

Sample

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

SIGMUND BELL

603 Park Avenue • Greenville, MS 38701 • 662-335-2222 • sbell@okra.deltastate.edu

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

EDUCATION:

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

WORK EXPERIENCE:

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

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