

JOHN SMITH

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Name is 16-point
font/Bolded

All content should
be 11 pt. font

PROFILE

All HEADING words should be in CAPS and in 12 pt. font

Health Sciences major with initiative and passion for understanding health needs. Able to connect with using friendly demeanor and outgoing personality. Sensitive to students' needs and willing to provide honest, objective information to encourage positive health decisions. Experienced in working in field research.

EDUCATION (Type out & bold degree name)

Bachelor of Science in Health Sciences

Expected Graduation: December 2025

College of Health Sciences

University of Memphis, Memphis, TN

Concentration: Exercise Physiology

GPA: 3.9 (Only add GPA if it is >3.0)

HONORS:

Dean List: University of Memphis, Memphis, TN, Fall 2022 - Present

CERTIFICATIONS

Type of Certification: Organization name, Expires: Month & yr.

Adult CPR/AED: American Heart Association, Expires October 2025

WORK EXPERIENCE (Begin with the most recent job first and work backwards just like sample)

Student Researcher, June 2023 – Present

University of Memphis, Memphis, TN

- **Host** “Weekly Wellness Workshops. (**Begin EACH sentence w/a Key verb**)
- **Present** workshops on critical topics, such as long-term family care, child development, and nutrition.
- **Conduct** classroom visits to elementary, middle, and high school classes. Work with teachers in advance to ensure lessons are appropriate for students' age and skill level.
- **Create** marketing materials promoting relevant health topics and the Health and Wellness Center as a whole.
- **Address** personal questions from students after classes in a confidential and professional manner.
- **Connect** with schools and local organizations regarding opportunities to host health classes.

Health Education Intern, January 2023 – May 2023

Church Health Center, Memphis, TN

- **Presented** weekly seminars on health topics relevant to young adults. Popular topics included basic hygiene, cold/flu prevention, and sexual health. (**Be sure it is past tense if it is an old job**)
- **Held** open “office hours” to interact one-on-one with any students with general health questions. Provided referrals to physicians as needed.
- **Staged** health information booths at sporting events, club fairs, and in the student union to increase visibility of student health services.

VOLUNTEER EXPERIENCE

USM Relay for Life, September 2021 – April 2023

Relay event held annually in March to benefit the American Cancer Society. Event raised \$50,000 in donations in 2013.

Organizer

- Promoted Relay for Life events and fundraisers to campus through informational booth, flyers, and emails.
- Hosted series of informational meetings for teams in the weeks leading up to the relay.