

(*Sample Resume Draft)

NAME
Address
City, St Zip
Phone # Email address

OBJECTIVE:

To obtain an internship in a health care facility during _____semester 201_
where I can develop my professional skills for a future in health care services.

EDUCATION:

Southern Illinois University Carbondale Carbondale, IL August 200? –May 201?
Bachelor of Science, Health Care Management

Prior Schools (list most recent first) City, St Dates attended
Degree or Certificate, Course of Study
(DO NOT LIST HIGH SCHOOL)

WORK EXPERIENCE:

List Place of Employment City, St Dates or years worked
Job Title
• Responsibilities/Duties
• Responsibilities/Duties

List Place of Employment City, St Dates or years worked
Job Title
• Responsibilities/Duties
• Responsibilities/Duties

VOLUNTEER EXPERIENCE: (if none, delete category)

List Volunteer Service City, St Dates or years worked
List Volunteer Service City, St Dates or years worked
List Volunteer Service City, St Dates or years worked

COMPUTER SKILLS:

Excel Power Point Microsoft Word

HEALTH CARE COURSEWORK:

Health Policy Health Care Supervision List Health Care Courses in Columns
Health Economics Long Term Care Administration
Medical Terminology Fiscal Aspects of Health Facilities

(Vary font size for resume to fit on one page. E.g., Font size 12, 11, 10 or 12.10, 9, etc.) Columns may vary but keep it professional looking. A neat appearance is very important!).

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