**

**Volunteer Income Tax Assistant (VITA)**

IRS-Certified Volunteer

New York, NY  
Month 20XX - Month 20XX

- Provided free basic income tax return electronic filing to qualified individuals in local communities

**SKILLS & INTERESTS**

**Computer:** Microsoft Excel, Word, PowerPoint, QuickBooks, ATX Tax Software, Quicken, HTML

**Language:** Spanish (Beginner #a3d032)

**Additional:** Marathon runner, Tae Kwon Do

**FIRST NAME LAST NAME**

City, State & Zip Code | Phone | Email | LinkedIn Profile (Optional)

**EDUCATION**

**Manhattan University**  
Bachelor of Arts in English  
GPA: 3.57

Riverdale, NY  
Expected 20XX

**RELEVANT COURSEWORK**

Grammar and Writing, Advanced Composition, Written Communication, Studies in Creative Writing,  
Roots: Music, Piano Skills and Techniques

**PROFESSIONAL EXPERIENCE**

**Universal Music Group**

New York, NY

College & Lifestyle Marketing Representative

Month 20XX - Month 20XX

- Create marketing plans for various promotions on campus and at local lifestyle and music retail accounts
- Educate students on new and upcoming releases while gaining feedback to inform future decisions
- Establish relationships with activity committees, on-campus clubs, influential leaders, trendsetters and tastemakers to secure outlets for artist marketing ideas, events and programs
- Connect with the local college radio stations and college press publications for additional artist exposure
- Conduct bi-weekly reports containing all marketing efforts online and around the NYC market

**Spotify**

New York, NY

Marketing Intern

Month 20XX - Month 20XX

- Edited and revised weekly and monthly email marketing newsletters
- Performed marketing research and analysis on the digital music industry
- Updated social media outlets with upcoming events, promotions and announcements daily

**CERTIFICATES**

**Forge**

NSW Government Marketing & Communication Job Simulation

Month 20XX

- Created a communication plan for an upcoming advertising campaign
- Wrote an informative newsletter article for agency staff

**LEADERSHIP EXPERIENCE**

**Catskill Summer Camp**

Rock Hill, NY

Creative Arts Specialist

Month 20XX - Month 20XX

- Designed an educational program of the creative arts for 250 campers between 7 and 17 years old
- Implemented the creative art program through organized structures of time
- Budgeted the monetary supplement given to the program so that it would be spread apart over 10 weeks
- Supervised one person who worked directly for the creative arts department

Counselor

- Developed and implemented personalized learning plans for 25 campers between 10 and 11 years old
- Directed and implemented the educational activities for these specific programs
- Oversaw five other co-counselors and was responsible for their wellbeing and reported to the director
- Ensured the social, emotional and physical safety of all campers

**ADDITIONAL INFORMATION**

**Technical Skills:** Microsoft Office, Google Docs, HTML, Twitter, Facebook, Tumblr, Pinterest, Instagram

**Language Skills:** Portuguese (Fluent), Spanish (Intermediate)

**Interests:** Writing and Composing Music, Singing, Journalism, and Creative Writing

FIRST NAME LAST NAME

City, State & Zip Code | Phone | Email | LinkedIn Profile (Optional)

EDUCATION

Manhattan University

Bachelor of Science in Exercise Science (Pre-Physical Therapy)

GPA: 3.57

Honors & Awards: Dean’s List, Presidential Scholarship

Riverdale, NY

Expected 20XX

ATHLETIC ACCOMPLISHMENTS

MAAC All-Academic Team

MAAC All-Tournament Team

Women’s Soccer Scholarship

Manhattan University Women’s Soccer Team

20XX

20XX

20XX

20XX

EXPERIENCE:

Manhattan University Athletics

Event Staff

- Help set up and break down courts and fields for competition
- Usher and direct fans to seating
- Make sure proper equipment is available for players and coaches

Riverdale, NY

Month 20XX- Month 20XX

New York Sports Club

Fitness Attendant

- Ensured equipment was clean and safe to use
- Assisted patrons during their workouts as requested
- Educated members on facility policies and procedures as necessary

Melrose, NY

Month 20XX- Month 20XX

Stony Brook University Hospital

Student Volunteer

- Shadowed licensed Physical Therapists
- Adjusted wheelchairs and canes for patients
- Cleaned equipment and brought new linens for therapist

Stony Brook, NY

Month 20XX- Month 20XX

John T. Mather Memorial Hospital

Pharmacy Runner

- Delivered medication to various nursing stations
- Sorting and discarding various medications

Port Jefferson, NY

Month 20XX- Month 20XX

VOLUNTEER

Wounded Warrior Project, Volunteer Worker, Rockaway, NY

Habitat for Humanity, Hurricane Relief Volunteer Worker, Rockaway, NY

Big Brothers Big Sisters, Big Sister Volunteer, Melrose Place, NY

Tough Mudder, Event Volunteer, Alpine, NY

Month 20XX - Month 20XX

Month 20XX - Month 20XX

Month 20XX - Month 20XX

Month 20XX - Month 20XX

MEMBERSHIPS:

American College of Sports Medicine, Student Member

National Academy of Sports Medicine, Member

Month 20XX - Month 20XX

Month 20XX - Month 20XX

CERTIFICATIONS:

American Red Cross, CPR Certified

Month 20XX

**FIRST NAME LAST NAME**

City, State & Zip Code | Phone | Email | LinkedIn Profile (Optional)

**EDUCATION**

**Manhattan University**

Master of Science in Special Education, GPA: 3.7  
Bachelor of Science in Special Education, GPA: 3.4

**Honors & Awards:** Kappa Delta Pi (Education Honor Society)

Riverdale, NY  
Expected 20XX  
Month 20XX

**CERTIFICATIONS**

New York State Education Grades 1-6 (Pending) | New York State Special Education Grades 1-6 (Pending)  
Google App Certified | CPR and First Aid Certification

**TEACHING EXPERIENCE**

**Louis M. Klein Middle School**

Special Education (5th/6th Grade)

Harrison, NY  
Month 20XX- Month 20XX

- Provided differentiated instruction according to individual student IEP goals in 5th grade resource room
- Implemented small group instruction to effectively meet needs of students in self-contained classroom
- Applied evidence-based strategies such as cooperative learning groups, scaffolding, graphic organizers and mnemonic instruction
- Collaborated in team meetings to develop effective test taking approaches

**Middle School (District 10)**

Student Teacher, 9th Grade (Self-contained classroom)

Bronx, NY  
Month 20XX- Month 20XX

- Evaluated student academic behavior and performance in preparation for parent and teacher conferences
- Prepared and taught modified geography and ancient civilization lessons
- Designed innovative strategies to promote effective learning experiences
- Utilized effective classroom management strategies

**Girls Club of New York**

Senior Camp Counselor

Yonkers, NY  
Month 20XX- Month 20XX

- Conducted and supervised recreational activities for children of various ages
- Assisted teachers in classrooms while serving as a positive role model
- Maintained a safe and nurturing environment to provide positive self-esteem and growth
- Counseled children with any social conflicts and emotional problems that occurred

**Marie Smith Urban Street Academy**

Teacher's Aid

Bronx, NY  
Month 20XX- Month 20XX

- Assisted with the presentation of lessons for GED preparation
- Tutored students individually to help develop a better understanding of the course material
- Listened to the areas in need of improvement and generate a solution for their better understanding

**LEADERSHIP**

**Autism Speaks U -- Manhattan University**

Founding Member

Riverdale, NY  
Month 20XX - Month 20XX

- Increase public awareness about autism and its effect on individuals, families, and society
- Organize and promote events to fund research into the causes, prevention and treatments for autism

**SKILLS**

**Technical:** Microsoft Office, Google Workspace, Blackboard, eChalk, PowerSchool, Infinite Campus

**Language:** Spanish (Fluent)

**FIRST NAME LAST NAME**

City, State & Zip Code | Phone | Email | LinkedIn Profile (Optional)

**EDUCATION**

**Manhattan University**

Bachelor of Science in Biology

GPA: 3.5

Riverdale, NY

Expected 20XX

**Honors & Awards:** Beta Beta Beta, Phi Beta Kappa, Sigma Xi, Dean's List

**RESEARCH EXPERIENCE**

**Manhattan College Biology Department**

Volunteer Research Assistant

Riverdale, NY

Month 20XX- Month 20XX

- Assisted in research investigating oxytocin levels in rat digestive tract organs
- Managed endocrinology lab for four biology faculty members
- Ordered from vendors and organized equipment and supplies for the laboratory
- Performed Analysis of Variance (ANOVA), Chi-squared test, t-test and Regression Analysis

**VOLUNTEER EXPERIENCE**

**Albert Einstein College of Medicine**

Einstein Community Health Outreach Volunteer

Bronx, NY

Month 20XX- Month 20XX

- Observed two live surgeries being performed and learned basic surgery procedures
- Entered medical data regarding health information and medical records
- Processed medical coding, medical transcription and provided information for medical billing

Autism and Obsessive Compulsive Spectrum Program Volunteer

Month 20XX- Month 20XX

- Shadowed patients through visits, managed binders, communicated with the Institutional Review Board
- Learned how to read fMRI data and devise new paradigms in e-prime

**Alzheimer's Drug Discovery Foundation**

Volunteer

New York, NY

Month 20XX- Month 20XX

- Researched pharmaceutical companies that target areas of drug recovery for neurodegenerative diseases
- Compiled database of academic department heads at facilities of medical schools across the United States involved in neurodegenerative disease research

**CERTIFICATES**

Forage

Life Arc Life Sciences: Biology Research Job Simulation

Month 20XX

- Perform data analysis in R, modify code as needed, and answer questions related to results
- Complete experimental design review using an Excel template

**SKILLS**

**Laboratory:** Microscopy, Preparing cDna, Hybridizing cDNA on array, Centrifugation, Computer Data Analysis, Calorimetry, Gene Runner, Titrating, Veneer Interface, Micro pipetting, Spectrophotometry, Clustal W2

**Computer:** Proficient in Microsoft Word, Excel, PowerPoint, Alice, HTML, Java Script

**EXTRACURRICULAR ACTIVITIES**

**Biology Club,** Member

Month 20XX- Month 20XX

**Gaelic Society,** Member

Month 20XX- Month 20XX

FIRST NAME LAST NAME

City, State & Zip Code | Phone | Email | LinkedIn Profile (Optional)

EDUCATION

Manhattan University

Bachelor of Science, Undecided

GPA: 3.6

Riverdale, NY  
Expected 20XX

Notre Dame High School

Advanced Regents Diploma

Completed AP Biology, AP Chemistry, AP English Literature & Composition, AP World History

Elmira, NY  
20XX

LEADERSHIP

Girl Scouts of the USA

Ambassador

- Plan, organize, and implement community-based service projects while adhering to budget
- Lead troop over the course of years on various trips, meetings, and fundraisers while also teaching valuable skills

Volunteer: Confidence Workshop with Girl Scouts

- Worked with young girls to help build confidence and ignore the erroneous messages from the media

Elmira, NY  
Month 20XX - Month 20XX

Month 20XX

WORK EXPERIENCE

All Star Soccer Camp

Camp Counselor

- Counseled 8-13 year olds, guided children to improve athletic and communicative abilities
- Resolved verbal and physical issues, while facilitating good behavior

Every Little Step Dance Studio

Dance Instructor

- Instructed a year round dance class for girls ages 7-9 by implementing personal dancing experience to teach basic skills

Elmira, NY  
Month 20XX - Month 20XX

Elmira, NY  
Month 20XX- Month 20XX

CERTIFICATES

IBM Skills Build: Getting Started with Artificial Intelligence

Month 20XX

EXTRACURRICULAR ACTIVITIES

Varsity Soccer Team, Team Captain, Notre Dame High School

Month 20XX - Month 20XX

Drama Club, Actress, Notre Dame High School

Month 20XX - Month 20XX

- Acted in 7 musical stage performances with 50 student members

Model United Nations, Delegate, Notre Dame High School

Month 20XX - Month 20XX

- Received a "Best Delegate" award and earned two honorable mentions at Yale Model United Nations

SKILLS

Computer: Microsoft Word, Excel, PowerPoint, Mac, WordPress, Social Media (Facebook, X, Instagram)

Language: Spanish (Intermediate)

**FIRST NAME LAST NAME**

City, State & Zip Code | Phone | Email | LinkedIn Profile (Optional)

**EDUCATION**

**Manhattan University**  
Bachelor of Science in Computer Science  
GPA: 3.6

Riverdale, NY  
Expected May 20XX

**City College of New York**  
Completed 30 credits towards Computer Science degree

New York, NY  
20XX - 20XX

**TECHNICAL SKILLS**

**Operating Systems:** Windows, MacOSX, Linux (Ubuntu, Backtrack 5, HTML)

**Programming Languages:** C, C++, Java, JavaScript, Python, Ruby on Rails, HTML, SQL, PHP, Visual Basics

**Troubleshooting:** Hardware, Software and Virus Removal/Prevention

**Software:** Publisher, Visual Studio, Eclipse, Adobe Illustrator, Photoshop, InDesign, Unreal Game Editor

**ACADEMIC PROJECTS**

**Web Programming**

Semester 20XX

- Designed and coded a web-based music player application that allowed users to upload content and store tags using Python to manage SQLite3 database tables in a team of two

**Computer Organization**

Semester 20XX

- Co-collaborated research project on Microprocessor: the importance, the past, and the future
- Researched and compared 20+ years' worth of studies on history and development of the Microprocessor
- Concluded that the Microprocessor could possibly gain control of everything if evolution and operating speeds continue

**PROFESSIONAL EXPERIENCE**

**Arkadium**

New York, NY

Game Development Intern

Month 20XX - Month 20XX

- Created new tools to help game designers, artists, and programmers for deployment of app solutions
- Worked closely with the graphic designers to ensure development aligned with Arkadium guidelines
- Participate in brainstorm sessions to create ideas for the next hit games

**Hacker League Hackathon**

New York, NY

Pearson Team

Month 20XX - Month 20XX

- Developed an integrated mobile app for the Pearson Learning Studio Learning Management System (LMS) using Action Script, HTML, CSS, and JavaScript in a 4-person team
- Utilized existing LearningStudio APIs to create virtual classroom activities that promote social learning

**VOLUNTEERISM**

**FIRST Robotics Competition (FRC), Referee**

Month 20XX - Month 20XX

- Certified Referee to observe team matches, identify rule violations, and "call" them
- Calculated the official score of the matches and participated in deliberations regarding contested calls
- Played a critical role in ensuring smooth flow of match play and maintaining the pace of the event

**FIRST Lego League (FLL), Judging Assistant**

Month 20XX - Month 20XX

- Assisted with queuing teams to stations and ensure that games started and finished in a timely manner



**FIRST NAME LAST NAME**

City, State & Zip Code | Phone | Email | LinkedIn Profile (Optional)

**EDUCATION**

**Manhattan University**

Masters of Science in Mechanical Engineering

GPA: 3.6

Riverdale, NY  
Expected Month 20XX

Bachelor of Science in Mechanical Engineering

Mathematics Minor

GPA: 3.7

Month 20XX

**Honors & Awards:** Tau Beta Pi | Pi Tau Sigma Honor Society | Epsilon Sigma Pi Honor Society | Dean's List

**TECHNICAL SKILLS**

AutoCAD ▪ AutoDesk Inventor ▪ NX ▪ MathCad ▪ SolidWorks ▪ Microsoft Office ▪ PASW ▪ Revit

**PROFESSIONAL EXPERIENCE**

**Manhattan University**

Graduate Assistant

- Teach, proctor and grade tests and assignments for undergraduate level Mechanical Engineering Design I and II classes including preparing materials and answering questions during each lab
- Grade tests and assignments for Introductory Thermodynamics class
- Coordinate tutoring and mentoring with challenging concepts for students

Riverdale, NY  
Month 20XX - Month 20XX

**Suffolk County Department of Public Works**

Engineering Intern

- Performed surveys for road construction, dock construction, yard drainage and map creation
- Utilized AutoCAD in order to create maps from survey data
- Created organizational system and a computer database for maps
- Collected elevation data which was frequently used in large surveys

Bethlehem, NY  
Month 20XX - Month 20XX

**New York Motorsports**

Team Leader/Laborer

- Provided maintenance and preparation of all race cars
- Served as tire specialist and recorded all scale data
- Worked in a team of 10+ crew members to prepare sheet metal work on all race cars and overall upkeep of all radios used by each team member

Lawrence, NY  
Month 20XX - Month 20XX

**LEADERSHIP**

**American Society of Mechanical Engineers (ASME),** Vice President

- Organized monthly speaker series, which has seven corporate and alumni speakers
- Motivated the 65 members to attend meetings and events

Month 20XX - Month 20XX

**Mini Baja Club,** Head Mechanic

- Designed and built a mini Baja out of composite materials in a 4-person team
- Created and manufactured all steering, braking and mounting components
- Used AutoCAD to design shell and ANSYS to analyze stresses
- Decreased race time by more than 5 seconds with design of new steering

Month 20XX - Month 20XX

**PROFESSIONAL AFFILIATIONS**

**American Society of Mechanical Engineers (ASME),** Member

**Society of Hispanic Professional Engineers (SHPE),** Member

Month 20XX - Month 20XX

Month 20XX - Month 20XX

**FIRST NAME LAST NAME**

City, State & Zip Code | Phone | Email | LinkedIn Profile (Optional)

**Mental Health Counseling and Health Care Experience**

- Participate in the design, execution, and analysis of social psychology research studies
- Supplied in depth literature reviews for IRB proposals
- Provide excellent care for research participants of all ages in a professional, friendly manner
- Worked with children towards productive school behavior in hopes of re-entrance to mainstream public schools
- Led weekly group sessions where students participated in developing solutions to everyday issues
- Developed and conducted activities for weekly meetings where students are encouraged to sharpen their problem solving skills and focus on appropriate conflict resolutions strategies for real world experiences
- Communicated patient needs and changes and conditions with doctors, nurses and other members of interdisciplinary teams. Aided in maintaining client workers and sharing change of shift reports.

**Mental Health Counseling and Health Care History**

Research Assistant, The New School for Social Research	New York, NY	20XX - 20XX
Intern, Evelyn Chambers Center	Township, NY	20XX - 20XX
Home Health Aide, Grace Home Care	Township, NY	20XX - 20XX
Art Therapy Intern, Department of Veterans Affairs	New York, NY	20XX - 20XX

**Education**

<b>Master of Science in Counseling</b> , Manhattan University 20XX	Riverdale, NY	
<b>Master of Business Administration</b> , SUNY Purchase	Purchase, NY	20XX
<b>Bachelor of Arts in Political Science</b> , SUNY Purchase	Purchase, NY	20XX

**Work & Volunteer Experience**

- Launched company, designed systems, hired and trained staff, managed finance and customer service functions (Interior Design Financial Services)
- Managed financial analysis department and analyzed and launched various consumer lending products. Automated financial report systems (American Express Company)
- Researched and acquired hardware and software to automate contract administration, managed contract department, supervised financial analysts (Doubleday & Co., Inc.)
- Volunteered in the Emergency Department (North Shore University Hospital)

**Additional Work & Education History**

Mathematics Education Certification, SUNY Purchase	Purchase, NY	20XX - 20XX
Vice President, Interior Design Financial Services	Los Angeles, CA	20XX - 20XX
Director of Finance, American Express Company	New York, NY	20XX - 20XX
Manager of Marketing and Contracts, Doubleday & Company, Inc.	New York, NY	20XX - 20XX

**Skills**

**Languages:** Spanish (fluent), Portuguese (conversational)  
**Computer:** Proficient in Microsoft Office (Word, Excel, PowerPoint, Access), SPSS

**Certifications**

American Red Cross certified in First AID, CPR, and AED	20XX
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**FIRST NAME LAST NAME**

City, State & Zip Code | Phone | Email | LinkedIn Profile (Optional)

**PROFESSIONAL PROFILE**

Self-motivated, articulate professional looking to launch a career as a Medical Assistant with a talented and like-minded healthcare team. Proficiencies include excellent customer service and interpersonal skills; comprehensive understanding of a wide range of administrative and medical procedures; knowledge of medical insurance system and hospital admissions process and involvement in blood pressure checks, lab tests, sterilization, and diagnostic tests.

**EDUCATION**

*Phlebotomy Certification, NHA Certification*, York College 20XX  
**Master of Arts in Counseling**, Manhattan University 20XX  
**Bachelor of Arts in Sociology**, Boston College 20XX

**EXPERIENCE**

**Martin de Porres School Group Residence** Queens, NY  
*Case Manager* Month 20XX – Month 20XX

- Provided individual/group counseling to emotionally disturbed/mentally ill adolescent population
- Responded professionally to telephone enquiries using tact, discretion and sensitivity as appropriate to the situation
- Typed general letters, summaries and treatment team meeting minutes accurately
- Maintained client records and files
- Worked alongside psychiatrist, nurse and pharmacists to ensure seamless patient medication regime
- Accompanied clients to medical, dental, and bloodwork appointments
- Performed a varying degree of administrative and clerical case management duties

**VIDA Organization** Nicaragua/Costa Rica  
*Medical Volunteer* Month 20XX – Month 20XX

- Explained medical procedures and treatments to patients
- Performed physical examinations & injections under the supervision of a physician
- Adhered to all clinical and administrative protocols and procedures
- Interviewed patients and recorded their vital signs and measurements such as height and weight
- Laid out medical equipment like syringes and dressings
- Welcomed patients and prepared them for visit with doctor or other healthcare professionals
- Assessed and met the needs of patients and the medical team
- Wrote prescriptions and administered medication to patients under physician’s supervision
- Cleaned and sterilized instruments and disposed of contaminated supplies
- Managed patient’s appointments in accordance with doctor’s schedule

**SKILLS**

**Language:** Spanish (Fluent)

**Computer:** Microsoft Office, Google Suite, MyChart, Canva

FIRST NAME LAST NAME

City, State & Zip Code | Phone | Email | LinkedIn Profile (Optional)

Training & Development | HR & Administrative Management

Experienced professional offering a diverse background in learning and development, team leadership and motivation, and administration. Meticulous records manager with proven ability to organize and execute complex and detailed programs and systems. Military veteran with a 10-year record of professional achievement, superior performance, and meritorious service.

Experience

United States Navy

20XX-20XX

Demonstrated leadership, organizational, interpersonal, and technical skills in a variety of challenging assignments for the US Navy. Consistently promoted a strong teamwork environment and achieved outstanding staff retention (frequently 100%). Top Secret clearance.

Relevant positions and accomplishments include:

Training Officer

- Hand-picked by commanding officer to assume duties as Training Officer/Facilitator in addition to ongoing responsibilities
- Coordinated training schedules for active duty and reserve personnel; managed logistics of billeting, transportation, training schedules, and procurement of reservists to fill critical roles
- Taught 15-hour Navy Rights and Responsibilities workshops. Topics included cultural differences, language barriers, and sexual harassment awareness
- Revamped monthly training report, utilizing Access to create an effective management/decision-making tool
- Coordinated the administration of 400+ advancement exams and 700+ correspondence courses

Manager and Supervisor

- Supervised 35 technicians in preparing, installing, and maintaining electronics equipment suites on board submarines
- Coordinated and ensured timely project completion, communicating effectively via phone and email with the on-board staff and senior executives
- Prepared and transported classified materials to deploying units. Maintained an electronic database that ensured accountability with 100% accuracy
- Consistently achieved 100% participation in initiatives such as voter registration and charitable contributions through effective communication and meticulous follow-through

Cryptologic Maintenance Technician

- Installed and maintained software and hardware requiring Top Secret clearance

Education / Training / Technical Skills

Bachelor of Science, Management and Economics, Manhattan College, 20XX

Highlights of Extensive Professional Training:

Electronics and Computers | Equal Employment Opportunity | Sexual Harassment: What It Is and What It Isn't | Alcohol and Drug Abuse Awareness

Technical Skills: Internet Research and Communications | Microsoft Office | Hardware & Software Installation and Troubleshooting | Website and Newsletter Development and Design

Honors & Awards

Navy Commendation Medal for Meritorious Service, 20XX

Navy Achievement Medals (6) for professional achievement and superior performance

**FIRST NAME LAST NAME**

City, State & Zip Code | Phone | Email | LinkedIn Profile (Optional)

**EDUCATION**

**Manhattan University**

Bachelor of Science in Marketing  
GPA: 3.3

Riverdale, NY  
Month 20XX

**Relevant Coursework:** Marketing Research | Consumer Behavior | Product Management | Microeconomics | Contemporary Marketing Issues | Macroeconomics | Business Law I & II | Business Statistics

**ACADEMIC PROJECTS**

**Marketing Management - Pandora**

Month 20XX

- Worked collaboratively in a team of four to complete a Situational Analysis for Pandora
- Utilized Simmons Marketing reports, Claritas, and SWOT analysis to explain industry and market trends, industry structure, internal company trends, target audience analysis and positioning of team company
- Presented a comprehensive 30-minute Marketing campaign to boost sales with advertisements, promotional events/giveaways, and implementing unique and creative ideas for a new product launch

**Essentials of Marketing - Sports and the Media**

Month 20XX

- Composed comprehensive report on sports media history and the relationship of sports and social issues
- Developed a marketing campaign for a small, localized brand on a \$200,000 budget
- Created innovative marketing plans for a struggling business

**CERTIFICATES**

**Forge**

**Marketing and Communication – NSW Government**

Month 20XX

- Designed a communication plan outlining strategy and approach for a government advertising campaign
- Produced an informative newsletter for agency staff including campaign highlights and upcoming events

**IBM SkillsBuild**

**Getting Started with Artificial Intelligence**

Month 20XX

- Completed learning modules to develop a greater understanding of large language models (LLM)
- Defined and described data structures to inform decisions regarding AI integration for data analysis

**LEADERSHIP EXPERIENCE**

**Manhattan College Women’s Tennis Team**

Riverdale, NY

Student Athlete

Month 20XX - Month 20XX

- Devoted 20+ hours of practice a week with the men’s and women’s team
- Participated in the 24-game regular season over a 2-month period
- Traveled the New England area on weekends for tournaments and matches

**US Open Tennis Championships**

Flushing, NY

Ball Person

Month 20XX - Month 20XX

- Served at 10-15 matches in the U.S. Open tennis tournament each year
- Promoted sponsors during off court hours by passing out flyers and promotional materials to spectators
- Provided leadership and direction to the rookie ball person regarding procedures during the matches

**VOLUNTEERISM**

**Lasallian Outreach Volunteer Experience (L.O.V.E.) Program: Guatemala**

Month 20XX

- Constructed a water well with a team of 10 students to meet the needs of an entire village

**SKILLS**

**Technical:** Microsoft Office, HTML, Adobe InDesign, WordPress

**Social Media:** Twitter, Facebook, Instagram, TikTok, Tumblr

FIRST NAME LAST NAME

City, State & Zip Code | Phone | Email | LinkedIn Profile (Optional)

**EDUCATION:**

**Manhattan University**

Bachelor of Science in Electrical Engineering  
GPA: 3.51

Riverdale, NY  
20XX

**Honors & Awards:** Manhattan University Dean Honors List, Eta Kappa Nu Honor Society

**SUNY, Westchester Community College**

A.S. Engineering Sciences, GPA 3.74  
A.S. Liberal Arts and Sciences/Mathematics and Science, GPA: 3.96  
Honors/Awards: Phi Theta Kappa Honor Society

Valhalla, NY  
20XX  
20XX

**ACADEMIC PROJECT EXPERIENCE**

**Manhattan University**

“SIMON”

Riverdale, NY  
Month 20XX - Month 20XX

- Rebuilt and reprogrammed a life-sized game called “SIMON” with Electronics Club

“Open House”

- Built a house model with various operations within it and programmed the solar panel to follow the sun to accumulate maximum power; collaborated to present project

**RESEARCH AND ENGINEERING EXPERIENCE**

**Biomedical Engineering Department at Westchester Medical Center**

Biomedical Engineer Intern

Valhalla, NY  
Month 20XX - Month 20XX

- Fix and inspect medical devices/equipment including EKG’s, Centrifuges, CAT scan, Child incubators, Linear Accelerator
- Appointed head intern; helped other interns with projects the director would assign them to ensure proper completion of task with utmost efficiency

**Major Projects:**

“Alarm System Management”

- Currently conducting research on desensitization of alarms to hospital staff

“Protected Health Information”

- Created program to sync with hospital’s database to evaluate the security risk of all 11,000+ machines and devices
- Participate in meetings with hospital administration to decide what to do with machines and devices that were calculated to have high security risk

“Thermometer Evaluation”

- Compared and evaluated three thermometers: Welch Allyn SureTemp Plus 692, VeraTemp+, and Covidien Genius 2
- Gathered and presented statistical results to the board; demonstrated accuracy through data collected
- Demonstrated how results could save hospital a substantial amount of money and how other departments could benefit from the decision of eliminating a thermometer

**Spinal Cord Damage Research Center at James J. Peters Veteran Affairs Medical Center**

Engineering Research Consultant, Noam Y. Harel, MD, PhD

Bronx, NY  
Month 20XX - Month 20XX

- Developing a neurorehabilitation analysis application software in LabVIEW for DAQ system
- Continuously implementing, integrating, and restructuring hardware system

## FIRST NAME LAST NAME

City, State & Zip Code | Phone | Email | LinkedIn Profile (Optional)

### **E-J Electric Installation Co**

Long Island City, NY

Estimator/Electrical Engineering Intern

Month 20XX - Month 20XX

- Worked on Culture Shed project with Senior Estimator; evaluated architectural and engineering drawings
- Re-circuited drawings to company's needs; sent out quote for Culture Shed which estimated to be in the millions; made calls to companies for their bids before the project deadline

### **Westchester Medical Center**

Valhalla, NY

Information Systems Consultant

Month 20XX - Month 20XX

- Inform and register patients to Patient Portal, where they can access their medical history from their own homes

## **VOLUNTEER WORK AND COMMUNITY SERVICE**

### **Westchester Medical Center**

Valhalla, NY

Volunteer

Month 20XX - Month 20XX

- Unit Based Action Team - Welcome new admissions to the Medical Center through friendly patient visits
- Surgical care - Help ease and tend to families in surgical waiting room

### **New York Hospital Queens Green Roof**

Flushing, NY

Research Assistant, Dr. Scott Lowe

Month 20XX - Month 20XX

- Collected and evaluated data from green roof at New York Hospital Queens for a New York City Department of Environmental Protection grant to research collected rain water

### **Greenburgh Health Center**

White Plains, NY

Intern

Month 20XX - Month 20XX

- Brought patients to their rooms and documented initial assessment about their reason for seeing the doctor
- Shadow Dr. Benjamin DoDoo, MD and Dr. Glenn Davis, MD (Internist)
- Learned how to complete and read lab forms
- Communicated with patients and learned doctor-to-patient ethics
- Learned diagnosis of certain illnesses in Hematology, Gastroenterology, Endocrinology, Cardiovascular Disease, Rheumatology, and Infectious Disease

### **Math & Physics Tutorial Center**

Valhalla, NY

Tutor

Month 20XX - Month 20XX

- Tutor for Engineering, College, and Tech Physics 1 & 2, Pre-Calculus, Statistics, Calculus 1, 2, 3, Differential Equations, and Linear Algebra

### **Urban League of Westchester**

Valhalla, NY

Tutor

Month 20XX - Month 20XX

- Tutor for Biology, Inorganic Chemistry 1 & 2, High School Math, English, and History

### **The Coachman Family Center**

White Plains, NY

Tutor

Month 20XX - Month 20XX

- Tutor for college students in shelter in science and math subjects

## **STUDENT ACTIVITIES & LEADERSHIP**

- Electronics Club, *President* Month 20XX - Month 20XX
- Math Club, *Vice-President* Month 20XX - Month 20XX
- Chess Club, *Co-Founder President* Month 20XX - Month 20XX
- Engineering Club, *Senator* Month 20XX - Month 20XX
- Westchester Community College Men's Soccer Team Month 20XX - Month 20XX

## FIRST NAME LAST NAME

City, State & Zip Code | Phone | Email | LinkedIn Profile (Optional)

### PROFESSIONAL MEMBERSHIPS

- Institute of Electrical and Electronics Engineers 20XX
- Society of Hispanic Professional Engineers 20XX
- National Society of Professional Engineers 20XX

### SKILLS

**Language:** Spanish (Fluent), Italian and Portuguese (Intermediate)

**Electrical:** FPGAs and Soldering

**Computer:** Microsoft Office, C and C++, AutoCAD, Quartus II Software, Assembly, Verilog, Visual Basic, MATLAB, LabVIEW and PSpice

**FIRST NAME LAST NAME**

City, State & Zip Code | Phone | Email | LinkedIn Profile (Optional)

Month X, 20XX

Contact's Name {Research doesn't reveal a name? Send letter to "Hiring Manager" or "Internship Coordinator"} Job Title

Organization Name

Organization's Street Address

City, ST Zip Code

Dear {Mr./Ms.} Last Name:

State why you are corresponding with the employer, the position you are applying for, and how you became aware of the position. If you are responding to a position announcement, mention where you saw it. If an individual refers to you, definitely mention his/her name. Briefly indicate a special interest in the company/position. Include information about your major, degree and graduation date.

Provide a summary of your top qualifications and "connect the dots" for the employer as to why you are the best fit for the position. Elaborate on why you are the best fit by highlighting 2-3 relevant achievements and qualifications that connect the needs of the current job opening and the skills/transferable experience you can bring to the position. Communicate to the employer that you understand the position and have the qualities the employer seeks. Let the employer know why you are interested in working with them by demonstrating you have done your research.

Thank the reader and reaffirm your interest in the position. Re-emphasize why you want to work for their organization, demonstrating you have researched their firm and can explain why you would be a good fit to work there. Refer the employer to an attached or enclosed resume/application. Provide specific contact information on how they can respond to you. Avoid endings that lack confidence or are over-confident. Be sure to sign the letter (you can print, sign and then scan your letter to create your attachment or leave 4 lines between "Sincerely," and your typed name if submitting electronically)

Sincerely,

(Written Signature)

Your Full Typed Name Goes Here

Enclosure: Resume (List whichever documents you include with the letter of inquiry.)

**FIRST NAME LAST NAME**

City, State & Zip Code | Phone | Email | LinkedIn Profile (Optional)

Month X, 20XX (Month Day, Year)

Contact's Name

Job Title

Organization Name

Organization's Street Address

City, State and Zip Code

Dear (Mr./Mrs.) Last Name,

Introduce yourself as a university student and explain why you are contacting them (potentially available job/internship opportunities, shadowing opportunities, mentoring, etc.). State why you are interested in working with/for this particular person and organization. If this contact was recommended to you from someone you know, be sure to reference them here.

Provide a summary of your academic experience and professional interests. Communicate exactly what you are looking for in contacting them and how they can help you. Make sure to be professional and humble and express gratitude for any potential support you are seeking. Connect your background to their experience.

Remember to attach your resume to the email and mention here that you are providing a resume for their review. Reiterate something positive about the organization or their work and why you are interested in working with them. Let them know you would greatly appreciate an opportunity to discuss your experience and qualifications. Include your contact details. Thank them for their time and consideration.

Sincerely,

(Written Signature)

Your Full Typed Name Goes Here

Enclosure: Resume (List whichever documents you include with the letter of inquiry.)

# Networking/Request for Informational Interview Template

**FIRST NAME LAST NAME**

City, State & Zip Code | Phone | Email | LinkedIn Profile (Optional)

Month X, 20XX (Month Day, Year)

Contact's Name

Job Title

Organization Name

Organization's Street Address

City, State and Zip Code

Dear (Mr./Mrs.) Last Name,

Greet them and explain how you found their contact information (LinkedIn, Jasper Career Network, professor, etc.). Introduce yourself as a university student studying XX. Explain what motivated you to contact them.

This paragraph connects their experience to your professional information. Give an example of why you are interested in speaking with them. This could be a project they worked on in the past, or to learn more about their general experience in a certain field. Provide specific details of what you are interested in (20-25 minute informational chat). Reiterate why you feel this would be helpful for you, and express gratitude for their time.

Thank them for their time and include specific details for how they can contact you. Let them know you are looking forward to speaking with them and learning more about XXX.

Sincerely,

(Written Signature)

Your Full Typed Name Goes Here

**FIRST NAME LAST NAME**

City, State & Zip Code | Phone | Email | LinkedIn Profile (Optional)

Month X, 20XX (Month Day, Year)

Contact's Name

Job Title

Organization Name

Organization's Street Address

City, State and Zip Code

Dear (Mr./Mrs.) Last Name,

Thank them for taking the time to interview you for XX position at XX organization. Mention something you discussed in the interview that you were excited to learn about or are looking forward to having an opportunity to work on in the future at their organization.

Restate 1-2 examples of how your previous experience has prepared you to fill the position they are looking for. This paragraph provides the answers to the employer's question of why they should hire you. Be specific and concise while reiterating your interest in the position.

Thank them again for their time. Let them know you are available to provide any additional information if needed. Conclude with letting them know you are looking forward to hearing more soon.

Sincerely,

(Written Signature)

Your Full Typed Name Goes Here

**FIRST NAME LAST NAME**

City, State & Zip Code | Phone | Email | LinkedIn Profile (Optional)

Month X, 20XX (Month Day, Year)

Contact's Name

Job Title

Organization Name

Organization's Street Address

City, State and Zip Code

Dear (Mr./Mrs.) Last Name,

Let the employer know you are withdrawing your application for the XX position at XX organization.

State that after careful consideration you have decided to pursue a different path in your career.

(Optional: You may choose to express that it was a difficult decision, but appropriate for your current career goals.)

Thank the employer again for their time, consideration, and offer. Reiterate something positive about the organization or something you previously discussed. Wish them continued success in the future.

Sincerely,

(Written Signature)

Your Full Typed Name Goes Here

**FIRST NAME LAST NAME**

City, State & Zip Code | Phone | Email | LinkedIn Profile (Optional)

Month X, 20XX (Month Day, Year)

Contact's Name

Job Title

Organization Name

Organization's Street Address

City, State and Zip Code

Dear (Mr./Mrs.) Last Name,

Express your enthusiasm for XX position at XX organization and inform them you will be accepting the job offer.

If the employer has provided you with onboarding schedule information, confirm that you will be attending at those times. If there are any pending requirements for you to complete such as medical clearances or licensure exams, inform them about your status in the process and let them know when they can expect to hear from you regarding the completion of said requirements. Generally, this is the paragraph to confirm you are taking the next steps they have indicated (or inquire about next steps if none were provided).

Thank them again for their time and consideration and for the job offer. Conclude with letting them know you are looking forward to joining the organization.

Sincerely,

(Written Signature)

Your Full Typed Name Goes Here

**FIRST NAME LAST NAME**

City, State & Zip Code | Phone | Email | LinkedIn Profile (Optional)

Month X, 20XX (Month Day, Year)

Contact's Name

Job Title

Organization Name

Organization's Street Address

City, State and Zip Code

Dear (Mr./Mrs.) Last Name,

Thank the employer for the offer for XX position at XX company. Express gratitude for the consideration they gave you in the hiring process and for the time to consider the offer.

Share an element of praise about their company. Let them know that after careful consideration you will be declining the offer. Be sure to express that it was a difficult decision, but appropriate for your current career goals.

Thank the employer again for their time, consideration, and offer. Reiterate something positive about the company. Wish them continued success in the future.

Sincerely,

(Written Signature)

Your Full Typed Name Goes Here