

# JORDAN QUEENSBOROUGH

🏠 City, State Zip code

✉ Emailaddress@domain.com

☎ Telephone Number with area code

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## PROFILE

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**Motivated, hardworking college student majoring in Public Health, seeking to join the HRTP: Public Health Internship Program with the New York City Department of Health and Mental Hygiene.** Highly proficient in (add your relevant technical skills [software/platforms] that relate to the position.) Include a few soft skills that relate to the position. If you are fluent or speak a language(s) other than English include that information as well.

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## EDUCATION

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**Associate in Science, Public Health, anticipated Jun 2023**  
Queensborough Community College, The City University of New York, Bayside, NY

- **GPA:** *If 3.0 or higher*
- **Awards and Honors:** Indicate type, month/year (e.g.; Dean's List, Sep 2022 - Present)
- **Memberships:** Are you in any QCC clubs or organizations? If so, indicate position, name of group and participation years
- **Relevant Coursework:** Add four or five QCC course that relate to the opportunity to which you are applying. Do not use course numbers. Write out the course titles.

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## LICENSES AND CERTIFICATIONS

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**Certified Patient Care Technician**, add the granting agency name, expiration date.

Add BLS or CPR certificates if you have earned them.

Add driver's license if it is relevant to the opportunity to which you are applying.

Add any additional licenses and certifications that may be relevant.

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## EXPERIENCE

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**Sales Associate**  
Zara, New York, NY | Jun 2021 - Present

- Provide efficient, professional service in a hectic, mid-town clothing store.
- Assist shoppers with selecting appropriate items.
- Organize merchandise on the sales floor and maintain neatness and order in the dressing room.
- Receive, check and price incoming merchandise before stocking on shelves.

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## ADDITIONAL SKILLS

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Include any additional skills that are applicable to your abilities and not included in your Profile.

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## COMMUNITY SERVICE

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**Volunteer, dates of service**

**Name of Organization**

You may write one or two phrases describing your work.

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## AFFILIATIONS

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**Name of Organization**

List position(s) held and dates of service.

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## INTERESTS

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If there is room on the page list interests, i.e.; hobbies, sports, cultural activities.