

FIRST NAME LAST NAME

City / State

Emailaddress@provider.com

Phone Number

www.linkedin.com/in/yourprofilenamehere/

OBJECTIVE

A _____ position utilizing my _____, _____, and _____ skills

EDUCATION

Bachelor of Science in Human Development and Family Sciences

Northern Illinois University, DeKalb, IL, December 20XX

Emphasis: **Family Social Services** Area of Study: **Prevention and Intervention with Family**

Relevant Coursework: **Working with Ethnically Diverse Children and Families in the U.S.; Parent Education; Group Process and Personal and Family Functioning; Human Development, the Family, and Society**

CERTIFICATIONS

Provisional Certification, Certified Family Life Educator – National Council on Family Relations

CPR Child and Infant & First Aid – American Red Cross

INTERNSHIP EXPERIENCE

Probation Intern, Cook County Juvenile Court Probation, Chicago, IL, January 20XX – April 20XX

- Performed over 15 field visits and courtroom observations with probation officers
- Collaborated with probation officers on cases of supervision or probation
- Contributed observations of client progress at staff and unit meetings
- Learned to process required paperwork following case assignments; wrote social investigations and progress reports
- Attended training programs to increase knowledge of state regulations
- Learned about the structure of the court programs and processes and the State of Illinois juvenile justice system

VOLUNTEER EXPERIENCE

Volunteer, Opportunity House, Sycamore, IL, May 20XX – August 20XX

- Organized and conducted recreational activities for up to 10 developmentally disabled adults
- Co-presented personal hygiene and social skills workshops using excellent public speaking skills

Volunteer, St. Ignatius Center for the Homeless, Kildeer, IL, January 20XX – May 20XX

- Developed and led age-appropriate recreational activities for up to 12 preschoolers
- Named *Volunteer of the Month*, January 20XX
- Served meals to residents and provided support and encouragement

LEADERSHIP ACTIVITIES

Member, NIU Student Council on Family Relations (NIUSCFR), August 20XX – Present

Open House Tour Guide, NIU Orientation & First Year Experience, DeKalb, IL, August 20XX – May 20XX

- Conducted residence hall tours for prospective NIU students and parents
- Memorized extensive information about NIU activities, departments, and services and shared with participants in an engaging manner