

## **Model Document: Resume for an Entry-Level Position**

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<b>OBJECTIVE</b>	To work at a local health department as a Registered Environmental Health Specialist.	
<b>EDUCATION</b>	Montclair State University, Upper Montclair, New Jersey <i>B.S., Health Education (concentration in Community Health), 2010</i> Magna Cum Laude (GPA: 3.75/4.0)  Essex County Community College, West Caldwell, New Jersey <i>A.S., Social Sciences, 2007</i>  RELATED COURSES: • Public Health • The Teaching of Health • Health Promotion • School Health and Community Service • Environmental Health • Environment and Public Health  HONORS: Dean's List, Phi Theta Kappa, Golden Key National Honor Society	<i>Education and listing of course work appropriate for a recent graduate</i>
<b>RELATED EXPERIENCE</b>	<i>Intern, Bergen County Health Department, 1/2009–4/2009</i> (North Bergen, New Jersey) Conducted Chapter 12 food inspections, reviewed septic plans, and responded to community complaints under the supervision of trained health inspectors.  <i>Substitute Health Teacher, West Orange High School, 9/2006–1/2007</i> (West Orange, New Jersey)  <i>Dental Assistant, Daniel R. Korb, D.D.S., P.A., 8/2005–3/2006</i> (Cedar Grove, New Jersey) Took dental radiographs of all patients, sterilized instruments, and sanitized rooms.	<i>Internship and part-time job experience relevant to a recent graduate</i>
<b>LICENSES</b>	New Jersey Registered Environmental Health Specialist New Jersey Dental Radiologist New Jersey Commercial Driver's license with air-brake endorsement	<i>Licenses related to job objective</i>
<b>REFERENCES</b>	Furnished upon request	

**Figure 16–10** *Résumé for an Entry-Level Position*

Source: Walter E. Oliu, Charles T. Brusaw, Gerald J. Alred (Bedford/St. Martin's 2010)