

## EDUCATION

### **Bachelor of Science in Education Major: Middle Grades Preparation (4-8) December 20XX**

*West Chester University of Pennsylvania, West Chester PA*

Concentration: Reading/Language Arts

Minor: Special Education

GPA: 3.73/4.0

Cum Laude

Dean's List (all semesters)

## TEACHING EXPERIENCE

### **Student Teacher**

**September-December 20XX**

*Downingtown Middle School, Downingtown, PA*

- Planned and composed eighth grade English lessons for five periods each day
- Developed and implemented an interactive unit for the novel *Roll of Thunder, Hear My Cry*
- Collaborated and cooperated with mentor to adopt daily classroom responsibilities and lessons
- Differentiated lessons for a variety of instructional and behavioral needs (including IEP progress)
- Guided students to work collaboratively in groups while maintaining the classroom's discipline
- Volunteered to help students in the Shakespeare Club, an afterschool theater club

### **Camp Counselor**

**June 20XX-August 20XX**

*ESF Summer Camp, Bryn Mawr, PA*

- Worked with a team of education professionals to provide an enjoyable and memorable summer camp experience to middle-school-aged children
- Collaborated with colleagues on daily activities and responsibilities
- Supervised a group of campers with special attention to behavior and group management, health, safety, security, and personal and skill development

### **Assistant Teacher**

**February 20XX-March 20XX**

*The Malvern School, Malvern, PA*

- Cared for and educated children from the ages of infancy to 5 years
- Collaborated with different teachers in order to monitor children and obtain teacher/child ratios

### **Field Experience**

**January 20XX-May 20XX**

*Various Locations, PA*

- *Haverford Middle School, Haverford, PA: Reading Practicum, Seventh Grade*
- *Stetson Middle School, West Chester, PA: Assessment for Learning – Middle Grades, Eighth Grade*
- *Beverly Hills Middle School, Upper Darby, PA: Learning Support, Fifth & Sixth Grades*
- *Downingtown Middle School, Downingtown, PA: Students with Exceptionalities, Sixth Grade*
- *Patterson Elementary School, Philadelphia, PA: Theory and Field Placement, Fourth Grade*

## LEADERSHIP EXPERIENCE

*Homecoming Committee West Chester University, **Chair**, October 20XX; **Member**, October 20XX*

*State Farm Executive Leader Series, West Chester University, **Participant**, April 20XX*

*Student Government Association, April 20XX-April 20XX; **Best New Senator Award**, April 20XX*

# Linh Nguyen

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## EDUCATION:

**West Chester University of Pennsylvania**, West Chester, PA

*Bachelor of Science in Psychology*, May 20XX

- Minor in Sociology
- GPA 3.75, Dean's List
- Member of Psi Chi (International Psychology Honor Society)
- Selected Coursework: Developmental Psychology: Lifespan; Social Psychology; Applied Behavior Analysis; Group Interventions; Infant, Child, and Adolescent Development

## RESEARCH:

**Department of Psychology**, West Chester University

*Research Assistant*, September-December 20XX

- Performed outreach to local families within the community
- Distributed surveys to children to assess daily lifestyle habits
- Entered and summarized data using SPSS

## EXPERIENCE:

**YMCA**, West Chester, PA

*Enrichment Program Coordinator*, June 20XX-Present

- Engage children, ages 4-10, in various developmental activities
- Organize games and events to encourage social interactions among children
- Collaborate with two other Program Coordinators to create weekly learning themes

**The Arc of Chester County's Camp Safari**, West Chester, PA

*Camp Counselor*, July 20XX

- Coordinated outdoor activities for children with physical and intellectual disabilities
- Provided one-on-one support during recreational activities
- Communicated with families to ensure campers were given necessary assistance

**Mario's Restaurant**, Exton, PA

*Waitress*, December 20XX-May 20XX

- Provided excellent customer service in a family restaurant environment
- Contributed to entire restaurant team and supported other sections when short-staffed
- Trained new employees on service procedures and principles

## ACTIVITIES:

**Psychology Club**, West Chester University

*Vice President*, August 20XX-Present; *Member*, September 20XX-Present

- Attend weekly meetings to discuss current trends in psychology
- Plan monthly activities to engage members with the local community
- Participate in various 5Ks and fundraising efforts for people with disabilities

## SKILLS:

- Proficient utilizing Microsoft Word, Excel, PowerPoint, Outlook and SPSS

# Chris Applicant

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## Education

**Bachelor of Social Work**, May 20XX  
West Chester University of Pennsylvania, West Chester, PA  
3.75 GPA, Dean List

## Social Work Experience

### **Social Work Practicum**

*Keystone Charter High School, Philadelphia, PA*

August 20XX – December 20XX

- Provide individual assessment of diverse teenagers diagnosed with learning disabilities and behavioral disorders
- Co-facilitate sessions of a peer mentoring program for teen girls to encourage self-esteem and teamwork
- Collaborate with team of social workers and observe meetings between social workers, faculty and parents to develop individualized plans for students
- Developed and implemented various forms of games and play to develop participants' self-confidence and social skills

## Related Experience

### **Lead Counselor**, Counselor-in-Training Program

*XYC Summer Camp, Lake Winston, VT*

Summers 20XX – 20XX

- Prepared twelve youth ages 14-16 to become responsible summer camp counselors
- Developed daily classes that implemented lecture, group activities, and discussion to develop responsibility and leadership
- Led hiking, biking, and other outdoor activities to build teamwork and confidence

### **In-Home Child Care**

*Various Employers*

August 20XX - May 20XX

- Provided care to children from infants to 10 years old
- Engaged children in social, educational, and recreational activities and assisted two children with mathematics and reading aptitude

## Language Proficiency

Spanish (reading, writing, and speaking)

## Skills

CPR, AED, & First Aid Certification (June 20XX)  
Microsoft Word, Excel, PowerPoint, Outlook

# Taylor R. Helper

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## EDUCATION

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**West Chester University of Pennsylvania**, West Chester, PA

*Bachelor of Science in Public Health: Health Promotion*, May 20XX

- Certified Health Education Specialist Exam (Feb 20XX)
- *Honors*: Academic Dean's List, Fall 20XX-Spring 20XX

*Relevant coursework*: Program Planning & Evaluation, Health Behavior, Chronic and Communicable Diseases, Health Marketing and Communications, Health Curriculum and Instruction, Public/Community Health

## LEADERSHIP EXPERIENCE

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**Alpha Phi Omega National Service Fraternity**, WCU

Sep 20XX - Present

- Vice President of Membership (20XX): Mentored 12-member Spring 2013 pledge class
- Coordinated team of 30 volunteers; Awarded "Best Theme."
- Scouting & Youth Chair (20XX): Liaison for youth-based organizations; coordinated weekly service opportunities

**Delta Chi Fraternity**, West Chester University

Sep 20XX - Present

- Public Relations Chair (20XX)

**Pennsylvania Public Health Association**, Student Member

Sep 20XX - Present

## EXPERIENCE

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*Data Entry Specialist*, **Icon Clinical Research**, North Wales, PA

Sep 20XX - Present

- Assist CDC in managing confidential study information
- Process departmental query requests, serving as a liaison to site coordinators for query resolution

*Summer Support Coordinator*, **Kennett Square Family Center**

May - Aug 20XX

- Developed new standards-based curriculum for Elementary Transition Program
- Supervised 20 children during the three-hour school day
- Coordinated additional summer programs revolving around topics of health habits for kids

*Volunteer*, **Kennett Square Family Center**

Jun 20XX – Mar 20XX

- Assisted with community-based events once a month, honing communication and teamwork skills through interactions with colleagues and clientele
- Performed administrative duties including organizing files and reports, writing correspondence, and ordering supplies
- Coordinated Dental Health Fair in June 2009 for 70 participants

## CONFERENCES

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*Integrative Health Conference*, Childhood Obesity Trends, WCU

Mar 20XX

*Health Education Advocacy Summit*, Washington D.C.

Mar 20XX

*Volunteer Leadership Retreat*, West Chester University, PA

Sep 20XX

# Fatima Franklin

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## OBJECTIVE:

Compassionate, enthusiastic, motivated young professional seeking internship within a victim's or women's advocacy organization.

## EDUCATION:

West Chester University, West Chester, PA

Anticipated May 20XX

Bachelor of Arts, Women's and Gender Studies

Current GPA: 3.42

## RELEVANT COURSEWORK:

English Composition, Public Speaking, Body Politics: Gender, Culture and Representation, Intro to Women's Study and Gender Studies, Sexual Identity, French Language

## EXPERIENCE:

Intern: Planned Parenthood of West Chester, PA

May 20XX – August 20XX

- Assisted nurses with patients during office hours
- Created and organized patient charts and maintained filing system
- Provided front desk coverage and office support including: phone calls, emails, and faxing
- Contributed to social media presence through Twitter, Facebook, Tumblr, Instagram, and YouTube
- Maintained professional and confidential service in line with agency's standards and best practices.

## ADDITIONAL EXPERIENCE:

Babysitter: Various families in the West Chester area

April 20XX – Present

- Develop, nurture, and care for children from 6 months – 12 years in employer's home
- Prepare formula for infants and snacks and meals for toddlers/children
- Bathe and dress infants and children when necessary
- Provide afterschool homework assistance
- Organize and participate in activities such as games, crafts, outings, and exercise
- Maintain a clean and safe environment inside the home
- Communicate activities; including dietary and behavioral information to parents upon return
- Perform light housekeeping duties
- Provide local transportation to activities and birthday parties upon request

## SKILLS:

Fluent in French, Dependable, Teamwork Oriented, Organized, Strong Communication Skills

# John Q. Public

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## **EDUCATION**

**West Chester University of Pennsylvania**, West Chester, PA

*Bachelor of Science in Exercise Science, Concentration: Pre-Physical Therapy, May 20XX*

- Cumulative GPA 3.42 | Major GPA: 3.57

*Relevant Coursework:* Exercise Physiology & Exercise Physiology Lab, Biomechanics, & Motor Learning

**Delaware County Community College**, Media, PA

*Associate of Applied Science in Health Studies, May 20XX*

## **SHADOWING & VOLUNTEER EXPERIENCE**

**Premier Physical Therapy at West Chester**, West Chester PA

*Shadow, August 20XX-present*

- Observe multiple physical therapists with varying specialties, i.e. joint replacement, knee replacement, hand & wrist, foot & ankle, interventional pain management, etc.

**Bryn Mawr Rehab Hospital**, Malvern, PA

*Volunteer, September 20XX-December 20XX*

- Volunteered twice weekly, accruing 150 hours overall
- Interact with rehab patients individually to provide support and/or assistance, as needed
- Provide transportation services for rehab patients to support full time staff
- Observed inpatient physical therapy rehabilitation services

**Full Range Physical Therapy**, Drexel Hill, PA

*Shadow, June 20XX-August 20XX*

- Observed interaction and communication between physical therapist and patients to gain exposure to the field
- Participated in several training sessions to learn new techniques for enhanced outcomes

## **PROFESSIONAL EXPERIENCE**

**Maris Grove – Erickson Living Community**, Glen Mills, PA

*Server, September 20XX-present*

- Deliver efficient and effective dinner service to elderly community members
- Communicate with residents consistently to ensure their satisfaction with the service they are receiving
- Coordinate with staff from various departments to assure time efficiency and organization for meal delivery

## **SKILLS & CERTIFICATIONS**

- **American Heart Association**, *CPR and AED Certified, 20XX-present*

## **PROFESSIONAL ASSOCIATIONS & INVOLVEMENT**

- **National Strength and Conditioning Association (NSCA)**, *Member, May 20XX-present*
- **Student Athletic Advisory Committee**, West Chester University, *Member, August 20XX-present*

# NANCY SANCHEZ

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## EDUCATION

**Bachelor of Science in Nursing** (December 20XX)

West Chester University of Pennsylvania, West Chester, PA

- GPA: 3.57; Dean's List

## CERTIFICATIONS & SKILLS

**CPR, First Aid, AED Certified** (Through December 20XX)

**American Sign Language** (Basic Understanding)

## CLINICAL EXPERIENCE

Wilmington Hospital- **Psychiatric** (Fall 20XX)

Chester County Hospital- **PINU** (Fall 20XX)

Neighborhood Health Association (Summer 20XX)

Abington Hospital- **Telemetry** (Summer 20XX)

Friends Senior Living Community (Spring 20XX)

Alfred I. DuPont Children's Hospital (Spring 20XX)

Bryn Mawr Rehabilitation (Fall 20XX)

Chester County Hospital- **Maternity** (Fall 20XX)

### **Summary of Skills:**

- Aided patients with chronic health problems
- Administered medications and completed follow-up procedures
- Supported patients by providing a comfortable and therapeutic environment
- Performed routine assessments on adults, children and infants
- Communicated with patients' families
- Engaged in activities with children who had physical and mental disabilities
- Taught and promoted preventative care and healthy lifestyle choices
- Facilitated small group workshops to help patients develop adaptive strategies
- Collaborated with hospital staff to provide quality care to patients and visitors
- Wrote and updated patient progress charts

## RELATED EXPERIENCE

**Child Life Program Volunteer** (September 20XX-Present)

**Nemours/Alfred I. duPont Hospital for Children**, Wilmington, DE

- Provide a comforting environment for children dealing with illnesses
- Assist specialists with development and implementation of programs
- Support children through self-expression activities and play

**Assisted Living Care Giver** (June 20XX-Present)

**Sunrise Senior Living**, West Chester, PA

- Ensure a comfortable and welcoming environment for residents
- Participate in field trips and activities with residents
- Offer quality care through ongoing support, including bathing, changing and feeding patients
- Manage confidential patient files

## PROFESSIONAL DEVELOPMENT & ACTIVITIES

**Student Nurse's Association of PA (SNAP)**, West Chester University

- Collaborate with fellow members to promote awareness of health and wellness

**Colleges Against Cancer**, West Chester University

- Support local patients and organizations through frequent community service
- Coordinate and participate in an annual 24-hour Relay for Life event on campus

**Mary Kline Professional Day**, Volunteer (Fall 20XX, Fall 20XX)

**Society of Pediatric Nurses**, Member (20XX-Present)

# Riley Studies

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## EDUCATION:

**West Chester University**, West Chester, PA May 20XX  
Bachelor of Science in Liberal Studies- Professional Studies  
Minors: Astronomy and Science Education

**Delaware County Community College**, Media, PA May 20XX  
Associate of Arts in Liberal Arts

## RELATED EXPERIENCE:

**Discovery Camp Counselor** May 20XX-Present (Seasonal)  
The Franklin Institute, Philadelphia, PA

- Lead groups of 8-10 year-olds through a variety of science-related activities weekly
- Introduce campers to daily scientific discoveries and museum displays
- Encourage campers to participate in games and socialize for enhanced learning opportunities
- Collaborate with staff to create different weekly camp themes

**Education Intern for Explorers Camp** January 20XX-May 20XX  
The Academy of Natural Sciences of Drexel University, Philadelphia, PA

- Planned activities to engage students, ages 6-12, in camp activities during spring break
- Implemented daily themes based on nature, animals, and space topics
- Developed brochures and fliers to market the camp to local schools

## ADDITIONAL EXPERIENCE:

**Barista** December 20XX-Present  
Starbucks, Glen Mills, PA

- Provide excellent service to a diverse customer population
- Ensure customers receive orders in a timely manner
- Maintain a clean and organized café for customer satisfaction
- Train new staff on company policies and procedures

**Sales Associate** May 20XX-September 20XX  
Target, Glen Mills, PA

- Welcomed customers and helped locate items
- Organized seasonal floor displays and stocked shelves
- Collaborated with fellow employees to promote the company mission

## ACTIVITIES:

**Member**, Astronomy Club, West Chester University September 20XX-Present

- Meet weekly to discuss current topics related to space and astronomy

**Member**, Earth and Space Science Club, West Chester University September 20XX-Present

- Volunteer at community schools to promote science and sustainability

## SKILLS:

- Proficient with Microsoft Office, Adobe Suite, Photoshop
- Fluent in Korean

# APRIL FLOWERS

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## EDUCATION:

West Chester University of Pennsylvania, West Chester, PA

**Bachelor of Science in Nutrition and Dietetics**

*Anticipated Graduation May 20XX*

- GPA: 3.93
- **Awards:** 20XX EAPSU Scholarship Recipient for Leadership and Academic Achievement; Dean's List

## RELATED INVOLVEMENT:

**FeelGood: Vice President**

*Aug. 20XX-Present*

- Lead chapter of FeelGood, a college movement that raises money for organizations that end extreme poverty
- Coordinate with fellow board members to execute events, schedule and run meetings, running meetings, and handling finances

**Member of Student Dietetic Association, West Chester University of Pennsylvania**

*Aug. 20XX-Present*

- Leadership Role: **Community Coordinator**; connecting the club with opportunities in the community, making the community aware of club events and working on professional networking.
- Founder and coordinator of WCU Nutrition and Dietetic Research Discussion Group

**Sports Nutrition Interest Group Member (SNIG) at West Chester University**

*Sept. 20XX-Present*

- Planned, organized and executed *Exercise is Medicine Day* event participation
- Conducted tour of healthy cafeteria food options for various men's teams
- Prepared and delivered Sports Nutrition education session to young athletes attending summer sports campus at WCU

## WORK EXPERIENCE:

**Whole Foods Market, Philadelphia, PA**

*Jan. 20XX-Present*

*Customer Service Team Member; Healthy Eating Ambassador*

- Assisted the Healthy Eating Specialist in store events and projects
- Provided excellent customer service; participated in quarterly store inventories

## SKILLS:

- Experienced in Microsoft Office Suite
- Meal planning for sports performance
- Experienced in research process, including literature reviews, survey design, IRB submissions, etc.
- ServSafe Manager Certified, Fall 20XX

## NUTRITION VOLUNTEERING:

- Metropolitan Area Neighborhood Nutrition Alliance (MANNA) – Early Bird Volunteer
- The Melton Center - Teach, under supervision of RD, nutritional education lesson for children grades K-7
- Created meal plans for 6 Type I Diabetic children