

The Office of Career Development

Quick and Easy Resume Guide for Graduate Counseling

MOST IMPORTANT RULES TO FOLLOW ON A RESUME

- Spelling, grammar, punctuation = correct
- Formatting/Layout = easy to read, not too graphic
- Consistency = sections look and read in similar fashion

FORMATTING GUIDELINES

- Length - no more than 2 pages
- Font Family – stick with a clean san serif font (Tahoma, Verdana, Calibri, Arial. Do not mix font families or too many styles (e.g. **bold**, *italics*, underlined)
- Font Size – stick to between 10 – 12

DID YOU KNOW?

- Your resume needs to be key word optimized for software programs reading your resume.
- A person may spend no more than 6 seconds glancing at your resume.
- Most important information should be listed in top 1/3 of your resume.
- For those not yet licensed the most important thing you can do is showcase your **transferable skills**.

CONTENT COMPONENTS BY SECTION – GENERALLY LIST IN THIS ORDER ON YOUR RESUME

Contact (Keep to no more than 3 lines total) - Required

1. Name (**bold** and font size 14-20)
2. Address (optional at times)
3. Email & Telephone/Mobile Phone

Profile Statement—Optional

Do not include an objective. Employers care about what you can offer them, not what you want from them. A profile statement is 1-3 sentences that describe briefly what you bring to the table: "An empathetic professional with over 5 years of experience working with children and families."

Other Optional Sections:

Licensure

Skills & Abilities—list or use a column format

Summary of Qualifications

Career Highlights—top achievements from entire career history, quantifiable

Education & Certifications - Required

List degrees from most current to least current (e.g. M.S. comes before B.S.) No need to list high school, AA/AS.

1. College/University (e.g. Palm Beach Atlantic University)
2. City, State of University (e.g. West Palm Beach, FL)
3. Degree (e.g. Master of Science)
4. Major/Concentration (e.g. Clinical Mental Health Counseling)
 - Majors: Clinical Mental Health Counseling, Marriage, Couple, and Family Counseling, School Counseling, General Counseling Studies (non licensure)
 - Concentrations: Crisis and Trauma Counseling, Play Therapy, Studies in Student Affairs and Higher Education
5. Graduation Date (May 2022) NOT a date range!

Education - Optional

- Additional Coursework/Certifications: Certified Addiction Professional (CAP), Couples Communication, Enrich
- GPA— if 3.2 or above (e.g. 3.5/4.0)
- Honors/Awards – with brief definition of how it was earned
- Scholarships – with brief definition of how it was earned

EDUCATION

Palm Beach Atlantic University, FL

Master of Science—Mental Health track, Anticipated May 2022

- GPA: 4.0/4.0

Florida Atlantic University, Boca Raton, FL

Bachelor of Science in Psychology, Marketing Minor, 2019

PALM BEACH ATLANTIC UNIVERSITY, FL

Master of Science, Clinical Mental Health Counseling, May 2022

Bachelor of Science in Psychology, Marketing Minor, May 2019

Skills & Abilities, Competencies, Key Achievements – Optional

This section might be a bulleted list or a table that briefly lists transferable skills or achievements you want to highlight: e.g. Languages, counseling modalities/techniques, awards.

Experience | Related/Relevant Experience - Required

Consider creating 2 experience sections: Related Experience and Other Work Experience. This allows you to list first experience you have in a counseling related field, while providing other work experience to show transferable skills and/or establish consistent work history. Experience is experience whether you got paid for it or not. If volunteering in a counseling related field, include it in Related or Relevant Experience section.

Experience Components - Required

- For both Related Experience and Other Work Experience—list from most current to least/oldest.
 1. Position/Title
 2. Employer/Organization
 3. City, ST of employer/organization
 4. Dates of employment/involvement

Behavioral Health Technician, Hanley Center, West Palm Beach, FL, 2013-2014

What counts as Experience?

- Paid (jobs) or volunteer work (e.g. E.g. women's group you lead, sponsoring someone in AA)
- Things which taught you transferrable skills (multi-tasking, customer service, coaching, mentoring)

Creating Powerful Bullets for Experience

- Should NOT read like a job description, rather, it should read like a list of accomplishments: what you did + how you did it = result/outcome
- Begin with past tense verbs (e.g. managed, administered, created)
- No first person phrases (e.g. I taught, My responsibilities included)
- Remove "duties included" or "Responsibilities included"
- Showcase contributions & transferable skills (e.g. Coached youth on life skills such as . . .)
- How was your role different from others?
- What are you most proud of? How did you make a difference?
- Show, don't tell. Be specific (e.g. Facilitated 4 marriage classes consisting of couples married from 3 months to over 10 years using material from Lifeway Resources.).
- Highlight achievements (e.g. Selected out of 10 candidates to serve as first responder.).
- Do not include experience greater than 10 years old, unless it is relevant to the position applying to.

Examples:

- Average: Managed database.
- Excellent: Oversaw database of over 10,000 entries, updating on annual basis with 100% accuracy.
- Average: Planned programs
- Excellent: Organized and executed 6 programs over a 4 month period covering topics such as study skills, stress reduction, and life skills resulting in 78% retention rate of participants year to year.

Additional Optional Sections – Optional (list last on resume)

- Presentations – if you have lots from various positions
- Publications – if you published articles, books
- Professional Associations & Affiliations
- Certifications – those that are relevant to positions applying for
- Civic Organization/Community Involvement

Additional Tips—Remove "References" or "References Upon Request"