

**Jane Doe**

123 Character Blvd.  
Sacramento, CA 12345  
H: (814) 555-1234

**jobseeker@higheredjobs.com**

**OBJECTIVE**

To obtain an executive position in student affairs that embraces student learning, staff development, and diversity initiatives.

**EXPERIENCE**

- Provided psychological services and academic advising services.
- Responsible for training and supervision of five staff members and two graduate assistants.
- Worked closely with the Office of Health and Wellness and Family Planning Services.
- Developed marketing strategies to increase student awareness and an effective learning environment.
- Courses taught: Counseling Education, School Psychology, and Educational Leadership.
- Worked closely with the Chief of Police to ensure campus and student safety.

**EDUCATION**

*College of Minnesota, Oak Tree, MN May '91*  
*Austin, TX*

**AWARDS**

- Teacher's Excellence Award (May 2004, December 2005)
- Outstanding Doctoral Student (October 2004)
- Evelyn Swinney Grant (Fall 2003, Spring 2002)
- Distinguished Student Services Professional (Spring 2002)
- Student Awareness Award (1999)

**PRESENTATIONS**

- Watkins, A.R. (2005). Counseling Strategies for Students in Higher Education. Paper presented at the American College Personnel Association Convention in Baton Rouge, LA.
- Watkins, A.R. (2004). How to Stay Mentally Fit Strategies for a Healthy Higher Education Career. Talk presented at the national conference for Executive Officers in Long Island, NY.
- Watkins, A.R. (2003). Mental Health and the Impact of Student Behavior. Talk presented at the convention Association for Counseling Services in Salem, MA.