

Harvey Health

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Formatting: Margins should be between .5-1” and font should be between 10-12 point.

Contact Information: Make sure your name is the most prominent piece of information on the document and that your e-mail address is professional. Add your LinkedIn public profile link.

EDUCATION

Saint Joseph's University, Philadelphia, PA

Bachelor of Science in Interdisciplinary Health Services, May 2021

Minor in Psychology

GPA: 3.1

Education: High school information should no longer be included. Spell out “Saint”; list your degree (“Bachelor” not “Bachelors”); Unsure of your degree? Check DegreeWorks. Include your graduation date vs. dates attended; highlight study abroad experiences. List GPA if above 3.0.

RELEVANT EXPERIENCE

Heartland Hospice Care, Philadelphia, PA

Volunteer, May 2018-Present

- Interact with five residents individually to provide companionship and emotional support
- Provide transportation services to residents to support full time staff

Headings: Include organization name, location (city, state), your title, and dates. Use months and years for dates as opposed to semesters and make sure each section is in reverse chronological order by end date (work backwards with current positions at the top of each section). Be consistent with all spacing and formatting.

Vista Physical Therapy, Mount Laurel, NJ

Shadow, March 2018

- 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

Centro Nueva Creacion, Philadelphia, PA

Afterschool Program Tutor, August 2017-February 2018

- Created fun and entertaining lessons to connect students’ diverse cultures into the classroom to build pride in their ethnicity as well as a community spirit
- Participated in intentional daily conversations with students to practice their English language skills which increased their confidence

Achievement statements: follow this formula: strong action verb + task + result. Use present tense verbs for current experiences and past tense verbs for past experiences.

ADDITIONAL EXPERIENCE

Saint Joseph's University Bookstore, Philadelphia, PA

Sales Associate, September 2017-Present

- Develop organizational skills by maintaining order in stock room to improve efficiency of store
- Communicate with customers in a friendly and professional manner to answer questions and increase sales

When describing your experiences, highlight your **transferable** skills vs. limiting content to the daily tasks you completed.

The Smith Family, Ardmore, PA

Nanny, June 2018 – August 2018

- Supervised three children ages 2, 4 and 7 during after school hours
- Encouraged play to develop positive social, cognitive and emotional behaviors
- Solved pressing issues in the moment and supported homework and dinner preparation

Quantify your responsibilities and accomplishments when possible.

SKILLS

Microsoft Office, Conversational in Spanish

Section headings should reflect the information in that section; tailor your sections to relate to the employer.