

Jennifer Example

1234 Resume Boulevard

Rochester, NY 14620

585-555-1212

Objective:

Full-time entry level position in a Human Services Agency.

Education:

Associate in Applied Science, Human Services

Monroe Community College

Overall GPA: 3.51

May 2005

Rochester, NY

Honors:

Member, Dean's List

2002-2004

Member, Health Professions Club, Monroe Community College,

2003

Relevant Courses:

Basic Helping Skills

Models of Helping

Human Service Systems

Alcoholism/Chemical Dependency & the HS Worker

Social Problems

Psychology of Interpersonal Relationships

Public Speaking

Web Site Design

Field Work Experience:

Family Support Specialist Intern, Red Cross, Rochester, NY

Fall 2001-Spring 2002

- Provided practical and emotional support to 12 participants
- Taught parenting and independent living skills
- Provided guidance in dealing with social services, clinics, housing and job applications
- Maintained confidentiality and client records

Residential Youth Counselor Intern, XYZ Youth Shelter, Rochester, NY

Spring 2002

- Effectively managed a caseload of 12-15 group home residents
- Performed individual intake assessments and hot-line emergency services
- Assisted with individual and group counseling for residents
- Developed treatment plans, goal setting objectives and maintained client records

Recreation Therapy Intern, St. Ann's Community, Rochester, NY

Fall 2001

- Assisted with planning and delivering daily recreation activities to elderly clientele
- Interdisciplinary care planning and multi-purpose programming experience that emphasize individual strengths and abilities
- Maintained activity and recreation logs

Additional Work Experience:

Customer Service Representative, Kmart, Henrietta, NY, May 1998-Present

Volunteer, Big Brother Big Sister of Greater Rochester, 1999-2001

Disc Jockey, WMCC College Radio Station, 2000-2002

Attended, Identification and Reporting of Child Abuse Workshop, 2001

Medium level, Spanish Language proficiency

References:

Available upon request.