

Sample Student

201 Student Success Center • Columbia, Missouri 65211 • (555) 555-5555 •
samplestudent@mail.missouri.edu • www.LinkedIn/in/mizzoustudent

EDUCATIONAL BACKGROUND

Master of Arts in Counseling Psychology

University of Missouri; Columbia, Missouri
Cumulative G.P.A. 3.9/4.0

Expected Date of Graduation: May 20__

Bachelor of Arts in Psychology, Cum Laude

University of Toledo; Toledo, Ohio
Cumulative G.P.A. 3.82/4.0

Graduation Date: August 20__

Continuing Education

Criminal Justice Training and Education Center, Toledo, Ohio

- Basic Corrections Academy, 120 hrs.
- Treatment Planning, 8 hrs.

March 20__
August 20__

PROFESSIONAL EXPERIENCE

Counselor

Counseling and Health Services, Westminster College

Fulton, Missouri

August 20__ – Present

- Provided individual counseling services on an appointment basis to undergraduate students with presenting concerns including area of academics, family, college adjustment, and substance abuse.
- Maintained accurate case notes on clients' presenting problems and progress throughout counseling.
- Created a structured assessment procedure for students referred for substance abuse concerns.
- Performed assessments of substance use for referred students.
- Designed and implemented qualitative and quantitative research on the substance use habits of the student body.

Adolescent Support Worker

Center for Adolescent Psychology and Learning, State of Missouri

Jefferson City, Missouri

May 20__ – August 20__

- Provided one-on-one services to adolescents referred by the state's Social Rehabilitative Services.
- Counseled and assisted youth in assessing strengths and needs in developing personal goals and achievement strategies.
- Actively participated as a team member in the Social Rehabilitative Services reviews to devise treatment plans for clients.
- Provided crisis counseling, behavior modification, life skills education, and acted as a positive role model of healthy relationships.

Career Specialist

Career Services, University of Toledo

Toledo, Ohio

August 20__ – May 20__

- Provided individual career services consultation and resources to both undergraduate and graduate students on a walk-in basis.
- Reviewed resumes, conducted mock interviews, and assisted students with career exploration and the job search process.
- Administered and processed career assessments including StrengthsQuest, Self-Directed Search, and Myers-Briggs Type Indicator to students based on individual concerns and needs.

SUPERVISION EXPERIENCE**Counseling Psychology Practicum, University of Missouri**

Columbia, Missouri

August 20__ – Present

- Provided weekly individual supervision to two Masters level graduate students (one in each semester) participating in Career Counseling practicum.
- Assisted in the conceptualization and development of treatment plans for students' clients.
- Facilitated students' professional development and counseling skills through individual and group consultation sessions.
- Graded students' progress and overall counseling skills.
- Accumulated 22 hours of direct supervision.

Counseling Methods and Practice, University of Missouri

Columbia, Missouri

January 20__ - May 20__

- Provided live supervision to two Masters level students participating in counseling skills course.
- Observed individual counseling sessions from one-way mirror and intervened in the counseling session when required.
- Facilitated students' professional understanding and growth through feedback and individual supervision.
- Received nine hours of group supervision focusing on professional development and ability as supervisor and provided 17 hours of live supervision.

RESEARCH EXPERIENCE**Educational, School, and Counseling Psychology Department, University of Missouri**

Columbia, Missouri

August 20__ – Present

Self-Perception of Physical Well-Being Scale.

- Worked as part of research team, led by Dr. Margaret Smith, in creation of a scale designed to measure college students' perception of their physical well-being.
- Involved in defining concepts like physical well-being, creating scale and scale items, administering scale to participants, running factor analysis of the data, and writing research proposal and results.

Career Development of Women

August 20__ – December 20__

- Involved in a group research project, led by Dr. Lisa Knight, that examines the impact of summer physics academy on female high school students' career development through qualitative interviews and analyses.

Career Services, University of Toledo

Toledo, Ohio

May 20__ – August 20__

University of Toledo Major Card Sort

- Created a card sort consisting of undergraduate majors offered in the University.

TEACHING EXPERIENCE**Co-Instructor****ESCP8000 Measurement of Interest and Personality, University of Missouri**

Columbia, Missouri

August 20__ – December 20__

- Planned and presented lectures and activities on the Minnesota Multiphasic Personality Inventory (MMPI-2), Strong Interests Inventory, Myer-Briggs Type Indicator, and NEO –PI, as well as writing assessment reports, ethical considerations of testing, and clinical interviewing.
- Constructed and graded tests and assessment report assignments.

Teaching Assistant

A354 Introduction to Educational Statistics, University of Missouri

Columbia, Missouri

January 20__ – May 20__

- Led help sessions for students taking introductory level statistics course. Graded all homework assignments and tests.
- Maintained accurate records of grades on computerized database.

PROFESSIONAL PRESENTATIONS

Career Centers for the Future, University of Missouri

Columbia, Missouri

February 20__

Potential Additive Benefits of Using “My Vocational Situation” and “Hope” Scale in Career Centers

- Presented poster session discussing the benefits of using the “My Vocational Situation” and “Hope” Scale together as diagnostic assessments to increase the potential of effective client treatment. The presentation stimulated interesting discussion among the participants who are career center staff of many universities.

PROFESSIONAL ORGANIZATIONS

American Psychological Association, University of Missouri

Columbia, Missouri

August 20__ – Present

Student Affiliate: Division 17-Counseling Psychology

Division 14-Society for Industrial and Organizational Psychology

ACTIVITIES

Counseling Psychology Student Organization, University of Toledo

Toledo, Ohio

President

January 20__ – January 20__

- Led committee and organized activities together with other offices. Facilitated monthly committee meetings. Planned and implemented departmental orientation program for incoming students.

Editor, Journal of Contemporary Counseling

August 20__ – January 20__

- Coordinated process of gathering, selecting, editing and printing articles.
- Edited articles for content and adherence to APA format.
- Communicated with authors on changes required and desired.

Homepage Committee Member

October 20__—July 20__

- Participated in creating the original version of the Counseling Psychology Student Organization homepage.

PUBLICATIONS

Student, S, & McDaniels, D, (20__), Career centers of the future: Recognizing our potential through technology. *Journal of ABC*, 25(2), 89-100.

Sample Student

201 Student Success Center Columbia, Missouri 65211
www.linkedin.com/in/samplestudent

(555) 555-5555
student@mail.missouri.edu

EDUCATION

Master of Arts/Doctor of Philosophy in English (Dual Program)

Graduated: May 20__

University of Missouri, Columbia, Missouri

GPA 3.75

Graduated with Honors

Bachelor of Arts in English

Graduated: May 20__

University of Missouri, Columbia, Missouri

Minor in Women's and Gender Studies

GPA 3.8

Graduated with Honors

DISSERTATION

Women Writers in Late Eighteenth-Century British Literature

Advisor: Anne Myers, Ph. D.

TEACHING AND RESEARCH INTERESTS

- British Literature
- Chaucer
- Feminist Fiction
- Renaissance Literature
- Restoration Literature
- Shakespeare

TEACHING EXPERIENCE

Lecturer

August 20__ – May 20__

English Department, University of Missouri

- Collaborated with supervising faculty member to develop quality course content
- Instructed 30 undergraduate students per course weekly
- Led large and small group discussions to increase depth of understanding
- Provided timely and constructive written feedback on all papers throughout the semester
- English 4227 **Renaissance and 17th Century British Literature**, 2 semesters
- English 4240 **Restoration and 18th Century British Literature**, 2 semesters
- English 4250 **19th Century British Literature**, 2 semesters

Teaching Assistant

August 20__ – May 20__

English Department, University of Missouri

- Advanced student learning by giving suggestions for improvement via written comments and individual student conferences
- Gave five lectures per course each semester and instructed over 400 students in total

- English 1210 **Introduction to British Literature**, 2 semesters
- English 2100 **Writing About Literature**, 1 semester

TUTORING EXPERIENCE

Writing Intensive Tutoring Services Tutor

August 20__ – May 20__

The MU Writing Center, University of Missouri

- Provided scheduled and walk-in individual writing tutorials for MU undergraduates
- Guided undergraduates through all stages of the writing process
- Taught the basics of MLA, APA, AP, and Chicago styles

WORKS IN PROGRESS

Cartwright, C., Chambers, E., **Student, S.**, & Walter, B. “British Feminism in 19th Century Literature.” Submitted for Publication to the *Journal of Women's Literature*.

Davis, K. & **Student, S.** “Teaching British Literature at the Undergraduate Level: Lessons Learned.” Submitted for Publication to the *Journal of Teaching Literature*.

PUBLICATIONS

Skyburger, D & Watson, G. (20__). “The Interface between Rhetoric in British Politics and Media.” *International Journal of English and Literature*

Abernathy, Y., Carlisle, L. & **Student, S.** (20__). “Understanding 17th Century British Literature.” *International Journal of English and Literature*

Ellis, S., **Student, S.**, & Smith, P. (20__). “Writing about 18th Century British Literature.” *International Journal of English Language and Literature Studies*

PROFESSIONAL PRESENTATIONS

Student, S. & Watson, G. (20__). *The Interface between Rhetoric in British Politics and Media*. Paper presented at the Rhetoric Society of America’s Midwestern Region Annual Conference, Chicago, Illinois

Abernathy, Y., Carlisle, L. & **Student, S.** (20__). *Understanding 17th Century British Literature*. Paper presented at the annual conference of the British Comparative Literature Association, Kent, UK.

Ellis, S., **Student, S.**, & Smith, P. (20__). *Writing about 19th Century Literature*. Paper presented at the biannual conference of the Association of Writers and Writing Programs, Fairfax, VA.

FELLOWSHIPS AND SCHOLARSHIPS

John Bies International Travel Scholarship	2011
English Fellowship	2010
Department of English Dual Program Scholarship	2009

PROFESSIONAL AFFILIATIONS

Association of Literary Scholars and Critics	2013
National Council of Teacher of English	2013
North American Rhetoric Society	2013

CAMPUS AFFILIATIONS

English Graduate Student Organization	2008 – 2013
Graduate Student Caucus of the Modern Language Association	2007 – 2013
Graduate-Professional Council	2007 – 2009
Preparing Future Faculty	2007 – 2008

SERVICE ACTIVITIES

Undergraduate Scholarship Selection Committee	2011 – 2013
English Faculty Search Committee	2010 – 2012
Middle School Essay Contest Award Committee	2008 – 2009

LANGUAGES

- **French**, Fluent
- **Latin**, Advanced
- **Italian**, Proficient

Sample Student

201 Student Success Center
Columbia, Missouri 65211

Phone: (555) 555-5555
student@health.missouri.edu

Education

- 20__ **Doctor of Philosophy, Health Education and Promotion**, University of Missouri
Department of Education, School, and Counseling Psychology
Emphasis areas - Nutritional Sciences, Disease Prevention
Dissertation - Characteristics of College Social Smokers
- 20__ **Master of Education, Health Education and Promotion**, University of Missouri
Department of Curriculum and Instruction
- 20__ **Bachelor of Science, Nutrition and Physical Fitness**, University of Missouri
Department of Human Environmental Sciences

Professional Experience

- January 20__ – Present Full-time position
Health Educator, *Student Health Center*
University of Missouri, Columbia, MO
Wrote departmental strategic plan; Coordinated health information resources; Engaged in individual health behavior change counseling, eating disorders prevention, and tobacco prevention/cessation; Taught Yoga and Eating Mindfully programs; Assisted in research and evaluation implementations; Developed wellness programs for conferences, faculty, staff, and students
- 20__ – 20__ Full-time position
Wellness Coordinator, *Wellness Resource Center & ADAPT*
University of Missouri, Columbia, MO
Coordinated tobacco prevention efforts for a coalition of 12 public higher education institutions in Missouri (Partners in Prevention); Conducted individual nutrition counseling and eating disorders prevention; Coordinated campus health fairs and other wellness events; Supervised student nutrition counselors and 3 graduate assistants
- 20__ – 20__ Part-time position
Peer Education Coordinator, *Wellness Resource Center & ADAPT*
University of Missouri, Columbia, MO
Trained 20-25 peer educators on wellness topics and presentation skills; Wrote peer theater scripts; Presented on various health and wellness topics; Coordinated campus health fairs and wellness events; Wrote and submitted grant proposals for additional funding; Conducted individual nutrition counseling for faculty, staff, and students; Supervised student nutrition counselors
- August 20__ – December 20__ Part-time position
Project Specialist, *Office of Surveillance Research and Evaluation*
Missouri Department of Health, Jefferson City, MO
Researched literature of cardiovascular health risks in women; Wrote the initial report for the Bootheel Cardiovascular Intervention Trial; Assisted with the Behavioral Risk Factor Surveillance System (BRFSS) and other epidemiology projects

August 20__ – December 20__

Part-time position

Project Specialist, ASSIST Project

Missouri Department of Health, Columbia, MO.

Conducted a telephone survey of all municipalities in Missouri regarding law enforcement of tobacco policies; Managed a post-card survey of clean-indoor-air policies among minority owned business in Missouri; Composed weekly reports

Teaching Experience

- Winter 20__ **Guest Lecturer, Curriculum and Instruction, University of Missouri**
Elements of Health Education (1310). Lectured on dieting and eating disorders
- Fall 20__ **Instructor, Curriculum and Instruction, University of Missouri**
Elements of Health Education (1310). Developed course lectures and materials; Instructed classes weekly; Graded assignments and papers; Held individual conferences; Advised 40 students
- Winter 20__ **Guest Lecturer, Rural Sociology, University of Missouri**
Rural Sociology 201: The Sociology of Food and Nutrition. Lectured on eating disorders in college students
- Fall 20__ **Guest Lecturer, Nursing Freshmen Interest Group, University of Missouri**
Lectured on eating for better energy, nutrition and fitness
- Fall 20__ **Guest Lecturer, Business Freshmen Interest Group, University of Missouri**
Lectured on stress management
- Fall 20__ **Guest Lecturer, Health Related Professions, University of Missouri**
Foundations for Therapeutic Exercise (PT 203). Lectured on applying wellness principles to a physical therapy setting
- Fall 20__ **Guest Lecturer, Nursing Freshmen Interest Group, University of Missouri**
Lectured on stress management
- 2010 – 20__ **Instructor, Curriculum and Instruction, University of Missouri**
Elements of Health Education (T-85). Created course lessons and materials; Taught class of 35 students; Evaluated assignments and provided quality feedback; Met with students via individual conferences; Advised 40 students per semester
- Winter 20__ **Graduate Teaching Assistant, Education, School, and Counseling Psychology, University of Missouri**
Educational Statistics (A354), web-based class. Assisted students with learning course content; Graded homework and exams weekly; Coordinated on-line grade book and answer keys

Internship

- 20__ – 20__ **Student Athletic Trainer, Department of Athletics, University of Missouri**
Engaged with student-athletes in the prevention, rehabilitation, and treatment of injuries; Maintained injury and treatment records, Traveled and prepared for games and practices; Worked with Football (Cotton Bowl, 20__), Women's Volleyball (Head Student Trainer), and Women's Softball (Head Student Trainer) teams

Manuscripts

- Eastman-Mueller, H. & **Student, S.** Mental health of college students: characteristics and predictors. In preparation.

Student, S. Harris, K. J., & Whitney, A. Characteristics of social smoking among college students. Submitted to *Journal of American College Health*, August, 20__.

Libbus, M. K., Phillips, L., & **Student, S.** (2013). TB-HIV Registry Matching in Missouri, 19__-20__, *Public Health Nursing*, 19(6), 470-474.

Other Publications

Student, S. (20__). Health promotion services. Student Health Center, University of Missouri. www.studenthealth.missouri.edu/HealthPromotion.php

Student, S. (20__). Relationships. Student Health Center, University of Missouri. www.studenthealth.missouri.edu/Relationships.php

Student, S. (20__). Tobacco. Student Health Center, University of Missouri. www.studenthealth.missouri.edu/Tobacco.php

Student, S. (20__). Women's health and contraceptive options. Student Health Center, University of Missouri. www.studenthealth.missouri.edu/iframe/HealthPromotion/documents/WHU.pdf

Student, S. (20__). Be tobacco free. Smoking cessation program brochure. Student Health Center, University of Missouri.

Student, S. (20__). Eating disorders. Student Health Center, University of Missouri. www.studenthealth.missouri.edu/EatingDisorders.php

Student, S. (20__). Fitness. Student Health Center, University of Missouri www.studenthealth.missouri.edu/Fitness.php

Student, S. (20__). Health promotion: For the health of it. Health promotion program brochure. Student Health Center, University of Missouri.

Student, S. (20__). Nutrition. Student Health Center, University of Missouri. www.studenthealth.missouri.edu/Nutrition.php

Lear, B., & Homan, S. G. (20__). A study of Missouri municipal tobacco control policies, 20__. Jefferson City, MO: Missouri Department of Health and Senior Services, Division of Chronic Disease Prevention and Health Promotion. Contributors: Carter, M., Derenzy, D., & **Student, S.**

School Nutrition Team Manual – Strategies for success: A guide for nutrition education. Revised by **Student, S.** (20__).

Conference Oral & Poster Presentations

Student, S. & Harris, K. J. (20__, March). Characteristics of social smoking among college students. Poster presented at the 21st Annual Meeting for the Society for Research on Nicotine and Tobacco. Prague, Czech Republic.

Student, S. (20__, September). Healthy eating on the go. Presented at the 17th Annual Office-Clinic Nursing Conference. Columbia, MO.

Student, S. (20__, February). Beginners yoga: An introduction to a road leading back to the self. Presented at the Annual Women's Leadership Conference. Columbia, MO.

Student, S. (20__, May). Creating positive dynamics in peer education. Presented at the American College Health Association Annual Meeting. Washington, D.C.

Libbus, M. K., Phillips, L., & **Student, S.** (20__, October). TB-HIV registry matching. Paper presented at the 139th Annual Meeting of the American Public Health Association, Atlanta, GA.

Wehner, J. & **Student, S.** (20__, April). Creating and maintaining positive peer dynamics. Presented at Partners in Prevention Annual Conference. Kansas City, MO.

Wehner, J. & **Student, S.** (2011, March). Creating and maintaining positive peer dynamics. Presented at Regional Bacchus & Gamma Annual Conference. Ames, IA.

Wehner, J. & **Student, S.** (2010, November). Creating and maintaining positive peer dynamics. Presented at the National Bacchus & Gamma Annual Conference. St. Louis, MO.

Clouse, S., Wehner, J., **Student, S.**, Patterson, E., & Smith, K. (2010, November). Table for two: Alcohol, sex, and rape. Presented at the National Bacchus & Gamma Annual Conference. St. Louis, MO.

Public and Professional Service

2013 – Present **Co-chair**, *Boone County Coalition for Tobacco Concerns*, Columbia, MO

2011 – Present **Advisor**, *Relay for Life*, University of Missouri Chapter, Columbia, MO

2010 – 20__ **Chair**, *Eating Disorders Task Force*, University of Missouri

2010 – 20__ **Stakeholder**, *C.H.O.I.C.E. (Choosing Health Options in a College Environment) Freshmen Interest Group*, University of Missouri

2009 – 20__ **Steering Committee**, *Alcohol Responsibility Month*, University of Missouri

2007 – 20__ **Treasurer**, *Sports Medicine Club*, University of Missouri

2006 – 20__ **Student Representative**, *Academic Compliance Committee, NCAA Certification Committee*, University of Missouri

Memberships/Certifications

2014 – Present 200-hour trained yoga instructor (YogaFit®)

2012 – Present Member, American College of Sports Medicine

2012 – Present Oral HIV Testing and Counseling Certificate

2009 – Present Certified Health Education Specialist (CHES)

Honors and Awards

20__ Inducted member of Rollins Society – a society that recognizes graduate and professional students who have significantly advanced the well being of self-defined communities beyond the scope of their academic work

2010 – 20__ High Flyer Teaching Award, College of Education, Excellence in Teaching Effectiveness

2007 – 20__ Dr. James M. Baker Award for Student Athletic Training, Most Industrious and Improved Clinician in Evaluation and Ability

20__ Outstanding Senior Award in Food Science and Human Nutrition

2005 – 20__ Student-Athlete Academic Award

2004 – 20__ Big 8 Conference Swimming Finalist

2004 – 20__ Letter Winner, University of Missouri, Women's Swimming

Sample Student

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EDUCATION

Bachelor of Science in Biological Sciences
Minor in Leadership and Public Service
University of Missouri, Columbia, Missouri

Expected Graduation Date: May 20_
GPA: 3.92/4.00

HEALTHCARE EXPERIENCE

Activity Director

August 20_ – Present

Pascale's Pals Student Chapter; Columbia, Missouri

- Volunteered with Pascale's Pals, Inc., a non-profit corporation developed to ease the burden of families and provide happiness to children during their stay in the Women and Children's Hospital
- Created weekly crafts or activities for members to complete with 5-10 pediatric patients
- Led the craft or activity with the kids and members each week, fostering a fun, positive environment
- Coordinated "Take-Out-Tuesday" during the summer; enjoyed a meal and played games with adolescent patients to give them a chance to get out of their rooms for a while

Clinical Simulation Center Intern/Volunteer

June 20_ – August 20_

Memorial Medical Center; Springfield, Illinois

- Shadowed and assisted with several simulations and Advanced Cardiovascular Life Support (ACLS) classes
- Practiced medical procedures such as breathing tube and catheter insertion, CPR, and defibrillation
- Corresponded with Memorial Medical Center staff about the current simulation center program and other successful centers in order to enhance the accessibility and effectiveness of their new facility

Mizzou Global Medical Brigades

May 20_ – June 20_

San Francisco-Zamorano, Honduras

- Set up a medical clinic for a week in a small town in rural Honduras that included triage; consultation; dental; "Charla," or education; pharmacy and gynecology stations
- Assisted with consultations, delivered proper medicine doses, and performed triage tasks such as taking pulse, blood pressure and temperature for over 700 local men, women and children
- Served as the dental assistant for 2 Honduran dentists during fillings and tooth extractions

Volunteer Scribe for Dr. Alexis Armour

March 20_ – May 20_

University Hospital; Columbia, Missouri

- Assisted Dr. Armour in accurate collection and management of patient information and electronic charts during her hospital rounds with burn victims and reconstructive plastic surgery patients
- Gained valuable practice entering clinical notes into the University Hospital's electronic health records system

SHADOWING EXPERIENCE

- Shadowed 100+ hours in hospital, clinical, rural and urban settings in specialties such as family practice, general surgery, orthopedic surgery, cardiology, emergency medicine, and anesthesiology
- Observed 20+ medical procedures including an inguinal hernia repair surgery, total hip and knee replacements, heart catheterizations, nerve block procedures, open-heart surgeries, and a lung tumor removal
- Experienced the teamwork required between the nurses, surgeons, and anesthesiologists in order to successfully complete highly invasive surgeries
- Learned how a positive patient-physician relationship develops over a succession of appointments
- Gained valuable insight into the daily tasks of a physician beyond treating patients, including electronic charting, paperwork, billing patients' insurance, and adapting to new health care policies

LEADERSHIP EXPERIENCE

Co-Instructor for Career Explorations Course

August 20__ – Present

University of Missouri; Columbia, Missouri

- Taught a 20-student class how to make sound career decisions, set goals, and prepare for the future while exploring their personal strengths and values
- Designed class to be activity and discussion-based in order to promote active learning and critical thinking among the students
- Created lesson plans with co-instructor, graded assignments, and met with students on a weekly basis

Supervisor

August 20__ – Present

MU Career Center; Columbia, Missouri

- Supervised staff of 3-6 Career Specialists while engaging them as a team and making sure every shift presented a fulfilling work experience
- Utilized critical thinking skills and resourcefulness to answer countless questions from Career Specialists and customers and make referrals to the correct office
- Facilitated several training classes for 15 new Career Specialists and 6 new Supervisors
- Gave 20+ hour-long presentations to classes of 15-50 students about various Career Center services, such as résumés and career exploration

Wakonse Leadership Conference

May 20__

Camp Miniwanca; Shelby, Michigan

- Participated in a 7 day conference about self-knowledge, leadership and effective learning
- Worked as a team with 17 other undergraduates to facilitate several interactive workshops and activities with 100 faculty members attending the conference
- Led a “Mutual Expectations” session between the undergraduates and faculty to discuss the expectations students have of their teachers and vice versa

PROFESSIONAL EXPERIENCE

Summer Welcome Enrollment Assistant

May 20__ – July 20__

University of Missouri Honors College; Columbia, Missouri

- Greeted incoming freshmen and their families and prepared them for their Summer Welcome advising appointment
- Guided students through the enrollment process, taught them how to use their myZou student website, and answered any questions they or their parents had about the University

Intern for State Representative Margo McNeil

January 20__ – May 20__

Missouri State Capital; Jefferson City, Missouri

- Drafted a bill to ban the chemical BPA from baby bottles after finding research studies and model legislation about the issue and collaborating with 2 other Representatives
- Promoted and explained Representative McNeil’s bills to 40+ Chambers of Commerce in Missouri over the phone
- Took notes and relayed information to Representative McNeil from Health Insurance and Health Care Policy committee meetings, which discussed issues such as insurance coverage for hearing aids for newborns and eating disorder treatments

Career Specialist

January 20__ – May 20__

MU Career Center; Columbia, Missouri

- Counseled undecided students through individualized conversations and the use of various resources
- Advised students and community members on career planning topics such as occupational and major information, job and internship search strategies, writing résumés, and interviewing skills
- Mentored 1 new employee for a semester and contributed to her training by facilitating role-plays of common Career Center services and teaching her how to best assist each customer

VOLUNTEER EXPERIENCE

Children's Emergency Shelter Volunteer

February 20_ – May 20_

The Rainbow House; Columbia, Missouri

- Served as a playmate and positive role model for children ages newborn to 16 staying at the Rainbow House Children's Emergency Shelter
- Conveyed kindness and compassion to the children, who had gone through a family crisis or experienced abuse and neglect
- Witnessed the effect that low-socioeconomic status, homelessness, drug abuse, tobacco use and lack of a stable parent figure have on a child's physical and mental wellbeing

Alternative Spring Break Participant

March 20_

God's Love We Deliver; New York, New York

- Prepared and delivered nutritional meals for clients in the New York City area who were too ill to provide or prepare meals for themselves
- Enthusiastically completed any requested task, from chopping vegetables to delivering bags of food to apartment complexes, to best serve the diverse clients and staff of God's Love We Deliver

RESEARCH EXPERIENCE

Mathematics in Life Sciences Research Fellowship

August 20_ – May 20_

University of Missouri; Columbia, Missouri

- One of 20 University of Missouri students selected to conduct undergraduate research through the Mathematics in Life Sciences Fellowship, funded by the National Science Foundation
- Participated in a weekly research methods-based biology lab that focused on fundamental research procedures such as PCR and featured the research projects of many University faculty members

Research Assistant

April 20_ – September 20_

Dr. Sheila Grant's Biological Engineering Lab; Columbia, Missouri

- Harvested and prepared pig diaphragm tissue for experimentation with wound care
- Cross-linked diaphragm tissue scaffolds with gold nanoparticles and tended to cell cultures to test how cell growth was affected by the presence of gold
- Characterized explanted hernia mesh tissue using TGA, DSC, and FTIR techniques and analyzed patient factors that contributed to degradation in the body

PRESENTATIONS

M. Gari, M. Cozad, D. Grant and S. Grant. "Materials Characterization of Explanted Hernia Mesh." University of Missouri Summer 20_ Undergraduate Research Forum. Columbia, Missouri. July 20_.

HONORS

University of Missouri Dean's List 6 of 6 semesters

Honors College Freshman Scholarship

Orthopedic Center of Illinois Scholarship

Illinois Women in Leadership Scholarship

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student@mail.missouri.edu · www.linkedin.com/in/samplestudent
555-555-5555

EDUCATION

University of Missouri, Columbia, Missouri

Doctor of Philosophy in Political Science

GPA: 3.7/4.0

Anticipated to Graduate: May 20__

Areas of Specialization:

International Relations (Primary)

Comparative Politics (Secondary)

Dissertation: *Political Reform in the Middle East: Lebanon and Jordan*

Adviser: Stephen Quackenbush

Master of Arts in Political Science

GPA: 3.5/4.0

Graduated: May 20__

Thesis: *International Relations: America and the Middle East*

Adviser: Amanda Murdie

Bachelor of Arts in Political Science

GPA: 3.6/4.0

Graduated: May 20__

Minor in Strategic Studies

RELATED COURSEWORK

Comparative Political Economy and Institutions

Coercive Diplomacy

Foreign Policy Analysis

Human Security

International Conflict

International Political Economy

TEACHING EXPERIENCE

Teaching Assistant, Department of Political Science

PS 1400 International Relations

August 20__ – Present

- Planned lessons weekly and taught 50 undergraduates per course
- Constructed individual, group, and class activities to facilitate learning
- Provided feedback on assignments and gave students additional help during office hours

PS 4000 Introductory Statistics for Political Science

August 20__ – May 20__

- Instructed 100 undergraduates per course weekly
- Graded papers and offered additional suggestions for improvement

August 20__ – May 20__

- Prepared and gave 6 lectures each semester per course
- Evaluated tests, assignments, and papers weekly

**PS 1100 American
Government**

PUBLICATIONS

Brown, G. (20__). "Coercive Diplomacy and International Relations." *Journal of International Affairs*.

Brown, G., Daniels, A., Johnson, B. (20__). "International Conflict and Human Security." *Journal of International Relations*.

Brown, G. & Rodgers, Z. (20__). "Foreign Policy Analysis: The Middle East." *Journal of International Affairs*.

PRESENTATIONS

The Annual Convention of the International Studies Association

Oral Presentation, Toronto, Canada

March 16, 20__

Brown, G. (20__). "Coercive Diplomacy and International Relations."

Poster Presentation, Seattle Washington

February 16, 20__

Brown, G., Daniels, A., Johnson, B. (20__). "International Conflict and Human Security."

The Midwest Political Science Association Annual Conference

Poster Presentation, Chicago, Illinois

April 4, 20__

Brown, G. & Rodgers, Z. (20__). "Foreign Policy Analysis: The Middle East."

**GRANTS AND
SCHOLARSHIPS**

American Political Science Association Grant (20__)

Graduate School Research Travel Grant (20__)

The David M. Wood Political Science Research Award (20__)

The William L. Bradshaw Scholarship (20__)

**PROFESSIONAL
ASSOCIATIONS**

Foreign Policy Association

International Studies Association

**COMPUTER
SKILLS**

Blackboard Course Management Software

HTML

Microsoft Publisher

Microsoft FrontPage

SPSS

**LANGUAGE
SKILLS**

Arabic (Fluent)

SAMPLE STUDENT

201 Student Success Center • Columbia, Missouri 65211
573-555-5555 • student@mail.missouri.edu • www.linkedin.com/in/samplestudent

EDUCATION

University of Missouri, Columbia, Missouri

Master of Public Affairs: *Area of Specialization:* Public Policy

May 20__

GPA: 3.65/4.00

Bachelor of Arts in History

May 20__

Minor in Social Justice

GPA: 3.9/4.00, Graduated with Honors

INTERNSHIP EXPERIENCE

The Junior League of Mid-Missouri, Columbia, Missouri

May 20__ – August 20__

Intern, Teen Pregnancy Prevention Project

- Assisted in the management of Teen Outreach Programs in 3 Missouri cities which focused on decreasing adolescent pregnancies and school dropout rates
- Wrote 2-year foundation grant proposal for annual budget of \$200,000
- Planned and organized sessions for the annual training conference which hosts 100 professionals

Missouri KidsFirst, Jefferson City, Missouri

May 20__ – August 20__

Intern, Child Sexual Abuse Treatment Program

- Collected and analyzed data to determine relationship between children's length of treatment and the sources of their referrals
- Collaborated with supervisor and two fellow interns to propose a change in child abuse policy in Missouri
- Organized public relations event for 100 guests to raise awareness of the Child Sexual Abuse Treatment Program

TEACHING EXPERIENCE

Department of History, University of Missouri

August 20__ – Present

Teaching Assistant

- Planned lessons and instructed 100 undergraduate students per course weekly
- Led weekly small discussion sections, covering lecture topics more in depth
- Graded papers and provided feedback through comments and one-on-one meetings
- *History 1200.1 – Survey of U.S. History to 1865 (2 semesters)*
- *History 1200.1 – Survey of U.S. History since 1865 (2 semesters)*

RESEARCH EXPERIENCE

Institute of Public Policy, MU Harry S. Truman School of Public Affairs

Graduate Research Assistant

August 20__ – Present

- Assisted with the Aging Out of Foster Care in Missouri Study to assess the need for public policy changes in Missouri foster care and adoption policy
- Collected data about young adults after their transition out of foster care, looking specifically at education levels, employment rates, and criminal history
- Collaborated with supervisor to interpret the collected data and report results
- Researched current and past policy on this topic to assist with the proposal

Community Policy Analysis Center, University of Missouri

Graduate Research Assistant

August 20__ – May 20__

- Assisted with data collection for the Howard County Rural Entrepreneurship Study to assess Missouri communities' entrepreneurial environments
- Collaborated with the Community Policy Analysis Center researchers to identify business owners who had been operating for less than 5 years in the community
- Completed Webmail management, filing, and other administrative duties

PUBLICATIONS

Lockes, T., **Student, S.**, & Rice, A. (20__). "Aging Out of Foster Care: The Rural Midwest and Youth Outcomes." *Journal of Youth and Adolescence*.

Hartford, M, Johnson, R. & **Student, S.** (20__). "Policy in the Juvenile Justice System: Missouri's Department of Youth Services Model for Youth in Corrections." *Journal of Political Science and Public Affairs*.

Student, S. & Reese, Z. (20__). "At-Risk Youth and Community Programs in Small Town America." *Journal of Public Affairs*.

PROFESSIONAL PRESENTATIONS

American Correctional Association Annual Research Conference, Dallas, Texas

Oral Presentation

March 25, 20__

Hartford, M, Johnson, R. & **Student, S.** (2016). "Policy in the Juvenile Justice System: Missouri's Department of Youth Services Model for Youth in Corrections."

The Public Affairs Council Mid-Western Region Symposium, Chicago, Illinois

Poster Presentation

May 18, 20__

Student, S. & Reese, Z. "At-Risk Youth and Community Programs in Small Town America."

GRANTS & SCHOLARSHIPS

- **Chester A. Baker Memorial Endowment Fund**, Harry S. Truman School of Public Affairs
- **Dr. Stanley Botner Memorial Scholarship**, Harry S. Truman School of Public Affairs

PROFESSIONAL ASSOCIATIONS

- **The Public Affairs Council**, Student Member
- **Association for Public Policy Analysis and Management**, Student Member
- **Society for Child and Family Policy and Practice**, Student Member

CAMPUS INVOLVEMENT

The Association of Mizzou Public Affairs Students

Vice President

August 20____ – May 20____

Member

August 20____ – May 20____

Student Ambassadors

Ambassador

August 20____ – May 20____

LANGUAGES

- **American Sign Language** (Proficient)
- **Spanish** (Proficient)

COMPUTER SKILLS

- Adobe: InDesign, Photoshop, Premier Pro
- SPSS
- Wordpress
- Advanced Microsoft Excel and Access Skills