

HARRIS COLLEGE OF NURSING & HEALTH SCIENCES RESUME GUIDE



STUDENT
AFFAIRS

Center for Career &
Professional Development

What is a Résumé?

- A sample of your written communication skills
- The best possible representation of your professional self that reflects your personal education, experience, skills, and qualifications
- Each resume is UNIQUE, just like you! While there are standard best practices for formatting and content, each resume should reflect your professional self and should never be copied from someone else's experiences

Where Do I Start?

One way to begin your resume is to list everything you have done since your first day of college. You will find that you have more relevant experiences than you think. Next, categorize your experiences and other pertinent information into the following sections: contact information, education, experience, and other headings.

Once you have put your resume together, **schedule an appointment with your Career Consultant through Handshake by clicking Career Center --> Appointments** to ensure that your resume is tailored to the position for which you are applying.

Résumé Components

**Please note that sections may vary by your discipline. When in doubt, always check with your consultant about which sections may be most applicable to you. **

CONTACT INFORMATION (Required)

The top of the resume identifies your name, city & state, phone number, email address, and customized LinkedIn URL. Click [here to learn how to customize URL.](#)

EDUCATION (Required)

It is important to include the following:

- 1) All institutions of higher education you have earned degrees from and current institution, including majors, minors, and concentrations.
- 2) Grade Point Average, if above 3.0 on a 4.0 scale. Major GPA can be included if it is better than your cumulative—just be certain to label it as Major GPA.

EXPERIENCE (Required)

Provide bulleted statements that communicate how your experiences, abilities, and skills relate to the targeted position and the organization's needs. Experience can include internships, volunteer work, course projects, research, job shadowing, and student teaching. It includes both paid and unpaid experiences. Each bulleted statement should be composed of:

action verb + what you did + result/achievement/accomplishment.

ADDITIONAL HEADINGS

ATS systems want to categorize information on your resume, so it's important to use standard section headers / titles so that the system knows where to count your experience. Ex. Research vs. Research Experience and Projects vs Project Experience. Additional headings should be used if they offer supporting evidence of your qualifications for the job. Choose standard headings that are descriptive of the material that follows them.

Examples include:

- Skills (Technical & Language)
- Honors
- Professional Associations
- Publications
- Research Experience
- Relevant Coursework
- Leadership Experience
- Course Project Experience

Things To Avoid

- Personal information such as age, marital status, pictures, or hobbies unrelated to the job
- Do **not** include high school information past freshman year of college. Employers are more interested in your college experiences.
- Avoid complete sentences and personal pronouns (I, me, mine, etc.).
- Avoid formatting your resume into columns or boxes and using colors or unique font types.
- Do not use software such as GoogleDocs, Pages, Photoshop or Canva. Stick with Microsoft Word.

Frequently Asked Questions

Is it ok to use a template?

It is best to avoid the use of templates since edits are typically harder to make, and many ATS (Applicant Tracking Systems) do not recognize them. We recommend starting with a blank Word document.

Do I need to include both my campus and permanent addresses?

No. Including both addresses can be helpful if you are applying in your hometown or somewhere out of state/country to illustrate your willingness to relocate, but it is not a requirement.

Do I need to include study abroad experiences?

Though including your study abroad experience is not required, it is encouraged for those who are applying to positions for which a broad cultural perspective and experience interacting with diverse populations would be advantageous.

What should I include in my skills section?

Your skills section should consist of teachable skills such as any technical or language proficiencies, and it should include your level of proficiency. Avoid listing soft skills, such as “hard working” or “quick learner” since these are not quantifiable.

How do I list multiple positions within a company/organization?

If the positions you've held at your company were in different roles, list the company once but break out the job titles, treating them like two different positions.

How many references should I list?

You will need 3-5 professional references. References are to be listed on a separate page, NOT as a part of your resume, and only submitted when asked for. In many online applications, there will be a separate space for you to type in references and their contact information.

How should I select who I ask to give a reference?

Make sure that you select people that you know will give you a high-quality reference. A lukewarm reference can screen you out of a job. Your references should be able to describe your high potential, achievements, and performance while you were in class or at work. Be sure to obtain the recommender's permission before listing their name as a reference. Always provide references with a current resume, so they are familiar with all of your achievements and experience.

What type of font should I use?

Use a universal type font such as Times New Roman, Calibri, Arial, Georgia, Garamond, or Palatino Linotype.

When listing dates, should I use seasons or months or both? Can I just list the year?

Dates should be formatted to reflect Months and Years or Semesters and should be consistent throughout the resume. See examples on the following pages.

Best Practices

- Create your resume using a Word doc and save as a pdf to submit via applicant tracking systems (ATS).
- **Always save your resume as: "Last Name- Organization- Year"
- About every month or so, save a new copy of your resume from Word and save as a pdf to avoid pdf file corruption.
- In the Education section, include the name of the specific school or college within the University on the same line as the University separated by a comma rather than listing them on separate lines. This way, the ATS system will read it as one school rather than two.
- On the degree line, replace the word "in" with a comma. Ex. Bachelor of Science in Accounting vs. Bachelor of Science, Accounting
- Make sure the company name and position/title are clearly delineated. Ex. Fundraiser vs. Fundraiser Associate.
- Whenever possible, quantify your experience using data driven or anecdotal evidence.
- It is acceptable to abbreviate the months using the first three letters of the month (Jan., Feb., Mar. etc.) as well as to use common degree abbreviations (B.A., M.S., Ph.D. etc.)
- Save your creative/graphic resumes for later in the interview process OR upload them in a non-specific "additional documents" section of the application

POWER VERBS

Each bullet point should begin with an action verb. Use present tense verbs for positions that are current and on-going. When describing past experiences, verbs should be in past tense “-ed”. Do not use verbs ending in -ing or -s.

Communication

Circulate
Clarify
Collaborate
Communicate
Compose
Correspond
Demonstrate
Document
Edit
Engage
Exhibit
Express
Illustrate
Interpret
Interview
Investigate
Optimize
Partner
Pitch
Plan
Present
Promote
Report
Review
Revise
Summarize
Syndicate
Translate
Transcribe

Teaching / Advising

Advise
Counsel
Demonstrate
Display
Encourage
Enlist
Ensure
Grade
Guide
Influence
Instruct
Introduce
Lecture
Mentor
Program
Provide

Rate
Steer
Support
Teach
Test
Train
Tutor
Public Relations
Advertise
Advocate
Attend
Coordinate
Dispense
Disseminate
Distribute
Fundraise
Launch
Persuade
Publish
Recruit
Screen
Target

Interpersonal Relations

Accommodate
Adapt
Coach
Collaborate
Consult
Converse
Cooperate
Critique
Develop
Encourage
Familiarize
Form
Foster
Fulfill
Implement
Inform
Interact
Intervene
Litigate
Mediate
Motivate
Negotiate
Recommend
Reconcile

Administrative/ Management

Accelerate
Accomplish
Achieve
Administer
Allocate
Approve
Benchmark
Chair
Command
Compromise
Consolidate
Control
Delegate
Direct
Enforce
Entrust
Expedite
Govern
Improvise
Initiate
Institute
Judge
Lead
Maintain
Manage
Moderate
Monitor
Oversee
Prioritize
Regulate
Streamline
Strengthen
Supervise
Organization
Apply
Assemble
Arrange
Categorize
Coordinate
Establish
Facilitate

Group
Orchestrate
Organize

Numbers/Data

Account
Appraise
Audit
Budget
Calculate
Collect
Formulate
Inventory
Maximize
Minimize
Multiply
Project
Purchase
Record
Reduce
Solve
Universal
Act
Apply
Contribute
Define
Diagnose
Effect
Eliminate
Emphasize
Navigate
Offer
Perform
Register
Respond
Serve
***Verbs Not Recommended**
*Aid
*Assist
*Deal
*Handle
*Help
*Learn
*Receive
*Responsible For
*Understand
*Work With

TRANSFERRABLE SKILLS LIST

Verbal Communication

- Perform and entertain before groups
- Speak well in public appearances
- Confront and express opinions without offending
- Interview people to obtain information
- Handle complaints in person over phone
- Present ideas effectively
- Persuade/influence others to a point of view
- Sell ideas, products or services
- Debate ideas with others
- Participate in group discussions and teams

Nonverbal Communication

- Listen carefully and attentively
- Convey a positive self image
- Use body language to make others comfortable
- Develop rapport easily with groups of people
- Establish culture to support learning
- Express feelings through body language
- Promote concepts through a variety of media
- Believe in self worth
- Respond to non-verbal cues
- Model behavior or concepts for others

Written Communication

- Write technical language, reports, manuals
- Write poetry, fiction plays
- Write grant proposals
- Prepare and write logically written reports
- Write copy for sales and advertising
- Edit and proofread written material
- Prepare revisions of written material
- Utilize all forms of technology for writing
- Write case studies and treatment plans
- Demonstrate expertise in grammar and style

Train/Consult

- Teach, advise, coach, empower
- Conduct needs assessments
- Use a variety of media for presentation
- Develop educational curriculum and materials
- Create and administer evaluation plan
- Facilitate a group
- Explain difficult ideas, complex topics
- Assess learning styles and respond accordingly
- Consult and recommend solutions
- Write well organized and documented reports

Analyze

- Study data or behavior for meaning and solutions
- Analyze quantitative, physical and/or scientific data
- Write analysis of study and research
- Compare and evaluate information
- Systematize information and results
- Apply curiosity
- Investigate clues
- Formulate insightful and relevant questions
- Use technology for statistical analysis

Research

- Identify appropriate information sources
- Search written, oral and technological information
- Interview primary sources
- Hypothesize and test for results
- Compile numerical and statistical data
- Classify and sort information into categories
- Gather information from a number of sources
- Patiently search for hard-to-find information
- Utilize electronic search methods

Plan and Organize

- Identify and organize tasks or information
- Coordinate people, activities and details
- Develop a plan and set objectives
- Set up and keep time schedules
- Anticipate problems and respond with solutions
- Develop realistic goals and action to attain them
- Arrange correct sequence of information and actions
- Create guidelines for implementing an action
- Create efficient systems
- Follow through, insure completion of a task

Counsel and Serve

- Counsel, advise, consult, guide others
- Care for and serve people; rehabilitate, heal
- Demonstrate empathy, sensitivity and patience
- Help people make their own decisions
- Help others improve health and welfare
- Listen empathically and with objectivity
- Coach, guide, encourage individuals to achieve goals
- Mediate peace between conflicting parties
- Knowledge of self-help theories and programs
- Facilitate self-awareness in others

TRANSFERRABLE SKILLS LIST

Interpersonal Relations

- Convey a sense of humor
- Anticipate people's needs and reactions
- Express feelings appropriately
- Process human interactions, understand others
- Encourage, empower, advocate for people
- Create positive, hospitable environment
- Adjust plans for the unexpected
- Facilitate conflict management
- Communicate well with diverse groups
- Listen carefully to communication

Leadership

- Envision the future and lead change
- Establish policy
- Set goals and determine courses of action
- Motivate/inspire others to achieve common goals
- Create solutions to complex problems
- Communicate well with all levels of the organization
- Develop and mentor talent
- Negotiate terms and conditions
- Take risks, make hard decisions, be decisive
- Encourage the use of technology at all levels

Management

- Manage personnel, projects and time
- Foster a sense of ownership in employees
- Delegate responsibility and review performance
- Increase efficiency to achieve goals
- Develop and facilitate work teams
- Provide training for development of staff
- Adjust plans/procedures for the unexpected
- Facilitate conflict management
- Communicate well with diverse groups
- Utilize technology to facilitate management

Financial

- Calculate, perform mathematical computations
- Work with precision with numerical data
- Keep accurate and complete financial records
- Perform accounting functions and procedures
- Compile data and apply statistical analysis
- Create computer generated charts for presentation
- Use computer software for records and analysis
- Forecast, estimate expenses and income
- Appraise and analyze costs
- Create and justify organization's budget

Administrative

- Communicate well with key people in organization
- Identify and purchase necessary resource materials
- Utilize computer software and equipment
- Organize, improve, adapt office systems
- Track progress of projects and troubleshoot
- Achieve goals within budget and time schedule
- Assign tasks and sets standards for support staff
- Hire and supervise temporary personnel as needed
- Demonstrate flexibility during crisis
- Oversee communication, email and telephones

Create and Innovate

- Visualize concepts and results
- Intuit strategies and solutions
- Execute color, shape and form
- Brainstorm and make use of group synergy
- Communicate with metaphors
- Invent products through experimentation
- Express ideas through art form
- Remember faces, accurate spatial memory
- Create images through, sketches, sculpture, etc.
- Utilize computer software for artistic creations

Construct and Operate

- Assemble and install technical equipment
- Build a structure, follow proper sequence
- Understand blueprints and architectural specs
- Repair machines
- Analyze and correct plumbing or electrical problems
- Use tools and machines
- Master athletic skills
- Landscape and farm
- Drive and operate vehicles
- Use scientific or medical equipment

[First Name] [Last Name]

817-555-5555 | First.Last@tcu.edu

EDUCATION

Texas Christian University, Fort Worth, TX
Bachelor of Science, Nursing

May 2023
GPA: 3.67

- Sigma Theta Tau Nursing Honor Society

Minor, Spanish for the Health Professions

Study Abroad: *TCU Global Perspectives in Health*, Geneva & London

June 2022

- Visited WHO, UN, Red Cross & the Royal College of Nursing to learn about European healthcare systems & gain perspectives on global response to health & illness.

CERTIFICATIONS & SKILLS

Conversational in Spanish

American Heart Association BLS for Healthcare Providers (CPR & AED)

Expires: April 2025

Dementia Friend

March 2021

HEALTHCARE EXPERIENCE or RELEVANT EXPERIENCE

Parkland Hospital – Dallas, TX

August 2022-Present

Patient Care Technician – Neuro ICU

- Deliver direct patient care to 12 patients per shift while also managing the needs and questions of the patients' families to ensure patient stability and high levels of comfort
- Perform various duties such as the insertion of catheters and removal of IV's to minimize patient infection and pain

Interprofessional Education with UNT Health Science Center – Fort Worth, TX

January 2021-Present

Student Nurse

- Collaborate with TCU & UNT health care students by reviewing case studies, discussing best practices for patient safety, and understanding patient problems from multiple perspectives to better patient outcomes

Texas Health Resources, Harris Methodist Downtown – Fort Worth, TX

June 2022-August 2022

Nurse Extern- Medical/Surgical

- Provided basic patient care and comfort, working with a preceptor rotating through ED, NICU, and OR floors to enhance role transition by developing new knowledge and reinforcing learned skills with hands on experience

Medical City Arlington – Arlington, TX

December 2020-June 2021

Patient Safety Attendant, Float Pool

- Observed and monitored patients from pediatrics to geriatrics ensuring patient safety at all times
- Communicated with nurse and various members of multidisciplinary team with any patient concerns, documented patient behavior according to District Policy by using required forms and learning reporting system

CLINICAL EXPERIENCE

Baylor University Medical Center – *Transition to Practice* (115 hours)

March-May 2023

Riverside Middle School – *Community Health* (75 hours)

January-March 2023

John Peter Smith Hospital – *Critical Care, Adult 2* (75 hours)

August-December 2022

THR Harris Methodist Downtown – *Women's Health* (40 hours)

October-December 2022

Cook Children's Medical Center – *Pediatrics* (40 hours)

August-October 2022

Baylor All Saints – *Medical/Surgical, Adult 1* (75 hours)

January-May 2022

Mesa Springs – *Behavioral Health* (75 hours)

January-May 2022

Medical City Fort Worth – *Foundations of Nursing* (75 hours)

August-December 2021

VOLUNTEER EXPERIENCE

Seniors Assisting in Geriatric Education (IPE), *Student Nurse*

August 2021-Present

Envoy Hospice, *Activities Volunteer*

November 2019-December 2021

CAMPUS INVOLVEMENT

Student Nurses Association, *Member*

August 2019-Present

Students for Dementia Friendly TCU, *Member*

January 2020-Present

Sample Movement Science Resume (Pre-PT/OT/PA)

[First Name] [Last Name]

123 Frog Street | Fort Worth, Texas 76017 | 817-555-5555 | first.last@tcu.edu

EDUCATION

Texas Christian University, Fort Worth, TX

Expected: May 2023

Bachelor of Science in Kinesiology, Movement Science

GPA: 3.63

Emphasis: Pre-Physical Therapy

- John V. Roach Honor College, Honors Thesis: *Effects of Yoga Training on Volleyball Players*
- Honors Study Abroad: *Cultural Routes 11- Germany, Switzerland, and Italy*, May 2021

CERTIFICATIONS

CPR/First Aid Certified, American Red Cross

Expires: July 2025

CITI Research Ethics and Compliance Training

December 2022

RELEVANT EXPERIENCE

Fort Worth Physical Therapy, Physical Therapy Technician (300+ hours)

January 2022 – Present

- Assist with patient ambulation, range of motion strengthening, exercise, and transfers on a timely basis to meet the daily needs of the clinic schedule
- Complete patient documentation and support physical therapist in establishing patient treatment plans by utilizing performance assessments and evaluating patient's functional skills

Green Oaks Physical Therapy, Internship (180 hours)

August 2021 – December 2021

- Instructed patients on various exercises and techniques to correct impairment and restore daily functional skills

YMCA of Orange County, Special Needs Activities Coordinator

May 2020 – August 2020

- Facilitated group activities by encouraging positive teamwork and social interaction between campers

RESEARCH EXPERIENCE

TCU Kinesiology Lab, Research Assistant

August 2020 – January 2021

- Demonstrated understanding and safe use of lab equipment and software including Qualisys Motion, Capture System, Qualisys Track Manager, Delsys, EMGworks, Matlab, and Visual 3D
- Examined strategic focus of attention in competitive athletes; specifically, whether internal or external focus of attention will be most beneficial to increase stability in skilled and less skilled soccer players
- Collected and input data and provided preliminary written analysis of findings

OBSERVATIONS

Texas Health Care Bone & Joint Clinic, *Outpatient Orthopedic* (15 hours)

May 2022

Pate Rehabilitation, *Inpatient Rehabilitation* (40 hours)

January 2022 – April 2022

Stonegate Nursing & Rehab, *Skilled Nursing* (20 hours)

December 2021

Texas Scottish Rite Hospital, *Acute Care* (24 hours)

July 2021

RELEVANT COURSEWORK

Motor Behavior

Anatomical Kinesiology

Sport & Exercise Pharmacology

Biomechanics

Exercise Physiology

Exercise Psychology

Study of Human Disease

Neuromuscular Pathophysiology

Physical Activity & Disability

PROFESSIONAL MEMBERSHIPS

Texas Chapter – American College of Sports Medicine (TACSM), *Student Member*

August 2020 – Present

American College of Sports Medicine (ACSM), *Student Member*

January 2020 – Present

CAMPUS & COMMUNITY INVOLVEMENT

Student Kinesiology Association, *Member*

August 2020 – Present

Reading Partners, *Volunteer*

January 2021 – December 2021

Harris College Peer Mentor, *Kinesiology Mentor*

August 2020 – December 2020

Sample Undergraduate Athletic Training Resume

[First Name] [Last Name]

123 Frog Street
Fort Worth, Texas 76017
first.last@tcu.edu
817-555-5555

EDUCATION

Texas Christian University, Fort Worth, TX
Bachelor of Science, Athletic Training
• *John V. Roach Honors College*
Minor: Spanish for the Health Profession

Anticipated: May 2023
Anticipated BOC Exam Date: April 2023
GPA: 3.42

CERTIFICATIONS & SKILLS

Conversational Spanish
American Heart Association BLS for Healthcare Providers (CPR & AED)
TeamSTEPPS

Expires: April 2025
February 2022

CLINICAL ROTATIONS

Texas Christian University Football, Fort Worth, TX
Student Athletic Trainer

August 2022 – May 2023

- Collaborated with the sports medicine team to provide treatment and rehabilitation for athletes
- Implemented comprehensive screening for injuries; specifically, concussions

Texas Christian University Baseball, Fort Worth, TX
Student Athletic Trainer

January 2022 – May 2022

- Performed techniques such as dry needling, deep E-stim, myofascial decompression, and IASTM to heal soft tissue injuries

Marshall High School, Crowley TX
Student Athletic Trainer

August 2021 – December 2021

- Cared for high school athletes in various sports programs by providing treatment at events

Texas Christian University Baseball, Fort Worth, TX
Student Athletic Trainer

January 2021 – May 2021

- Provided therapeutic interventions for student athletes and gained knowledge of TCU and NCAA policies and procedures

RELATED EXPERIENCE

Gatorade Basketball Tournament

2021 – 2022

- Cared for acute injuries during the tournament

Cowtown Marathon

2020 – 2022

- Addressed injury issues and other concerns for marathon participants

Mansfield ISD Back to School Physicals

August 2020

- Assisted with screening and collected paperwork

OTHER EXPERIENCE

TCU Neeley School of Business, Dean's Office, *Student Worker*
Walton Swim Club, *Lifeguard and Swim Instructor*

February 2020 – May 2022
January 2018 – November 2021

AFFILIATIONS

National Athletic Trainers Association, *Student Member*
TCU Athletic Training Students Association, *Member*

August 2019 – Present
September 2020 - Present

[FIRST NAME] [LAST NAME]

123 Frog Street | Fort Worth, Texas 76017
817-555-5555 | first.last@tcu.edu | www.linkedin.com/firstlast

EDUCATION

Texas Christian University, Fort Worth, Texas Expected: May 2023
Bachelor of Science, Kinesiology - Health & Fitness GPA: 3.32
Minor: Nutrition

LICENSURE AND CERTIFICATIONS

ACE Certified Personal Trainer, License #123456 Expires: May 2024
CPR/First Aid, American Red Cross Expires: May 2024

EXPERIENCE

TCU Recreation Center, Fort Worth, Texas August 2020 – Present
Personal Trainer

- Develop personal and comprehensive client programs that drive client goal achievement and retention
- Ensure client safety through use of demonstrations and instructions on proper use of equipment, physical form, and safe workout practices

Special Olympics of North Texas, Austin, Texas January 2019 – January 2022
Wellness Volunteer

- Assisted with medical screenings by performing height and weight, bone density, and blood pressure tests
- Advised athletes on nutritional counseling and proper stretching techniques

TCU Student Development Services, Fort Worth, Texas May 2021 – August 2021
Frog Camp Director- Cultura

- Planned 9 orientation sessions for approximately 2,000 incoming students in order to provide them with a once-in-a-lifetime experience and introduce them to the TCU community, values, and traditions
- Mentored and trained 15 new Frog Camp Facilitators and TCU Faculty/Staff partners
- Reviewed curriculum and tailored activities surrounding resilience, diversity and inclusion, self-care, and connectivity to Texas Christian University

Frog Camp Facilitator May 2020 – August 2020

- Facilitated small group discussions for 15 incoming Freshman and collaborated with a Faculty/Staff partner
- Led activities and debriefed discussions while creating a sense of community

RESEARCH EXPERIENCE

TCU Kinesiology Lab, Fort Worth, Texas August 2020 – Present
Research Assistant

- Demonstrated understanding and safe use of lab equipment and software including Qualysis Motion Capture System, Qualisys Track Manager, Delsys EMGworks, Matlab, and Visual 3D
- Examined strategic focus of attention in competitive athletes; specifically, whether internal or external focus of attention will be most beneficial to increase stability in the skilled and less skilled soccer players
- Collected and input data and provided preliminary written analysis of findings

RELEVANT COURSEWORK

Exercise Physiology	Foundations of Sports Injuries	Physical Activity & Disability
Study of Human Disease	Principles of Strength & Conditioning	Sports & Exercise Pharmacology
Motor Behavior	Exercise Assessment & Prescription	Nutrition & Physical Activity

ACTIVITIES

Food Recovery Network, Member September 2021 – Present
Special Olympics at TCU, Member August 2020 - Present

Sample Physical Education & PE with Strength & Conditioning Resume

[First Name] [Last Name]

123 Frog Lane | Fort Worth Texas 76017 | 817-555-5555 | first.last@tcu.edu

EDUCATION

Texas Christian University, Fort Worth, TX
Bachelor of Science, Physical Education
Minor: Health & Fitness

December 2022
Cumulative GPA: 3.34

CERTIFICATIONS

TEGES Physical Education EC – 12
TEGES Pedagogy and Professional Responsibilities EC – 12
CPR/First Aid Certified, American Red Cross

Passed March 2022
Passed January 2022
Expires: July 2023

TEACHING EXPERIENCE

Marshall High School, Crowley, TX
Student Teacher

August 2022 – Present

- Create developmentally appropriate lesson plans including fundamental motor skills development, manipulative skills, movement exploration, sport related skill development, and body management
- Implement individualized, successful intervention strategies for children with special needs
- Attend district, campus and team meetings as well as professional development sessions

C.F. Brewer High School, White Settlement, TX
Student Assistant

August 2021 – May 2022

- Shadowed physical education teacher, observed and interacted with 9-12 grade classes through fitness activities for 70 school days throughout the school year
- Participated in IEP meeting for students with physical disabilities to ensure an understanding in relevant modifications and accommodations
- Designed and implemented lesson plans focusing on sport skill development; specifically, strategies for badminton, basketball, and volleyball

KinderFrogs, Fort Worth, TX
Volunteer Teacher's Assistant

January 2021 – May 2021

- Assisted teachers with adapted physical education activities in the classroom and on the playground encouraging activity and movement among students with disabilities

PROFESSIONAL MEMBERSHIP

Texas State Teachers Association
Texas Association for Health, Physical Education, Recreation and Dance (TAHPERD)
Society of Health and Physical Educators

August 2021 – Present
May 2021 – Present
(SHAPE) August 2020 – Present

CAMPUS INVOLVEMENT & VOLUNTEER EXPERIENCE

University Christian Church, Sunday School Volunteer
TCU Student Foundation, Campus Tour Guide
theCrew (TCU), Student Program Director
Boys & Girls Club, Volunteer Tutor

May 2019 – Present
September 2020 – June 2021
November 2020 – May 2021
January 2020 – May 2020

ADDITIONAL EXPERIENCE

TCU Recreation Center, Fort Worth, TX, Student Worker
Buffalo Brothers, Arlington, TX, Waiter
YMCA, Fort Worth, TX, Childcare Provider

September 2020 – Present
January 2021 – July 2022
August 2019 – November 2020

Sample Undergraduate Speech Language Pathology Resume

[First Name] [Last Name]

123 Frog Street | Fort Worth, Texas 76017 | 817-555-5555 | first.last@tcu.edu

EDUCATION

Texas Christian University, Fort Worth, Texas

Bachelor of Science, Speech-Language Pathology

Minor: Child Development

GRE Verbal: 158

GRE Quantitative: 151

May 2023

Major GPA: 3.83

Overall GPA: 3.75

GRE Writing: 4.5

CLINICAL EXPERIENCE

TCU Miller Speech & Hearing Clinic, Fort Worth, Texas

August 2022 – Present

Senior Clinician

- Prepare weekly lesson plans for five-year-old client and conducts two therapy sessions per week to address articulation impairments and developmental delays
- Create long-term semester goals, administers probes for data collection, and constructs professional parent letters and summaries of therapy for client's personal file while also updating parent weekly on progress and providing strategies to continue practice at home

Junior Clinician

January 2022 – May 2022

- Observed graduate clinician's sessions throughout the semester and assisted in conducting a therapy session for patient with an articulation impairment
- Reported practice weekly observations for coursework and received feedback on writing materials
- Gained perspective on the role of a clinician and how to perform best means of practice

Literacy Camp Volunteer

June 2021

- Assisted in a three-week long program for preschool aged children teaching reading skills and strategies to improve reading fluency and word decoding through interactive learning stations and special thematic events

RESEARCH EXPERIENCE

John V. Roach Honors College, Honors Thesis

December 2021 – December 2022

- **Jimenez, A.** (2021). *Phonological awareness and vocabulary in elementary children with cochlear implants.*

Presented at John V. Roach Honors College Research Symposium, Texas Christian University, Fort Worth, Texas

Biofeedback Lab

May 2021 – September 2021

Research Assistant

- Evaluated clinical implementation of the use of biofeedback technology (ultrasound) in the remediation of speech sound errors; specifically, the effectiveness of ultrasound imaging for teaching the production of trilled 'r' to patients learning Spanish as a foreign language to better understand the articulatory requirements needed for language mastery

RELEVANT EXPERIENCE

Reading Ranch

October 2022 – Present

Literacy Teacher Assistant

- Monitored children's literacy levels and implemented strategies for improvement in phonemic awareness skills

Dallas Academy: Early Childhood Program

August 2020 – May 2021

Preschool Teacher's Aide

- Assisted with literacy development and retention in children ages 4-5 years old

CERTIFICATIONS

American Heart Association, CPR: Infant and Adult, First Aide

Expires: August 2024

CITI: Human Subjects Research

Expires: January 2025

PROFESSIONAL AFFILIATIONS

TCU Chapter, National Student Speech-Language Hearing Association, *Member*

August 2020 – Present

CAMPUS INVOLVEMENT

Frogs for Autism, *Member*

August 2020 – Present

Fundraising Chair

January 2021 – December 2021

- Organized annual fundraising night collaborating with community partners, created a marketing campaign, managed volunteers, and directed all logistics of the event

Sample Graduate Speech-Language Pathology Resume

[First Name] [Last Name]

123 Frog Lane Fort Worth, Texas 76017
817-555-5555 | first.last@tcu.edu

EDUCATION

- Texas Christian University**, Fort Worth, Texas May 2023
Master of Science, Speech-Language Pathology
Specialized Training: Bilingual Speech-Language Pathology (Spanish)
PRAXIS Passed: December 2022
- *Study Abroad:* Evidence Based Practice in Speech-Language Pathology, Australia & New Zealand May 2022
- Texas Christian University**, Fort Worth, Texas May 2021
Bachelor of Science, Speech-Language Pathology
Minor: Spanish for the Health Professions

SKILLS & TRAINING

Fluency in Spanish- Written and Verbal
Trust-Based Relational Intervention (TBRI), TCU Karyn Purvis Institute of Child Development
Modified Barium Swallow Impairment Profile (MBSImp), Northern Speech Services
Strategies and Tools to Enhance Performance and Patient Safety (TeamSTEPPS)

CLINICAL EXPERIENCE

- TCU Miller Speech & Hearing Clinic**, *Graduate Clinician* August 2020 – Present
- Administer standardized tests and informal diagnostic assessments for 60 clients ages 3 to 86
 - Participate in diagnostic teams to determine need for speech and language services
 - Organize and perform individual and group therapy sessions to both monolingual and bilingual (Spanish-English) children and adults with speech and language disorders including fluency disorders, learning disabilities, aphasia, voice disorders, resonance disorders, language impairments, and speech sound disorders
 - Create individualized therapy materials, write professional therapy reports, participate in weekly meetings with clinical supervisors, complete necessary charting and paper work
- Fort Worth Independent School District**, *Speech-Language Pathology Extern* August 2021 – April 2022
- Conducted speech-language assessments by using standardized tests and informal evaluations for monolingual and bilingual (Spanish-English) preschool and school-aged children, EC-6
 - Planned and delivered individual and group treatments, wrote functional goals, attended IEP and parent conferences for bilingual children with speech-language impairments including speech sound disorders, language impairments, and developmental delays
- Baylor All Saints Medical Center**, *Speech-Language Pathology Extern* August 2020 – May 2021
- Served clients in Trauma 1 inpatient acute care facility by assisting with bedside swallow evaluations, modified barium swallows, fiberoptic endoscopic evaluations of swallow, and VitalStim treatment
 - Secured placement of trachea-esophageal voice prosthesis, placement of larytubes, training of electrolarynx, and education of patients and families

INTERPROFESSIONAL EDUCATION

- Seniors Assisting in Geriatric Education Program (SAGE)** January 2022 – April 2022
- Communicate effectively with an older adult using patient-centered interviewing techniques, active and reflective listening, and with respect and understanding of cultural diversity
 - Collaborate with individuals from a variety of healthcare professional disciplines to gain knowledge about today's older adult population and their needs while learning to guide the next generation of healthcare professions
- eFrog Interprofessional Clinic** January 2020 – April 2022
- Engage in weekly discussions with team of nurse practitioners, nurses, dietitians, and social workers while utilizing critical-thinking skills by developing interdisciplinary care plans based on case studies
- Interprofessional Education with UNT Health Science** August 2021 – December 2021
- Collaborate with TCU & UNT health care students by reviewing case studies, discussing best practices for patient safety, and understanding patient problems from multiple perspectives to better patient outcomes

Sample Habilitation of the Deaf & Hard of Hearing Resume

[First Name] [Last Name]

123 Frog Lane | Fort Worth, Texas 76123 | 817-555-5555 | first.last@tcu.edu

EDUCATION

Texas Christian University - Fort Worth, Texas
Bachelor of Science, Communication Sciences and Disorders
Major: Habilitation of the Deaf & Hard of Hearing

May 2023

GPA: 3.68

CERTIFICATIONS AND SKILLS

Pedagogy and Professional Responsibilities EC-12
Generalist EC-6
Special Education ED-12
English as a Second Language
Fluent in American Sign Language

TEACHING EXPERIENCE

Waverly Park Elementary, Benbrook, Texas

January 2023 – May 2023

Student Teacher

- Developed and implemented lesson plans for second grade, deaf and hard of hearing students in all subjects
- Graded and evaluated students' work and managed classroom rules and policies
- Participated in ARD/IEP meetings and worked with students on IEP goals

Crowley Middle School, Fort Worth, Texas

August 2022 – December 2022

Student Practicum

- Prepared lesson plans for six students with mild to profound hearing loss
- Incorporated various tactile, visual, auditory, and kinesthetic (TVAK) activities during instruction
- Utilized whole language instruction to enhance vocabulary and comprehension skills
- Implemented and maintained classroom management to promote a safe learning environment

CLINICAL EXPERIENCE

TCU Miller Speech and Hearing Clinic, Fort Worth, Texas

August 2021 – May 2022

Student Clinician

- Completed 25 hours of clinical practicum with a variety of patients from children to adults
- Established speech, language, and auditory goals and monitored progress
- Utilized games, nursery rhymes and oral motor syllable drills to achieve successful learning outcomes

PROFESSIONAL MEMBERSHIP

Association of Texas Professional Educators

August 2022 – Present

CAMPUS INVOLVEMENT

Gamma Phi Beta
Student Government Association

August 2021 – Present

August 2020 – May 2022

COMMUNITY INVOLVEMENT

Watermark Church, *Interpreter*
KinderFrogs, *Classroom Assistant*

June 2019 – Present

August 2020 – December 2020

OTHER EXPERIENCE

Nanny, Fort Worth, Texas August 2020 – Present

- Provide care for family of six, children ages 9 months-12 years, ensuring a safe and healthy environment
- Oversee child transportation, homework, and assigned chores

Sample Undergraduate Social Work Resume

[First Name] [Last Name]

123 Frog Street Fort Worth, Texas 76123
817-555-5555 | first.last@tcu.edu

EDUCATION

Texas Christian University, *Harris College of Nursing and Health Sciences* - Fort Worth, TX
Bachelor of Science, Social Work (BSW)
Minor: Comparative Race & Ethnic Studies (CRES)

May 2023
GPA: 3.83

CERTIFICATIONS & TRAININGS

American Heart Association, CPR for Basic Life Support
TBRI, TCU Karyn Purvis Institute of Child Development
Trauma Informed Care, Department of Family and Protective Services
CITI Research Ethics and Compliance Training
Question, Persuade, Refer (QPR) Suicide Prevention Training

Expires: April 2024
January 2022
November 2021
January 2021
September 2020

RELEVANT EXPERIENCE

Family Service Agency

BSW Intern

Fort Worth, Texas
August 2022 – May 2023

- Supervised visitation between parents, children and siblings to ensure client safety
- Provided transportation for clients to mandated court appointments
- Researched the effectiveness of parent training class in reducing family conflicts

The Women's Center of Tarrant County

Helpline Volunteer

Fort Worth, Texas
January 2021 – August 2022

- Answered 24-hour helpline calls and provided emotional support and problem-solving assistance to people in crisis situations
- Informed callers and walk-in clients about services including referrals to community resources

VOLUNTEER EXPERIENCE

Interprofessional Education with UNT Health Science Center

August 2020 – May 2023

- Collaborate with TCU & UNT health care students by reviewing case studies, discussing best practices for patient safety, and understanding patient problems from multiple perspectives to better patient outcomes

Seniors Assisting in Geriatric Education

January 2021 – May 2022

- Communicate effectively with an older adult using patient-centered interviewing techniques, active and reflective listening, and with respect and understanding of cultural diversity
- Collaborate with individuals from a variety of healthcare professional disciplines to gain knowledge about today's older adult population and their needs while learning to guide the next generation of healthcare professions

Aids Outreach Center

May 2019 – May 2021

- Supported development staff on annual fundraising events and outreach

CAMPUS INVOLVEMENT

Frogs for Autism, Member

August 2020 – Present

- Attend monthly meetings, assist with projects, and participate in campus events

Student Government Association, Harris College Representative

August 2020 – May 2022

- Represented Harris College students in SGA

PROFESSIONAL MEMBERSHIPS

Student Association of Social Works (SASW), *Member and Vice President*

2019 – Present

National Association of Social Workers (NASW), *Student Member*

2020 – Present

OTHER EXPERIENCE

Madewell, *Seasonal Retail Associate*

September 2020 – January 2022

Fort Worth Zoo, *Cashier*

April 2019 – August 2019

Sample Graduate Social Work Resume

[First Name] [Last Name]

First.Last@tcu.edu | (817) 555-5555

EDUCATION

Texas Christian University, Harris College of Nursing & Health Sciences – Fort Worth, TX May 2023
Masters Social Work (Advanced Standing)

Texas Christian University, Harris College of Nursing & Health Sciences – Fort Worth, TX May 2021
Bachelors of Science, Social Work
Minor: Women & Gender Studies

TRAINING & SKILLS

LMSW Exam Date: April 2023

Fluent in Spanish

NASW: Ageism Intersection with Gender and Race and Access to Healthcare Disparities

NASW Texas: Supporting Immigrant Communities within an Unjust Immigration System

FIELD PLACEMENTS

John Peter Smith Hospital Fort Worth, TX
MSW Internship January 2023-May 2023

- Assisted with initial intake process completing mental health screenings and evaluations while providing patients and families support and encouragement
- Participated in interprofessional rounds to assist in the coordination of comprehensive, personalized patient care
- Documented case management process, navigated electronic medical record system, and served as an educational resource for hospital staff in case management strategies

Communities in Schools – Greater Tarrant County Fort Worth, TX
MSW Internship August 2022-December 2022

- Provided weekly individualized critical support services to approximately 100 at-risk students to increase student engagement and achievement in the school setting
- Worked closely with school personnel to identify struggling students and completed thorough assessments with each student to determine non-academic barriers and underlying needs
- Served as liaison between students, families, schools and community partners to fully meet the unique needs of each student by coordinating events and programs on campus

PROFESSIONAL MEMBERSHIPS

National Association of Social Workers (NASW), *Student Member* August 2021-Present

RELEVANT EXPERIENCE

Interprofessional Education August 2021-Present
MSW Student

- Collaborate with TCU & UNT health care students by reviewing case studies, discussing best practices for patient safety, and understanding patient problems from multiple perspectives to better patient outcomes


Samaritan House May 2021-August 2022
Residency Services Assistant

- Provided activities surrounding health and wellness, adult education, financial empowerment, and community resources for families living in low-income housing to enhance quality of life and support long-term self sufficiency

Cook Children's Hospital August 2021-May 2022
Child Life Volunteer

- Supported the Child Life Team in educating, preparing and supporting patients and their families to make their visit to Cook Children's Hospital easier and more comfortable

ANATOMY OF A COVER LETTER

First Paragraph	Date		Use the same heading from your resume on your cover letter
	Contact Person's First and Last Name, Title		
	Organization or Company Name		
Address Line 1			
Middle Paragraph	City, State Zip Code	Header (optional)	
	Dear Mr./Ms. Last Name:	Greeting	
	Why are you writing? Begin by stating where or how you found out about the job. If you have had a prior conversation with someone in the organization who requested your resume, refer to the person's full name and that you are following up from that conversation. If you have been referred by someone, include that person's name. Mention your specific interest in the position and organization. Be clear and concise.		
Final Paragraph	What do you have to offer? (1-2 concise paragraphs) You are interpreting your resume in this paragraph—do not just repeat what is on the resume. Get to the point by highlighting 1-2 relevant skills and quantifiable accomplishments. Make connections between your abilities and the employer's needs based on what you have researched about the position, company and industry. Support each statement with evidence or quantifiable result that demonstrates your fit and passion. Convince the reader that they should grant you an interview based on what you can do. This may be the longest paragraph, but never more than 10-12 lines of text.		
	What is your call to action or next step? Refer to it in this paragraph. Demonstrate professional courtesy by thanking the reader for reviewing your credentials. End with no more than 2-4 lines of text.		
	Sincerely,		
	<Signature>		Closing
	Your typed name here		

QUICK TIPS



Research and demonstrate your knowledge of the organization in the context of why you are qualified.



Interpret your resume. Communicate how you can contribute to the organization in this role.



Proofread! Proofread! Proofread! Spelling errors and bad grammar or syntax leave a negative impression.

A Matching Game

Develop Your Cover Letter Content

Job/Internship Requirements What are the employer's top needs?	You How do I meet these needs?
Skills:	Skills:
Knowledge:	Knowledge:
Experience:	Experience:
Why them? What do I know about the employer? Why do I want to support their mission/purpose?	Why you? Why am I a good match for the position/employer? Have I made a connection between the employer's needs and my talents?

REFERENCE PAGE

WHO YOU CAN ASK: Professors, Former Employers, Academic Advisors, Volunteer Supervisors, Or Other Professional Acquaintances.



Be sure to **ASK YOUR REFERENCES PERMISSION IN PERSON PRIOR TO USING THEM** in your application process and send them a copy of your resume and job description.

Sample Reference Sheet

NATALIE R. RODRIGUEZ 2800 S. University Drive Fort Worth, TX 76129 817-257-2222 n.r.rodriguez@tcu.edu		Use the same heading from your resume on your reference sheet
REFERENCES	List 3-5 references on your reference page	
Dr. Joseph Smith <i>Professor</i> Texas Christian University 2800 S. University Drive Fort Worth, TX 76129 817-257-2222 j.smith@tcu.edu	Include your reference's full name and title	
Gabrielle Brown <i>Volunteer Coordinator</i> Meals on Wheels 2800 S. University Drive Fort Worth, TX 76110 817-257-2222 g.brown7@tcu.edu	Make sure that contact information is accurate and current	
Tanya Carson <i>Supervisor</i> TCU Campus Bookstore 2800 S. University Drive Fort Worth, TX 76129 817-257-2222 tanya.carson@tcu.edu		

References are to be listed on a separate page, **NOT** as a part of your resume. On most applications, there will be a separate space for you to type in references and their contact information.

Keep in contact with your references for future opportunities.



STUDENT AFFAIRS

Center for Career &
Professional Development

careers.tcu.edu

Revised 10/2022