

# HARRIS COLLEGE OF NURSING & HEALTH SCIENCES RESUME GUIDE



STUDENT  
AFFAIRS

Center for Career &  
Professional Development



# VERBS

If experience is ongoing, use the present tense of these verbs. No "ing". When describing past experience, verbs should be in past tense "ed".

|               |             |            |
|---------------|-------------|------------|
| Activate      | Establish   | Predict    |
| Adapt         | Evaluate    | Prepare    |
| Advise        | Expand      | Present    |
| Analyze       | Facilitate  | Preserve   |
| Apply         | Familiarize | Process    |
| Assess        | Gain        | Program    |
| Assist        | Generate    | Project    |
| Attain        | Guide       | Quantify   |
| Author        | Identify    | Reason     |
| Budget        | Implement   | Recommend  |
| Calculate     | Improve     | Research   |
| Change        | Improvise   | Review     |
| Collaborate   | Increase    | Revise     |
| Communicate   | Inform      | Select     |
| Compile       | Initiate    | Shadow     |
| Complete      | Innovate    | Specify    |
| Conceptualize | Institute   | Stimulate  |
| Conduct       | Instruct    | Strengthen |
| Consult       | Integrate   | Structure  |
| Contribute    | Interpret   | Study      |
| Coordinate    | Inventory   | Suggest    |
| Counsel       | Investigate | Summarize  |
| Create        | Lead        | Supervise  |
| Critique      | Maintain    | Supply     |
| Decrease      | Manage      | Support    |
| Delegate      | Measure     | Survey     |
| Demonstrate   | Mediate     | Teach      |
| Design        | Mentor      | Train      |
| Detail        | Model       | Transcribe |
| Determine     | Monitor     | Transfer   |
| Develop       | Observe     | Translate  |
| Diagnose      | Organize    | Transmit   |
| Direct        | Oversaw     | Treat      |
| Discover      | Perform     | Tutor      |
| Display       | Pilot       | Update     |
| Educate       | Plan        | Verify     |

# Sample Nursing Resume

## Carrie Carrington

123 Frog Street, Fort Worth, TX 76129  
(817) 555-5555 ccarrington@tcu.edu

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### EDUCATION

Texas Christian University, Fort Worth, TX  
*John V Roach Honors College*  
Bachelor of Science in Nursing, May 2018  
GPA: 3.6, Dean's List, 3 semesters

- Sigma Theta Tau Nursing Honor Society

### CERTIFICATIONS/TRAININGS

American Heart Association BLS for Healthcare Providers (CPR & AED) Expires: April 2019  
NIH Protecting Human Research Participants September 2017  
TeamSTEPPS March 2017

### RELATED EXPERIENCE

**Baylor Scott and White All Saints Hospital** – Fort Worth, TX January 2018 - present  
*Management & Role Transition- Labor and Delivery*

- Demonstrate competency as a graduate nurse by providing care for up to 3 patients
- Develop an understanding of nurse management by following a nurse manager, charge nurse, and house supervisor

**Texas Health Resources Harris Methodist Downtown** – Fort Worth, TX June 2017 - present  
*Nurse Extern- Medical/Surgical*

- Assist with basic patient and comfort care for up to 12 patients on a 24 bed unit
- Completed head to toe assessments and vital signs; reported significant changes to RN
- Perform insertion of catheters, removal of IV's, and other delegated duties

**John Peter Smith Hospital** – Fort Worth, TX January 2017 - June 2017  
*Patient Care Technician, CVICU*

- Cared for up to 15 patients by ambulating, responding to requests, and obtaining vitals

### CLINICAL EXPERIENCE

Riverside Middle School – *Community Health Practicum* January - May 2018  
John Peter Smith Hospital– *Critical Care (Adult 2)* August - December 2017  
THR Harris Methodist Downtown– *Women's Health* August-December 2017  
Cook Children's Medical Center – *Pediatrics* August-December 2017  
Baylor All Saints Health System – *Medical/Surgical (Adult 1)* January- May 2017  
John Peter Smith, Trinity Springs Pavilion- *Behavioral Health* January - May 2017  
THR Southwest- *Foundations of Nursing* August- December 2016

### VOLUNTEER EXPERIENCE

Envoy Hospice, *Volunteer* November 2015- December 2016  
Cook Children's Medical Center, *Child Life Volunteer* August 2014- December 2016

### MEMBERSHIP

Student Nurses' Association (2014 - present), *Member (2016)*  
Zeta Tau Alpha Sorority (2014 - present), *Vice President (2016-2017)*

- Led organization of over 200 members through fundraisers and events supporting philanthropy

### OTHER EXPERIENCE

Joe T Garcia's Mexican Restaurant, *Server* – Fort Worth, TX 2012 - 2013

# Sample Deaf Hab Resume

## Thomas Gallaudet

123 Frog Street • Fort Worth, Texas 76129 • 817-555-5555 • t.gallaudet@tcu.edu

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### EDUCATION

Texas Christian University (TCU), Fort Worth, Texas

Bachelor of Science in Communication Sciences and Disorders

May 2018

Major: Deaf Habilitation

GPA 3.7

### HONORS

- Dean's List, Spring 2013/ Fall 2014
- TCU Scholar, 2011- present

### CERTIFICATIONS AND SKILLS

- TExES Deaf and Hard-of-Hearing, All Levels
- TExES Pedagogy and Professional Responsibilities EC-6
- American Sign Language, intermediate proficiency (verbal/expressive)

### TEACHING EXPERIENCE

Waverly Park Elementary, Benbrook, Texas

January - May 2018

#### *Student Teacher*

- Prepared and taught 6 students with severe to profound hearing impairments, all subjects
- Incorporated a variety of advanced technology into lesson plans including Smart Boards, PowerPoint, and iPad applications (both in creating and implementing lesson)
- Utilized whole language instruction to enhance vocabulary and comprehension skills
- Participated in ARD/IEP meetings with 6 students

TCU Miller Speech and Hearing Clinic, Fort Worth, Texas

September - December 2017

#### *Student Practicum*

- Completed 25 hours of clinical practicum with patients ranging in age 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

Western Hills High School, Benbrook, Texas

September - December 2016

#### *Assistant Teacher, Volunteer*

- Guided 10th grade students through the introduction, development, and completion of research papers
- Facilitated in the development of Deaf Culture week for senior D/HH students

### PROFESSIONAL MEMBERSHIPS

Texas Student Education Association- TCU Chapter, 2014 - present

Texas State Teachers Association, 2016 - present

National Education Association, 2017 - present

### CAMPUS & COMMUNITY INVOLVEMENT

Goodrich Center for the Deaf, 2016 - present

TCU LEAPS- Community Service Project Leader and Volunteer, 2015

### ADDITIONAL EXPERIENCE

Nanny, Fort Worth, Texas

August 2014 - Present

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

# Sample Speech Pathology Resume

## Audriana Jimenez

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

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### EDUCATION

**Master of Science - Speech-Language Pathology** May 2018  
Specialized Training: Bilingual Speech-Language Pathology (Spanish) GPA 4.0  
Texas Christian University, Fort Worth, Texas  
PRAXIS Passed: January 2018

*Study Abroad:* Evidence Based Practice in Speech-Language Pathology: Developing a Global Perspective through Australian and New Zealand Study, Australia/ New Zealand - May 2017

**Bachelor of Science - Communication Sciences and Disorders** May 2016  
Minors: Child Development, Spanish for the Health Professions GPA 3.9  
Texas Christian University, Fort Worth, Texas

### LANGUAGES

Fluency in Spanish- Written and Verbal  
Conversational in French- Verbal

### CLINICAL EXPERIENCE

**TCU Miller Speech & Hearing Clinic**, Fort Worth, Texas August 2016 - Present  
**Graduate Clinician**

- Administer standardized tests and informal diagnostic assessments for children and adults
- Provide individual and group treatment 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
- Document client progress through weekly lesson plans, parent letters, and summary of therapy reports

**Undergraduate Clinician** August 2015- May 2016

- Prepared lesson plan for 5 year old client to address articulation disorders and developmental delays
- Updated parent regular on progress and provided strategies to continue practice at home

**Fort Worth Independent School District**, Fort Worth, Texas August 2017 - April 2018  
**Graduate Clinician**

- Conducted speech-language assessments by using standardized tests and informal evaluations for monolingual and bilingual (Spanish-English) preschool and school-aged children
- Planned and delivered individual and group treatments to bilingual preschool and school-aged children with speech-language impairments including speech sound disorders, voice disorders, language impairments, and developmental delay
- Maintained accurate case management records for SLP supervisor

**Early Childhood Intervention**, Fort Worth, Texas June 2017 - August 2017  
**Speech-Language Pathology Extern**

- Assessed speech, language, and swallowing skills of monolingual and bilingual children by administering standardized tests and informal evaluations
- Prepared and delivered individual and group treatment to monolingual and bilingual (Spanish-English, Kurdish-English) children with speech sound disorders, language delay, developmental delay, autism, Angelman's syndrome, cerebral palsy, Down syndrome, dysphagia, and hearing loss

- Developed goals for clients and participated in Individual Family Service Plan (IFSP) meetings

**Baylor All Saints Medical Center**, Fort Worth, Texas

January 2017 - June 2017

**Speech-Language Pathology Extern**

- Informally and formally assessed speech-language, cognition, and swallowing skills in adults in both inpatient rehabilitation and acute settings
- Delivered individual treatment to adults with speech-language, cognitive, and swallowing disorders, secondary to cerebrovascular accident, traumatic brain injury, disability, and surgical procedures
- Assisted with the process and observed bedside swallow evaluations, modified barium swallows, fiberoptic endoscopic evaluations of swallow, and VitalStim treatment
- Secured placement of tracheo-esophageal voice prosthesis, placement of larytubes, training of electrolarynx, and education to patients and families

**RESEARCH EXPERIENCE**

**Jimenez, A.** (2018). *Phonological awareness and vocabulary in elementary children with cochlear implants*. Poster presented at the Harris College of Nursing and Health Sciences Student Research Symposium, Texas Christian University, Fort Worth, TX.

**PROFESSIONAL AFFILIATIONS**

National Student Speech-Language Hearing Association (NSSLHA) member, 2013-present

Texas Speech-Language Hearing Association (TSHA) member, 2016-present

American Speech-Language Hearing Association (ASHA), Anticipated May 2018

- Attended ASHA National Convention, 2016, 2017

**CERTIFICATIONS**

American Heart Association, CPR Infant and Adult, Expires: August 2019

**ADDITIONAL EXPERIENCE**

**Dallas Academy: Early Childhood Program, Preschool Teacher's Aide**

May 2015 - August 2016

**Camp Lonehollow, Camp Counselor**

May - July, 2014 - 2015

**COMMUNITY SERVICE**

**Special Olympics**, January 2016-Present: Special Events Volunteer

**Kid's Night Out**, January 2014-May 2015: Monthly respite care night for parents of children with special needs

**Literacy Night**, September 2013-April 2015: Monthly activity evening for kindergarteners experiencing difficulties in literacy and their families

# Sample Athletic Training Resume

## WALLACE CAMERON

123 Frog Street | Fort Worth, Texas 76017 | w.cameron@tcu.edu | (817) 555-5555

### EDUCATION

Texas Christian University, Fort Worth, TX

*John V. Roach Honors College*

Bachelor of Science in Kinesiology – Athletic Training, December 2018

GPA- 3.9

*Honors Thesis: “Long term effects of concussions on collegiate athletics”*

### CERTIFICATIONS

CPR Instructor Certified, American Red Cross, Expires: August 2019

CPR Certified, American Red Cross, Expires: December 2018

### RELEVANT COURSEWORK

**Therapeutic Exercise:** Developed understanding of rehabilitation protocols incorporating open and closed kinetic chain activities, proprioceptive training techniques, plyometrics, and core stability

**Orthopedic Assessment II:** Developed advanced knowledge and clinical skills in the assessment of sports related injuries to the upper extremity, head and neck.

**Care & Prevention of Athletic Injuries:** Gained knowledge of the recognition, prevention, reconditioning, and referral of athletic injuries

### RELATED EXPERIENCE

**Student Athletic Trainer-** Baseball, Women’s Basketball, Track and Field August 2016 - Present  
*Texas Christian University Division I Athletics* Fort Worth, TX

- Provide rehabilitation to approximately 40 student-athletes with minor to moderate injuries
- Assist physical therapist to rehabilitate athletes with major injuries to the knee and shoulder
- Offer individualized treatments using modalities such as ultrasound, electrical stimulation, massage therapy, stretching and strengthening exercises, and strength testing using CYBEX equipment

**Athletic Training Intern** January - August 2016  
*Paschal High School* Dallas, TX

- Assisted in developing rehabilitation programs for a variety of ankle and knee injuries from the acute stage until return to play
- Cared for athletes by taping injuries, facilitated stretching exercises, and guiding rehabilitation activities
- Coordinated program aides to implement treatment of Brachial Plexus injury

**Assistant to Coach, Baseball and Softball** August 2014 - August 2015  
*Riverview High School* Fort Worth, TX

- Planned and led exercises and drills alongside head coach to teach teamwork and timing
- Monitored student-athletes technique and safety in weight room during strength training
- Communicated behavioral issues to parents and caretakers

### EXPERIENCE

**Lifeguard**, Evergreen Camp, Fort Worth, TX February 2013 – May 2014

**Swimming Instructor**, Walton Swim Club, Fort Worth, TX January 2011– November 2013

### AFFILIATIONS

- National Athletic Trainer Association, Student Member, 2014-present
- Texas State Athletic Trainers’ Association, Student Member, 2014-present
- Student Government Association, Member, 2014-2015



# Sample Health and Fitness Resume

## JENNIFER RICKEL

123 Frog Street | Fort Worth, Texas 76017  
817-257-2222 | j.rickel@tcu.edu | www.linkedin.com/jrickel

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### EDUCATION

Texas Christian University  
Bachelor of Science in Kinesiology- Health and Fitness  
Minor: Nutrition

Fort Worth, TX  
Expected: May 2019  
GPA: 3.32

### LICENSURE AND CERTIFICATIONS

- ACE Certified Aerobics Trainer, License # 6738264, Expires: May 2018
- CPR/ First Aid, American Red Cross, Expires: May 2018

### EXPERIENCE

**Special Olympics of North Texas**, Austin, Texas January 2018

#### Wellness Volunteer

- Assisted with athlete 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

#### Frog Camp Director- Cultura

May 2017-August 2017

- Developed, executed, and oversaw new 3 day camp that served over 250 incoming students
- Mentored and trained 15 new Frog Camp Facilitators
- Reviewed curriculum and created activities to encourage relationship building

#### Frog Camp Facilitator

May 2016-August 2016

- Facilitated small group discussions for 15 incoming Freshman by leading activities and creating a sense of community

**YMCA North Texas**, Fort Worth, Texas

#### Zumba Instructor

April 2014-July 2016

- Assessed participants' ability levels and taught proper body mechanics
- Provided high level of energy and enthusiasm for an enjoyable and safe workout

### RELEVANT COURSEWORK

Exercise Physiology

Motor Behavior

Study of Human Disease

Fitness Assessment

Fitness Programming

Marketing Management

### RESEARCH EXPERIENCE

TCU Kinesiology Lab, Fort Worth, Texas

Research Assistant

August 2017- present

- Demonstrate safe use of equipment including treadmills, cycle ergometers, metabolic cart, and heat chamber during research trials
- Collect and input data obtained into a spreadsheet and provide preliminary written analysis

### ACTIVITIES

**Tri-Frogs**, 2016-2018

**TCU Club Soccer**, 2015-2018

**Race for the Cure**, Volunteer, 2015

# Sample Movement Science Resume

## JANE DOE

123 Frog Street • Fort Worth, Texas 76129 • 817-555-5555 • janedoe@tcu.edu

### EDUCATION

#### **Bachelor of Science in Kinesiology, Movement Science**

Texas Christian University

Emphasis: Pre-Physical Therapy

GPA: 3.8

- TCU Scholarship, 2013-2017

Expected: May 2018

Fort Worth, TX

### RELEVANT EXPERIENCE

#### **Mercy Rehabilitation Hospital**

*Physical Therapy Technician* (430 hours)

- Assist with patient ambulation, range of motion strengthening, exercise, and transfers
- Prepare and sterilize medical equipment between patients
- Adhere to strict HIPAA compliance when completing patient documentation

Fort Worth, TX

January 2017 - Present

#### **YMCA of Arlington**

*Summer Special Needs Activities Coordinator*

- Supervised a group of 6-8 special needs campers and 3 assistant counselors
- Facilitated group activities by encouraging positive teamwork and social interaction between campers
- Enforced camp rules and behavior system to ensure the care, welfare, safety, and security of campers

Arlington, TX

May 2016 - August 2016

#### **Geneva Pediatric Specialists**

*Administrative Assistant*

- Completed pre-visit documentation and initial insurance screening of patients
- Scheduled appointments for a staff of 15 and resolved conflicting requests through effective communication

Keller, TX

May 2015 - December 2015

### CLINICAL OBSERVATIONS

Kindred Hospital (adult inpatient, post-surgical), 100 hours

Texas Health Resources Ben Hogan Clinic (sports medicine), 140 hours

Cook Children's, (pediatric inpatient), 25 hours

TCU Athletics Sports Medicine, 65 hours

### RELEVANT COURSEWORK

Motor Behavior

Anatomy and Physiology I & II

Study of Human Disease

Anatomical Kinesiology

Exercise Physiology

Fitness Assessment

Fitness Programming

Health & Stress Management

Organizational Management

### PROFESSIONAL MEMBERSHIPS

Texas Chapter- American College of Sports Medicine (TACSM), Student Member, 2017- present

American College of Sports Medicine (ACSM), Student Member, 2017- present

### ACTIVITIES

- Student Kinesiology Association, Treasurer, September 2015 – Present
- Relay for Life, April 2016 and 2017

### OTHER EXPERIENCE

**JC Penney**

*Sales Associate*

Fort Worth, TX

May 2014 - August 2014

# Sample Physical Education Resume

## CHARLOTTE BECK

123 Frog Street  
Fort Worth, Texas 76017  
charlotte.beck@tcu.edu  
(817) 555-5555

### Education

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|                                   |                |               |
|-----------------------------------|----------------|---------------|
| <b>Texas Christian University</b> | Fort Worth, TX | December 2018 |
|-----------------------------------|----------------|---------------|

Bachelor of Science: Physical Education  
Minor: Health & Fitness  
Cumulative GPA: 3.34

### Certifications

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**TExES Physical Education EC-12 certification**  
**TExES Pedagogy and Professional Responsibilities EC-12**

### Teaching Experience

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|                            |             |                      |
|----------------------------|-------------|----------------------|
| <b>Crowley High School</b> | Crowley, TX | August 2018- present |
|----------------------------|-------------|----------------------|

#### *Student Teacher*

- Create developmentally appropriate lesson plans: fundamental motor skill development, manipulative skills, movement exploration, sport related skill development, and body management
- Implement intervention strategies for special needs students
- Attend and assist in Open House event; greeted and communicated with 50+ parents

|                                |                      |                       |
|--------------------------------|----------------------|-----------------------|
| <b>C.F. Brewer High School</b> | White Settlement, TX | August 2016- May 2017 |
|--------------------------------|----------------------|-----------------------|

#### *Student Teacher*

- Instructed fitness center activities including weight lifting and step aerobics twice a week
- Assessed student learning and development
- Participated in IEP meetings for students with a physical disability
- Designed and implemented lesson plans focusing on sport skill development and strategies for badminton, basketball, and volleyball

### Professional Memberships

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National Association of Sports and Physical Education, Student Member, 2016- present  
Texas State Teachers Association, Member, 2018- present  
National Education Association, Member, 2018- present

### Experience

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|  |                |              |
|--|----------------|--------------|
| <b>TCU Recreation Center, Student Worker</b> | Fort Worth, TX | 2016-Present |
| <b>Saltgrass Steakhouse, Waitress</b>        | Arlington, TX  | 2014-2015    |
| <b>YMCA, Nursery Worker</b>                  | Fort Worth, TX | 2013-2014    |

### Campus and Community Involvement

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**Delta Delta Delta, Vice President Public Relations (2017-2018), Formal Recruitment Advisor (2016)**  
**TCU Student Foundations, Led tours of prospective students and families (2014-2016)**  
**theCrew, Develop and run programs on TCU's campus (2014-2017)**  
**Make-A-Wish Foundation, Volunteer (2014)**

# Sample Sports Psychology Resume

## HOLLY MURRAY

123 Frog Street  
Fort Worth, Texas 76017  
(817) 555-5555  
holly.murray@tcu.edu

### EDUCATION

Texas Christian University, Fort Worth, TX  
*John V. Roach Honors College*  
Bachelor of Science in Kinesiology–Sports Psychology, December 2018  
GPA: 3.7

### CERTIFICATION

CPR Instructor Certified, American Red Cross, *Expires: December 2019*  
CPR Certified, American Red Cross, *Expires: June 2019*

### EXPERIENCE

**Sport Psychology Intern, Athletics Department** December 2017 - present  
Texas Christian University Fort Worth, TX

- Motivate athletes before and during meets using a positive psychology approach
- Counsel athletes regarding academic and personal concerns and make appropriate referrals to university and community resources
- Evaluate athletes' understanding of the mental aspects of sport performance and physical activity behaviors

**Head Lifeguard/Private Swim Instructor** June 2015 - April 2016  
YMCA of Metropolitan Fort Worth Fort Worth, TX

- Supervised and maintained schedules for 20+ lifeguards
- Certified and trained new lifeguards to provide CPR and basic lifesaving skills
- Ensured pool safety by enforcing aquatic center's rules and regulations

### RESEARCH

**Honors Student Researcher**, TCU Department of Kinesiology, August 2016 - present

- Examine the impact of rehabilitation through swimming on sports-related knee injuries
- Recruit thirty 27-35 year old participants through word-of-mouth and online marketing
- Monitor patient range of motion and strength through series of exercises
- Design and implement individualized swimming plans for participants

**Research Assistant**, TCU Department of Kinesiology- Exercise Physiology Lab, December 2017- present

- Assist with faculty research by analyzing blood and tissue samples using spectrophotometers, fluorometer, osmometer, electrolyte analyzers, and DEXA
- Demonstrates safe use of equipment including treadmills, cycle ergometers, metabolic carts, heat chamber and strength testing devices

### HONORS

- Honors College Outstanding Research Award, 2016
- Dean's List, 4 semesters

### ACTIVITIES

TCU Tri Frogs, 2014- present  
TCU LEAPS, Volunteer, 2014 - 2015

Special Olympics, Event Volunteer, 2015 - present  
Sharks Master's Swim Club, Member, 2014 - 2015

# Sample Social Work Resume

## GRACE COYLE

123 Frog Street, Fort Worth, TX 76179  
(817) 555-5555 g.coyle@tcu.edu

### EDUCATION

Texas Christian University, *Harris College of Nursing and Health Sciences* Fort Worth, TX  
**Bachelor of Social Work (BSW)** May 2018  
Minor in Spanish and Child Development

### CERTIFICATIONS/ TRAININGS

American Heart Association, CPR for Basic Life Support, Expires: April 2019  
Trauma Informed Care, Department of Family and Protective Services, November 2017  
QPR Suicide Prevention Training, June 2016  
Stewards of Children: Darkness to Light, April 2016  
Safe Zone Training, 2014, 2015

### INTERNSHIPS

Family Service Agency Fort Worth, TX  
**BSW Intern** August 2017 – May 2018

- Counseled 50+ clients in one-to-one setting and group sessions, and documented all client contacts
- Completed intake psychosocial assessments and complete family history upon initial home visit
- 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 Fort Worth, TX  
**Helpline Volunteer** January 2016 – August 2016

- Answer 24-hour helpline calls and provide emotional support and problem-solving assistance to people in difficult and sometimes crisis situations.
- Provide information about services including referrals to community resources to callers and walk-in clients.

### INTERNATIONAL EXPERIENCE

Quito Youth Alliance Quito, Ecuador  
**Youth Director** May 2017 – September 2017

- Served as a mentor and organized activities for 35 youth, ages 12-16
- Facilitated 5 study groups for academically at-risk students in Spanish
- Planned daily activities to engage youth throughout impoverished areas in sport as a community-building activity
- Collaborated on a committee of 15 local aid organizations to implement programs across Quito

International Solutions Algiers, Algeria  
**English Teaching Volunteer** May 2015 – August 2015

- Taught English to community members and local healthcare providers
- Promoted health education, nutrition, and hygiene to parents and families in French language

### COMMUNITY SERVICE

AIDS Outreach Center, 2014-present Habitat for Humanity, 2014-2015  
Love for Lancaster, 2016-present Rockford School Volunteer Program, 2014

### PROFESSIONAL MEMBERSHIPS

Student Association of Social Works (SASW), Vice President 2016- present  
National Association of Social Workers (NASW), Student Member, 2014- present

# ANATOMY OF A COVER LETTER

<Your Information>

Date

Contact Person's First and Last Name, Title  
Organization, or Company Name  
Address Line 1  
City, State Zip Code

Dear Mr./Ms. Last Name:

Use the same heading from your resume sheet on your cover letter

Header & Greeting

First Paragraph

**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. Be clear and concise.

Middle 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 relevant, quantifiable skills and accomplishments. Make connections between your abilities and the employer's needs based on what you have researched about the position, company and industry. Be sure to highlight two or three of your most relevant skills or accomplishments. Support each statement you make with a piece of 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.

Final Paragraph

**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>

Your typed name here

Closing

## 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.

# 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**  
*Professor*  
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**

**Make sure that contact information is accurate and current**

**Gabrielle Brown**  
*Volunteer Coordinator*  
Meals on Wheels  
2800 S. University Drive  
Fort Worth, TX 76110  
817-257-2222  
g.brown7@tcu.edu

**Tanya Carson**  
*Supervisor*  
TCU Campus Bookstore  
2800 S. University Drive  
Fort Worth, TX 76129  
817-257-2222  
tanya.carson@tcu.edu

Keep in contact with your references for future opportunities.



STUDENT AFFAIRS

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[careers.tcu.edu](http://careers.tcu.edu)

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