

Hannah 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.

EDUCATION

Saint Joseph's University, Philadelphia, PA
Bachelor of Science in Interdisciplinary Health Services, May 2022
Minor in Psychology

Education: For sophomores, it is recommended to have your high school mentioned in this section. Spell out “Saint”; list your degree (“Bachelor” not “Bachelors”); Unsure of your degree? Check DegreeWorks. Include your graduation date vs. dates attended; List GPA if above 3.0.

Red Bank Catholic High School, Red Bank, NJ
Diploma, June 2018

RELEVANT EXPERIENCE

Greenspan Medical Center, Middletown, NJ
Information Desk Assistant, September 2018-May 2019

- Greeted hospital guests and collected information for Visitor’s Pass to follow security procedures and provide a welcoming atmosphere
- Discharged patients from all departments to support a smooth transition home

Parkside Elementary School, Little Silver, NJ
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 2018-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

The Smith Family, Ardmore, PA
Nanny, June 2019 – August 2019

- 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

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.

EXTRACURRICULAR ACTIVITIES

SJU Club Softball, Philadelphia, PA
Team Member, January 2019- Present

- Collaborate with 15 teammates to represent SJU against local universities
- Devote 10 hours a week to practice and competition in season while carrying a full load of courses
- Enhance communication skills to promote problem solving and team spirit

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

Quantify your responsibilities and accomplishments when possible.

SKILLS

Microsoft office, Conversational in Spanish

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