

Psychology Resume:

Name

Address

Phone Number

Email

EDUCATION:

Massachusetts Bay Community College, Wellesley Hills, MA

Associates Degree in Liberal Arts

Concentration in _____

Anticipated Date of Graduation _____

List if you have received high honors or awards based on your academic performance.

List your GPA only if it is a 3.0 or higher.

RELATED COURSEWORK:

List your major requirements first Principles of Research, Social Psychology, Theories of Personality. List your concentration/elective courses second. For instance, Abnormal Psychology, Group Dynamics, Counseling and Interviewing..

ON-CAMPUS INVOLVEMENT:

List any clubs, organizations or activities you have or are currently participating in at MassBay. Make sure to state the dates and short descriptions.

LANGUAGE SKILLS:

List the languages that you are fluent in and describe whether it is written, oral or both. This is especially important to employers and human resources due to the "global economy" and your ability to increase markets internationally and nationally.

HUMAN SERVICES RELATED EXPERIENCE (use bullet points starting with action verbs)

List any jobs that you have currently or have had in the past where you have used helping-related skills. Your work study and internships should always be included if they apply to that category.

COMPUTER SKILLS: (use bullet points)

List computer programs or applications that you know.

Advanced capabilities in all Microsoft Office Programs, especially Front Page and Access or Proficient in most Microsoft Office Programs

ADDITIONAL EXPERIENCE (use bullet points starting with action verbs)

SERVICE TO COMMUNITY: (use bullet points starting with action verbs)

List your volunteer experience. Think of projects that you might have done with your youth group, school , family and friends. Be sure to list dates and describe what you have done.

Note: Words (nouns, verbs and adjectives, too) that are great to use for Psychology Majors are:

supported, assisted, theorized, observed, trained, listening skills, communicated, served, serviced, interpreted, counseled, instructed, taught, developed, created, applied, studied, task force, framework, proposed, interviewed, evaluated, broad-based, comprehensive, specialized, assessed, researched, consulted, collaborated, parent involvement, individual-based, group therapy, self-esteem...