

**JOHN SMITH**  
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Floral Park, NY 11357

- Name (CAP)
- Address
- Phone number(s)
- E-mail

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**OBJECTIVE:**

- Optional
- Edited per position

**EDUCATION:**

- College's name
- Degree (abbreviate or spell out)

SUNY College at Old Westbury  
***B.A. in Psychology***  
Nassau Community College  
***A.A. in Liberal Arts***

Old Westbury, NY  
May, 2013  
Garden City, NY  
May 2011

- Location (Town, State)
- Graduation date

**RELATED EXPERIENCE**

(If you have work experience that relates to your major/career path, it can be under this heading)

- Location (Town, State)
- Time line (Month,Year)

**WORK EXPERIENCE:**

Snow Mountain Elementary School

Mineola, NY

**Teaching Assistant**

September 2011-Present

- ◆ Assist with daily reading and writing lesson plans for a kindergarten class
- ◆ Co-construct special events such as the annual science fair and multicultural events
- ◆ Design and implement monthly bulletin boards

Caroline's Stationery Distributors

Floral Park, NY

**Receptionist**

May 2008-August 2010

- ◆ Performed data entry into company's accounts payable database
- ◆ Contacted clients on a daily basis to process orders and shipments
- ◆ Provided customer service to incoming calls regarding orders and billing concerns

- Employer
- Title of position
- Bullets (complete sentences of your job tasks)

**AWARDS & HONORS:**

(list various accomplishments such as: certificates, scholarships, etc.)

- Location (Town, State)
- Time line (Semesters)

**AFFILIATIONS & ACTIVITIES:**

SUNY College at Old Westbury  
**Psychology Association**  
Treasurer

- College's name
- Name of student club
- E-board title or state member

Old Westbury, NY  
Fall 2012-Spring 2013

**INTERSHIPS & VOLUNTEER:**

(although internships/volunteer work may be non-paid, transferable skills are still being learned!)

- Same format as work experience include: employer, Position title, location, timeline,

**SKILLS:**

(this category can consist of languages, computer applications/programs, etc.)

**REFERENCES:**

Furnished upon request

- Can have prepared on separate sheet

# ***Claire Gordon***

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Mineola, NY 11987

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## **OBJECTIVE:**

## **EDUCATION:**

*SUNY College at Old Westbury*  
***Bachelor of Science in Psychology***

Old Westbury, NY  
May 2013

## **SKILLS & ABILITIES:**

### **Communication**

- ◆ *Help facilitate weekly workshops regarding nutrition and fitness at community health center*
- ◆ *Met with clientele on an individual basis to process monthly dues and contract renewals*
- ◆ *Co-constructed daily lessons plans regarding reading and writing skills for students ranging in ages 8-12*

### **Administration**

- ◆ *Provide monthly reports regarding fitness club's activities and objectives*
- ◆ *Record the minutes for monthly staff meetings that included fitness director and 10 health instructors*
- ◆ *Implemented and created weekly attendance roster and registration forms for various elementary classes*

### **Leadership**

- ◆ *Assist with training of all new staff including activities coordinators and clerical aides*
- ◆ *Represent fitness club and present an overview at annual conference and open house*
- ◆ *Aided with the meet and greet at annual activities including: multicultural fair and holiday events*

## **EXPERIENCE:**

Oakwoods Fitness Center

***Assistant Administrative Director***

Snow Mountain Elementary School

***Teaching Assistant***

Oakwood, NY

April 2011 - Present

Pinelawn, NY

February 2009- March 2011

## **INTERNSHIPS & VOLUNTEER:**

(although internships/volunteer work may be non-paid, transferable skills are still being learned!)

## **AFFILIATIONS & ACTIVITIES:**

SUNY College at Old Westbury

***Psychology Association, Treasurer***

Old Westbury, NY

Fall 2012-Spring 2013

## **AWARDS & HONORS:**

(list various accomplishments such as: certificates, scholarships, etc.)

**SKILLS:** Proficient in Microsoft Word, Excel and Power Point