

## **[Your Full Name]**

[Your Address, City, State, Zip Code]

[Your Phone Number] | [Your Email Address] | [LinkedIn Profile, if available]

## **EDUCATION**

**Bachelor of Science/Art in [Your Major], [University Name, City, State]**

[Month, Year – Month, Year]

- GPA: [Your Overall GPA, e.g., "3.8/4.0"]
- GPA: [Your Major GPA, e.g., "3.8/4.0"]

**[Repeat format if you have multiple degrees or completed a post-bac program.]**

## **WORK EXPERIENCE**

*[If you lack work experience to list, please specify by writing 'NONE' or delete the section].*

**[Position, e.g., "Rehab Aid", "Sales Clerk", "Server"], [Name of Employer, City, State]**

[Month, Year – Month, Year]

- Assisted in [list specific tasks, e.g., data collection, documentation, customer service].

**[Repeat format if you have multiple work experiences.]**

## **VOLUNTEER EXPERIENCE**

*[If you lack volunteer experience to list, please specify by writing 'NONE' or delete the section].*

**[Position, e.g., "Classroom Volunteer"], [Name of Facility/Organization, City, State]**

[Month, Year – Month, Year]

- Assisted in [list specific tasks, e.g., creation of materials, classroom organization].

**[Repeat format if you have multiple volunteer experiences.]**

## **CLINICAL EXPERIENCE**

*[If you lack clinical experience to list, please specify by writing 'NONE' or delete the section].*

**[Position, e.g., "SLPA Student Intern"], [Institution Name, City, State]**

[Month, Year – Month, Year]

- [Brief description of your responsibilities and accomplishments.]
- [Any specific techniques, equipment, or approaches you've learned or applied.]
- [Any notable feedback or commendation received.]

**[Repeat format if you have multiple clinical experiences.]**

## **RESEARCH EXPERIENCE**

*[If you lack research experience to list, please specify by writing 'NONE' or delete the section].*

**[Position, e.g., "Research Assistant"], [Laboratory/Project Name, University/Institution, City, State]**

[Month, Year – Month, Year]

- Assisted in [specific tasks, e.g., "data collection, analysis, literature review"].
- Contributed to a study on [specific topic or title].
- Presented findings at [specific conference or event, if applicable].

**[Repeat format if you have multiple research experiences.]**

## **PRESENTATIONS & PUBLICATIONS**

*[If you lack Presentations & Publications to list, please specify by writing 'NONE' or delete this section].*

- [Your Name], [Co-author(s) Name], "[Title of the Publication or Presentation]", [Journal/Conference Name], [Year].

**[Repeat format for additional presentations or publications.]**

## **LEADERSHIP & EXTRACURRICULAR ACTIVITIES**

*[If you lack Leadership & Extracurricular Activities to list, please specify by writing 'NONE' or delete this section].*

[Position, e.g., "President"], [Organization/Club Name, University Name]

[Month, Year – Month, Year]

- [Brief description of your responsibilities and any significant achievements.]

**[Repeat format if you have held multiple positions or were involved in various activities.]**

## HONORS AND AWARDS

*[If you lack Honors and Awards to list, please specify by writing 'NONE' or delete this section].*

[Award/Scholarship], [Organization that awarded this award/scholarship; can include graduation honors]

[Month, Year]

- [Brief description of the award/ achievements.]

**[Repeat format if you have held multiple honors and awards.]**

## SKILLS & CERTIFICATIONS

*[If you lack Skills & Certifications to list, please specify by writing 'NONE' or delete this section].*

- **Certifications:** [Any certifications you might have, e.g., "Cardiopulmonary Resuscitation (CPR)" and expiration date or "Certificate of Clearance"].
- **Skills:** [List languages other than English; identify level of proficiency; identify oral, writing, and reading proficiencies]

## SOFTWARE PROFICIENCY

*[If you lack Software Proficiency to list, please specify by writing 'NONE' or delete this section].*

- **Office Tools:** [General software knowledge, e.g., "Microsoft Office Suite, Google Workspace"]
- **Other:** [Any other software relevant to your experiences or the SLP program]

## PROFESSIONAL MEMBERSHIPS

*[If you lack Professional Memberships to list, please specify by writing 'NONE' or delete this section].*

- [Association/Organization Name, e.g., "National Student Speech-Language-Hearing Association"]  
[Year – Present]

**[Repeat format if you have held multiple memberships.]**

## REFERENCES [3]

Professional reference in speech-language pathology:

1. [Full Name, Title, University/Hospital/Clinic Name, Address, City, State, Zip Code, Phone Number].
2. [Full Name, Title, University/Hospital/Clinic Name, Address, City, State, Zip Code, Phone Number].
3. [Full Name, Title, University/Hospital/Clinic Name, Address, City, State, Zip Code, Phone Number].

## Instructions

1. **Personalize Information:** Begin by updating all placeholder text (e.g., "[Your Full Name]") with your actual details.
2. **Verify Email:** Please make sure your email address is accessible throughout the admissions cycle.
3. **List in Reverse Chronological Order:** For sections like Education, Clinical Experience, and Research Experience, list items starting with the most recent and work backward.
4. **Be Specific:** Wherever possible, quantify your achievements and responsibilities. Use action verbs to describe your experience.
5. **Proofread:** Before finalizing, review your resume for typographical or grammatical errors. Consider asking a mentor or colleague for feedback.
6. **Formatting:** Maintain consistent formatting in terms of fonts, bullet points, and headings. This enhances readability and presents a professional image.
7. **Length:** While the template provides a comprehensive structure, be concise.