*This is a suggested sample resume that you can edit to create your own resume, reflecting your own experiences and skills. Please use it as a guide. You can also use* [*SkillsFirst*](https://skillsfirst.com/organizations/qcc-cuny)*, our resume writing platform, which has additional samples and templates that you can edit to create your own resume. Please try to keep your resume to one page in length.*

JORDAN QUEENSBOROUGH

 City, State Zip code           Emailaddress@domain.com           Telephone Number with area code

**PROFILE**

**Motivated, hardworking college student majoring in Public Health, seeking to join the HRTP:  Public Health Internship Program with the New York City Department of Health and Mental Hygiene.** Highly proficient in (add your relevant technical skills [software/platforms] that relate to the position.)  Include a few soft skills that relate to the position.  If you are fluent or speak a language(s) other than English include that information as well.

**EDUCATION**

**Associate in Science, Public Health,** anticipated month year

**Queensborough Community College, The City University of New York,** Bayside, NY

* **GPA**: *If 3.0 or higher*
* **Awards and Honors:**Indicate type, month/year (e.g., Dean's List, Sep 2022 – Present)
* **Memberships:** Are you in any QCC clubs or organizations?  If so, indicate position, name of group and participation year
* **Relevant Coursework:** Add four or five QCC courses that relate to the opportunity to which you are applying.  Do not use course numbers.  Write out the course titles.

**LICENSES AND CERTIFICATIONS**

**Certified Patient Care Technician,** add the granting agency name, expiration date.

Add BLS or CPR certificates if you have earned them.

Add driver's license if it is relevant to the opportunity to which you are applying.

Add any additional licenses and certifications that may be relevant.

**EXPERIENCE**

**Sales Associate**

**Zara,** New York, NY | Jun 2021 - Present

* Provide efficient, professional service in a hectic, mid-town clothing store.
* Assist shoppers with selecting appropriate items.
* Organize merchandise on the sales floor and maintain neatness and order in the dressing room.
* Receive, check and price incoming merchandise before stocking on shelves.

**ADDITIONAL SKILLS**

Include any additional skills that are applicable to your abilities and not included in your Profile.

**COMMUNITY SERVICE**

**Name of volunteer position**

**Name of Organization,** City, State | dates of service

You may write one or two phrases describing your work.

**AFFILIATIONS**

**Name of Organization**

List position(s) held and date(s) of service.

**INTERESTS**

If there is room on the page list interests, i.e., hobbies, sports, cultural activities.