**FIRST & LAST NAME**

[View Home Address Guidelines](https://careerservices.wvu.edu/files/d/327ce199-8c12-4611-8170-1135c5f03669/resume-checklist.pdf) | professional.email@gmail.com | 304-555-1234

**EDUCATION, HONORS & CERTIFICATIONS**

**Bachelor of Speech Pathology and Audiology** Expected:May XXXX **Minor - Business Administration**

*West Virginia University*, Morgantown, WV

* GPA 3.8
* President’s List and Dean’s List (all enrolled semesters)

**CPR & First Aid** June XXXX–Present
*Monongalia General Hospital*, Morgantown, WV

**INTERNSHIP & OBSERVATION EXPERIENCE**

**Business Development Intern** August XXXX–May XXXX

*Mon General Hospital,* Morgantown, WV

* Performed market research to qualify new business opportunities
* Helped collect and record data for metrics records and future budget plans
* Assisted with organizing background information for Executive Health Program
* Prepared and tracked forms on a daily and monthly basis

**Undergraduate Research Assistant** January XXXX–May XXXX

*WVU Department of Communication Sciences and Disorders,*Morgantown, WV

* Assisted with data collection and input for study records
* Prepared materials for submission to granting agencies and foundations
* Attended area seminars as necessary

**Speech Pathology and Audiology Student Observer** May XXXX–August XXXX

*Ruby Memorial Hospital,* Morgantown, WV

* Completed 25 clinical observation hours in the ENT Clinic

**WORK EXPERIENCE**

**Undergraduate Student Worker** August XXXX–May XXXX

*WVU College of Business and Economics,* Morgantown, WV

* Responded to phone, walk-in and email inquirers relative to college visits
* Assisted with mailings and other admissions projects as needed
* Confirmed appointments with alumni for speaking engagements

 **Front Desk Assistant (part-time)** July XXXX–August XXXX

*YMCA,* Charleston, WV

* Operated cash register, signed in guests and recorded equipment rentals
* Provided excellent customer service skills and cross-trained new employees

**COMMUNITY SERVICE**

**Stepping Stones** March XXXX—Present

*Volunteer*

* Mentor children and adults with disabilities through recreation and personal development activities
* Participate in events such as Car Raffle (fundraising), Trunk or Treat (outreach), Special Olympics practice and Miss Ability Pageant