

# Sample

Note...Do not staple or duplex actual resume!

## SIGMUND BELL

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**OBJECTIVE:** To obtain a position in the field of counseling with (add your own specialty) in a Delta school district

### EDUCATION:

2006 – Present	<b>Delta State University</b> <i>Master of Education, School Counseling</i> Anticipated Graduation: May 2009 GPA 3.6	<b>Cleveland, Mississippi</b>
2006	<b>Delta State University</b> <i>Bachelor of Education, Psychology</i> GPA 3.45	<b>Cleveland, Mississippi</b>

### WORK EXPERIENCE:

2006 – Present	<b>Greenville Public Schools</b> <i>Internship</i> <ul style="list-style-type: none"><li>• Assist School Counselor in processing student paperwork</li><li>• Perform data entry tasks on new clients</li><li>• Observe counseling sessions with students</li></ul>	<b>Greenville, Mississippi</b>
2004 – 2006	<b>Paterson County Department of Hospitals</b> <i>Counseling Office Assistant</i> <ul style="list-style-type: none"><li>• Interviewed patients to determine financial competence</li><li>• Arranged for outpatient follow-up with various health services</li></ul>	<b>Cleveland, Mississippi</b>
2001 – 2002	<b>Season's Restaurant</b> <i>Waitress</i> <ul style="list-style-type: none"><li>• Trained new employees</li><li>• Served as hostess and waitress</li></ul>	<b>Cleveland, Mississippi</b>

### HONORS & ACTIVITIES:

- Delta Sigma Upsilon Chapter of Chi Sigma Iota
- Dean's List
- National Association of Counseling Professionals
- Counselor Education Council
- Student Government Spirit Committee Member
- Volunteer – Helping Hands Food Program

**SKILLS:** Word Processing, Excel, PowerPoint, CPR Certified

Sample provided by DSU Career Services

<http://careerservices.deltastate.edu>      [placement@deltastate.edu](mailto:placement@deltastate.edu)