

**Resume Writing: A
Necessary Skill in
your Search for
Career Placement**

2016 Annual LCA Conference

The Objective of a
Resume is to....

Get You An
Interview!



Basic Resume Format

Do's and Don'ts



Resumes

Targeted

- Addresses Specific Needs



Tailored

- Shows You're a Good Fit



Chronological Resume

Lists Employment
Dates - Most Recent
Position First

- Most Important Info
- Be Specific
- Use Numbers,
Figures & Facts



The Layout

- 1 - 2 pages in length
 - Use easy-to-read fonts, white space and bolding for emphasis
 - Use bullet statements or short paragraphs
 - Start sentences with vivid **action verbs**
 - Use descriptive adjectives and accomplishment statements
 - Begin with the **most important** material **first**
 - **Quantify** your experience
 - Avoid personal pronouns
-

Common Resume Components

Section Headings

John Doe

5555 Counselor Way, Baton Rouge, LA. ~ (999) 999-9999 ~ jd@emul.com ~ LinkedIn

LICENSURE

Louisiana Licensed Professional Counselor (LPC), Expected August 2016

EDUCATION

Master of Arts in Counseling, Concentration in Clinical Mental Health Counseling, University, City, State., June 2016

Bachelor of Science in Psychology, College, City, State., May 2010

COUNSELING RELATED EXPERIENCE

New Insights Mental Health Center, City, State., September 2016 – Present

Counseling Intern

- Counseling individuals and assisting in skill building for adults with severe and persistent mental illnesses, and those with co-occurring substance abuse/use disorders
- Co-Facilitated Therapy Groups: Symptom Management for Anxiety Disorders, Women Support, Dialectical Behavioral Therapy, Loss and Reflection through Art
- Assisted clients with case management issues such as creating treatment plans, finding housing, job placement
- Consulted with supervisors, staff and other counseling interns regarding cases and resources
- Participated in bi-weekly trauma trainings; Other trainings: Bereavement, CBT, Treating Eating disorders

National Runway Switchboard, City, State., January 2011 – July 2012

Crisis Line Volunteer

- Provided guidance to runaway youth, parents and their families dealing with issues of running away, prostitution, drug abuse, homelessness child abuse, returning home, suicide and gender identity
- Implemented crisis intervention and mediation to help callers and their families
- Completed 40 hour crisis-line certification training
- Collaborated and consulted with full time clinician staff regarding crisis intervention and resource referrals
- Participated in continue education classes: Understanding and Supporting the Healthy Development of LGBTQ Adolescents, Harm Reduction Training & Trauma Informed Care Training

New Beginnings Counseling Center, City, State., November 2008 – May 2010

Teen Group Facilitator

- Conducted support group for pre-teens and teens (12-18) following the death of a loved one
- Created activities and facilitated discussions to help teens reflect and move forward in their grief
- Supported adolescents in exploring feelings of anger, frustration, loss anxiety, and depression
- Participated in a two day loss and bereavement training

PROFESSIONAL RELATED EXPERIENCE

Counseling and Special Education Department, University, City, State. September 2014-June 2016

Graduate Assistant

- Competed literature reviews and edited curriculum vitae, articles, and transcriptions for faculty
- Assisted in statistical analysis using SPSS for faculty research

PROFESSIONAL MEMBERSHIPS

American Counseling Association Member
American Mental Health Counselors Association

SKILLS

- Values and Skills Card Sort
- Case Management
- MBTI & Strong Interest Inventory
- DBT & Social Skills Training
- Crisis Intervention & Mediation
- SPS

Section Headings

1 or 2 words that represent the category of content

1 or 2 Words

- Additional information relating to the section heading.
-

Objective

Relates to a specific occupational title.

- Focus on how you would benefit the employer.
 - Be clear.
 - Short and to the point.
-

Education

List education & training.

- Education
- Related Education
- Related Coursework
- Training
- Related Certifications

All of these are education & training headings - select the words that best fit your resume.

Work Experience

List skills relevant to the targeted position.

- Experience
- Related Experience
- Professional Experience
- Work History
- Related Work History
- Professional Work History

All of these are work experience headings - select the words that best fit your resume.

Skills Section

List skills relevant to the targeted position.

- A skills section should include specific and accurate words that match the skills sought by the potential employer.
 - Only list the skills that you can actually perform.
 - Avoid listing every skill you have – especially if the skill is not relevant to the targeted employer or position.
 - You can break up the skills section with sub-headings to organize the types of skills
- Skills listed in this section should enhance but not duplicate the job duties that are described by action words/phrases within the job duties written in the Experience Section.
- It is generally recommended that the skills section be placed at the bottom of a resume

SKILLS

- Values and Skills Card Sort
 - MBTI & Strong Interest Inventory
 - Crisis Intervention & Mediation
 - Case Management
 - DBT & Social Skills Training
 - SPS
-

Tips

- Your achievements should be listed as part of your resume.
 - For every statement of achievement, you should be able to prove why this achievement was valuable and/or what the benefit was.
 - Check for typos and make sure it is written clearly and concisely!
 - Ask someone to read your resume to check for spelling errors and to make sure it is written clearly and makes sense.
 - Write your resume as if you are reporting about your achievements and experiences.
 - List dates carefully - preferably by month and year. List all experiences in reverse chronological order.
 - Try not to leave any gaps in your experience and professional background, even if you were unemployed in the industry or profession you are seeking.
 - If you do have gaps, be ready to explain what you did during an interview.
-

Creating a Master Resume

A good place to keep track of all of your
new skills & accomplishments.

Don't forget
about

Electronic
Resumes.



Reminder:

CVs are not
Resumes!

- Curriculum Vitae or “CV” is Latin for “course of life” – is a document of individual’s life accomplishments
 - CVs can be multiple pages
 - Content: wider range of sections
 - Research experience, presentation, publications, teaching experience, should be included in a CV along with your professional experience.
-

Example:

Amelia Charlotte Hart, M.Ed.

AHART@GMAIL.COM - 7721 N. GROVE, CHICAGO, IL 60625 - (312)332.5027.

LICENSURES

Professional Educator License (PEL)

- School Counselor, Prekindergarten through grade 12

Illinois Professional Counselor License (LPC)

EDUCATION

DePaul University, Master of Education in Counseling, Concentrations of School and Community, Chicago, IL. 2008-2011

- GPA - 4.00/4.00
- Type 73-certified, LPC qualified pending examination

University of Minnesota, Bachelor of Science in Human Development and Family Studies, Minneapolis, MN. 2003-2007

COUNSELING EXPERIENCE

Rogers High School, Professional School Counselor (counseling intern, 2010-2011) Chicago, 2011-2013

- Led senior and freshmen grade level meetings – analyzed attendance, grade and discipline data to select and administer appropriate universal, targeted and individual interventions
- Served on CARE team, which directs students to appropriate small groups and social-emotional support and interventions; led LGBT support, CBITS (cognitive-behavioral trauma) and Think First (anger management) groups
- Used qualitative and quantitative data to assess effectiveness of Tier 1 and Tier 2 interventions and shared these results with administrators, staff, parents and students
- Acted as school-wide Testing Coordinator and elected as Associate Union Delegate
- Served in multiple extra-curricular leadership roles, including head freshman/sophomore women's basketball coach, gay-straight alliance advisor and student council faculty liaison
- Conducted parent meetings in Spanish and developed conversational Spanish skills, including reading and writing
- Worked with Logan Square Neighborhood Association, BUILD, City Year and other key community stakeholders to develop programming and interventions for students

RESEARCH AND ADVOCACY EXPERIENCE

Social/Emotional Fridays – Anti-bullying Campaign, co-creator Chicago, 2011-present

- Used freshman needs assessment data to spearhead a student-led, anti-bullying campaign
- Presented "Social-Emotional Fridays" at CPS Counselor swap (Dec. 2011) and Illinois School Counseling Association Annual Conference (March 2012)

Closing the Gap at Rogers High School: A student-led anti-bullying initiative Chicago, 2010-present

- Developed curriculum for a socio-educational anti-bullying task force, which met weekly during quarter four to address relational issues at Rogers High School
- Presented the qualitative and quantitative data from this project at the DePaul University Counseling and Special Education Poster Conference (May 2010), Illinois Safe Schools Alliance (ISSA) Summer Institute (June 2011 and 2012), ISSA Youth Summit (Nov. 2011), National Safe Schools Roundtable (Nashville, Nov. 2011)

- Gained recognition for work around bullying and was invited to speak as a special guest on the Chicago Bar Association's television program "You and the Law" (Dec. 2011)

DePaul University Chicago, 2010-present

- Researching the effectiveness of K-8 counseling with Dr. Erin Mason, focusing on the disparities between counselor roles and duties, presented at American School Counselor Association Conference (Minneapolis, June 2012)
- Presented "Addressing Anti-LGBTQ Bullying in Schools" on behalf of the Illinois Safe Schools Alliance to graduate level counselors-in-training (July 2013)
- Helped facilitate Alternative Schools Colloquium in conjunction with the Career Center (February 2012)

DePaul University Office for Teaching, Learning & Assessment, Graduate Student Manager – Supplemental Instruction (SI) Chicago, 2008-2011

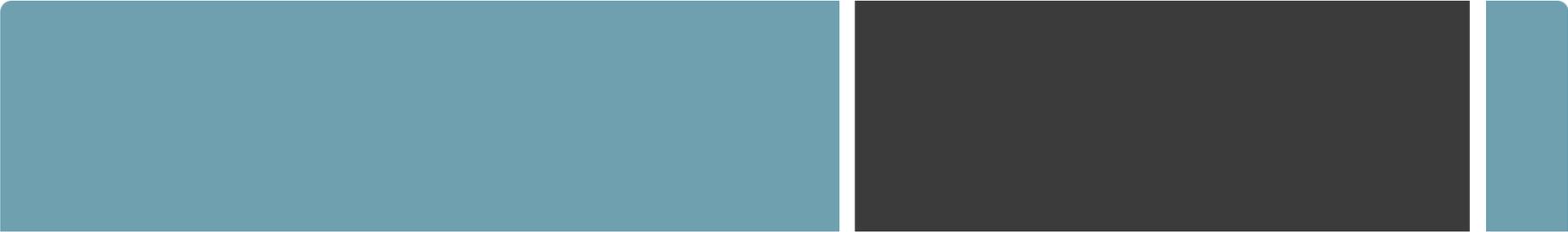
- Researched current trends in collaborative learning in order to train and manage undergraduate peer leaders
- Created the Peer Educational Achievement Council and served as co-facilitator of the council, which fostered community among SI leaders and improved functionality of the SI program
- Co-developed an Undergraduate Teaching Assistant pilot program for Spring 2011 in TCC 502
- Analyzed and organized all relevant program data and worked with TLA director to write, publish and present data at Association of Institutional Research annual conference (Montreal, March 2011)

MEMBERSHIP AFFILIATION

- American Counseling Association (ACA)
- American School Counselor Association (ASCA)
- Association for Lesbian, Gay, Bisexual and Transgender Issues in Counseling (ALGBTIC)
- Chi Sigma Iota (CSI)
 - Served as the school counseling representative on DePaul University's executive board (2008-2011)
- Illinois School Counseling Association (ISCA)

PROFESSIONAL DEVELOPMENT

- Attendee: Illinois Safe Schools Alliance Youth Summit/GSA Advisor Workshops, 2012
- UMOJA Student Development Corporation Training, Anti-Bullying Training (CPS) 2012
- Calm Classroom Training, Youth Guidance, 2012
- Cognitive Behavioral Interventions for Trauma in Schools (CBITS) Training, 2011
- Counselor Connection Workshop on Advocacy at the Center on Halsted, 2011
- Building Safe Schools Seminar at the Center on Halsted, 2010
- Children Impact Seminar: Social/Emotional Learning Standards, 2010
- Peer Educator Advocacy Conference, New York, 2010



Thank You!

Michelle Robichaux
2016-2017 LCA Graduate Student Representative
lcagsrep@gmail.com

Resume Critiques

Don't forget to join the "LCA: Graduate Students"
Facebook page!