First and Last Name

Town, State Zip | Phone | Email

**EDUCATION**

State University of New York at New Paltz, New Paltz, NY Expected May 20XX

**Master of Science in Communication Disorders**

**Speech and Language Disabilities Concentration**

GPA: 3.8/4.0

Relevant Coursework: Phonological Disorders, Voice Disorders, Research Methods

State University of New York at New Paltz, New Paltz, NY Month 20XX

**Bachelor of Arts in Communication Disorders**

GPA: 3.91 | Summa Cum Laude

Chi Alpha Epsilon Honor Society, 2024

**OBSERVATIONS AND FIELD EXPERIENCE**

**Student Intern**

Language Fundamentals, Fishkill, NY Month 20XX- Month 20XX

* Analyzed 100+ prerecorded FEES (Fiberoptic Endoscopic Evaluation of Swallowing) evaluations
* Notated structural irregularities and impaired swallowing function
* Accompanied clinician to on-site evaluations of over 12 children, teens, and adults

**Practicum Student**

New Paltz Speech-Language and Hearing Center, SUNY New Paltz, NY Month 20XX- Month 20XX

* Obtained first-level direct clinical experience working with 4 clients in individual therapy programs
* Greeted families, conducted intake, managed client files, and conducted hearing tests

**Research and Evaluation Intern**

Methodist Hospital, New York, NY Month 20XX- Month 20XX

* Assessed the mammography test-tracking process through the hospital’s electronic medical record
* Evaluated efficiency of hospital staff in the follow-up of patients who received abnormal test results
* Compared mammogram testing compliance rate of patients to a 2018 study to determine its effectiveness

**WORK EXPERIENCE**

**Teaching Assistant, Introduction to Communication Disorders**

SUNY New Paltz, NY Month 20XX- Present

* Assist 25 students in weekly office hours; Maintain regular communication with class regarding due dates, responses to questions, and writing tips
* Review student essays and analyzed student progress based on assignment scores using Excel
* Generate weekly summaries for professor by surveying student comprehension of class materials
* Developed instructional video content for the class on conducting a standardized assessment

**Office Assistant**

Bottom Line, Brooklyn, NY Month 20XX- Month 20XX

* Coordinated over 100 student RSVPs, prepared materials, and provided logistical support for four *Success and Access* events
* Coordinated counselor meetings by scheduling student appointments, issuing reminders, and preparing meeting materials
* Answered incoming phone calls and routed calls; served as first point of contact and upheld company’s reputation for professional customer service

**COMMUNITY & PROFESSIONAL AFFILIATION**

**Member,** NSSLHA (National Student Speech Language Hearing Association), New Paltz, NY Month 20XX- Month 20XX

**Vice President** | Campus Choir, New Paltz, NY Month 20XX- Month 20XX

**Member** | Sign Language Club, New Paltz, NY Month 20XX- Month 20XX

**SKILLS**

* FEES Analysis
* Patient intake
* Hearing test administration
* Program evaluation
* Management of electronic medical records
* Professional and report writing
* Knowledge of Microsoft Office, Google Suite, and Adobe tools
* Intermediate professional proficiency in Spanish
* Beginner proficiency in American Sign Language

**CERTIFICATION AND TRAINING**

ASHA certification Expected Month 20XX

New York State Licensure Expected Month 20XX

Initial Certification as a Teacher of Students with Speech and Language DisabilitiesExpected Month 20XX

CPR First Aid Month 20XX

CITI Program Certified in Human Subjects Research Month 20XX

# Notes:

Comms. Disorders students should list all experiential learning related to their field, including practicum placements. Each placement should include the skills developed during that time, the hosting organization, any specific technology or devices used, and the dates range you were there. Skills listed under experiences in this section can be repeated in the “Skills” Section.

Since this student is applying for a job, she chose to emphasized her work experience and upcoming certifications. If she were instead going to apply for an academic fellowship or a research position, she may choose to emphasize -- give more space to and explain more in detail -- her research projects, coursework, and teaching experience and leave out any unrelated work experience.

This student has a high GPA (above 3.5), so elected to include it. However, GPA is not required.

As this student prepares to apply to different jobs, she will adjust the length and content of the details included beneath each position listed. If she’s applying for a job that requires managing patient records, she’d include all the points about office management. If she’s applying to a speech pathologist job that emphasizes interpersonal skills, she might remove some of the points about office management and emphasize her experience working directly with patients, instead. This resume is a template, and she can make different versions of this document and edit those versions as needed, based on what each employer is looking for.

If you have any questions about resume development, you are welcome to make an appointment with a career specialist. There is a career specialist dedicated to working with students in majors within the College of Liberal Arts and Sciences. Schedule here: <https://www.newpaltz.edu/careers/general.html>