

SAMPLE RESUME – APPLYING TO GRADUATE SCHOOL

(Resume courtesy of the University of Delaware)

MARCIA P. STUDENT

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EDUCATION

Bachelor of Arts

Major: Psychology

Minor: History

GPA: 3.644

Additional Graduate Level Classes: Counseling Theories; Interventions in Special Education; Interpersonal Counseling Practicum; Statistics; Research Methods

University of Delaware

Newark, DE

May 2013

HONORS AND AWARDS

Dean's List

2010-present

Honors Program

2009-present

Jefferson Smith Academic Scholarship

2009-present

RESEARCH

Professor C.E. Gilmartin

Psychology Department

2012-2013

-Surveyed groups of students in special education classrooms using Lomain Marker Test.

-Coded responses and entered into Excel spreadsheet.

-Edited summary of results for Journal of Special Education.

-Took part in presentation at the Psychology Association Conference

Professor Michael Long

Psychology Department

Fall 2011

-Trained to perform cognitive studies with infants and toddlers.

-Delivered instructions to children's care givers.

-Summarized and coded findings and created a poster based on results.

INTERNSHIPS

Child, Inc.

Wilmington, DE

Spring 2012

-Monitored parent-child interactions.

-Provided instruction on appropriate play interventions.

-Summarized findings for staff psychologist.

PAWs for People

Hockessin, DE

Fall 2011

-Trained in pet therapy with special education populations.

-Brought dogs and cats to schools and hospitals to encourage students to talk and interact.

-Assisted with preparation of organization's newsletter and helped with distribution.

TEACHING ASSISTANT

Professor Anne Barron

Human Sexuality (IFST 456)

Spring 2013

-Assisted with administrative tasks

-Facilitated discussion groups.

OTHER EXPERIENCE

Library Aide

Morris Library, UD

Summer 2012

-Shelved books in rare books case.

-Assisted patrons with locating books and appropriate data bases.

-Used Access software to track attendance at library functions.

Waitress

Grotto's Pizza, Newark, DE

Summer 2011

-Served customers and trained employees.

Counselor/Supervisor

Camp Storm, Cincinnati, OH

Summer 2010

-Responsible for 43 fourth graders.

-Dealt with homesickness, emergency health situations, and aggressive behavior successfully.

SKILLS/CERTIFICATIONS

Working knowledge of Microsoft Office: Word, Excel, Power Point, Access

Knowledge of research data bases such as Lexis Nexis

Proficient with SPSS

Conversant in French

Excellent research, writing, and communication skills

Human Subject Research Certificate

Seminar on coding

ACTIVITIES

Best Buddies - paired with mentally challenged high school student

2011-present

Alpha Omega Sorority

2010-present

-Service chair

-Treasurer

Special Olympics

2008-present

Travel to Sweden, Finland, Norway, and Estonia

Summer 2010