

Before

New Grad 1
29 Street Address
Your Town, New York 55555
(555)-555-5555
Yourname@GWU.edu

Education

- The George Washington University, Washington, D.C.**
Bachelor of Arts: Psychology, Candidate, May 2008
- GPA 3.45
 - Deans List
 - Nominated for National Society of Collegiate Scholars

Work Experience

Name of Home, Washington, D.C.

Volunteer companion for low income women over 65 years of age
February 2006 - Present

- Escort for doctor appointments
- Accompanied women to pharmacy, supermarket, and beauty salon

Name of School, Washington, D.C.

Teaching Assistant Volunteer, September 2005 – December 2006
Preschool for homeless preschoolers

- Assisted children in learning motor skills through coloring and painting
- Monitored recess play
- Monitored nap time

Name of School, City Name, New York

Teaching Assistant, Summer 2003, Spring 2004

- Assisted in teaching kindergarten students reading and writing skills
- Assisted first and second grade students with motor skills for writing

Doctor's Name, City, New York

Dental Assistant, Summer 2003, Summer 2004

- Assisted in cleaning procedures
- Cleaned instruments
- Answered phones
- Filed charts

Organizations

- Elizabeth Glaser Pediatric Aids Foundation: Fundraiser

Computer Skills

- Proficient in Microsoft Word

After

New Grad 1
10 Any Avenue # 32
Your City, NY 10706
(555)-555-5555
Yourname@GWU.edu

EDUCATION

The George Washington University, Washington, D.C.
Bachelor of Arts: Psychology, May 2008, Cum Laude

- GPA 3.5, Deans List
- National Society of Collegiate Scholars
- PSI CHI National Honor Society in Psychology

Your University, Institute of Italian Studies, Florence Italy

January 2007 – May 2007

EMPLOYMENT

Company Name New York, N.Y.

Summer 2007

Intern: Human Resources

- Researched employee awards programs and Corporate University programs
- Created PowerPoint proposal for employee rewards program for management presentation
- Summarized and shortened exit interview spread sheet
- Team member of intern committee for creating Corporate University Program name and logo
- Participated in new employee orientations and exit interviews
- Performed reference checks, organized paperwork for employee files, and sent out employee packets
- Sent out new employee packets and organized paperwork for employee folders

School Name, Washington, D.C.

September 2006 – December 2006

Teaching Assistant for children ages 2 months to 5 years

- Supervised educational activities and field trips
- Planned recreational activities
- Debriefed parents regarding child's experience

Hospital Name Center, New York, New York

Summer 2006

Pediatric Floor, Child Life Program

- Provided support for pediatric patients through arts, crafts, and games
- Worked with children in inpatient, isolation, and outpatient
- Provided support for parents

School Name, City Name, New York

Summer 2003, Spring 2004

Teaching Assistant

- Assisted in teaching kindergarten students reading and writing skills
- Assisted first and second grade students with motor skills for writing

Doctor's Name, DDS, City Name, New York

Summer 2003, 2004

Dental Assistant

- Assisted in patient dental care, instrument cleaning, and office administration

COMMUNITY SERVICE

Aged Women's Home of City Name, State

February 2006 – May 2006

Companion

- Escorted women to doctor appointments, pharmacy, supermarket, and beauty salon

Name of School, City, State

September 2005 – December 2006

Teaching Assistant Volunteer, Preschool for Homeless Children

- Assisted children in learning motor skills through coloring and painting
- Monitored recess play and nap time

COMPUTER SKILLS

Proficient in Microsoft Word, PowerPoint, Excel