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entire document

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# CONNIE COUNSELOR

## Campus Address:

WSC, Neihardt Hall #222  
Wayne, NE 68787  
(402) 375-0000  
e-mail: ccounselor@willy.edu

## Permanent Address:

400 South Maple  
Norfolk, NE 68701  
(402) 379-5555

## OBJECTIVE

Internship with a human services organization centering on alcohol rehabilitative counseling

Use clear, concise objective

## RELEVANT QUALIFICATIONS

- Keen sensitivity to peoples' feelings and needs to enable communicating with clients in early stages of interaction
- Direct experience with mentally ill and physically challenged individuals
- Educated to uncover key factors that contribute to an individual's problem situation
- Confident facilitator who relates comfortably with diverse populations, individually or in groups
- Fully capable of handling assignments involving detailed record keeping, analysis and reporting

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Resume:  
11-12

## EDUCATION

### Bachelor of Science in Human Service Counseling

Minor: Psychology  
Degree to be conferred: May [year]  
Wayne State College, Wayne, Nebraska  
GPA: 3.7

Only include GPA if  
3.0 or higher

## RELATED EXPERIENCE

### Staff Assistant

Region IV, Wayne, Nebraska

October [year]-present

- Assist physically and mentally challenged clients with daily living skills
- Provide encouragement to clients through conversation and activities
- Complete proper documentation and reports regarding the clients' medication and behaviors

List jobs -  
most recent  
first

Watch  
verb  
tenses  
—use  
present  
tense if  
still at  
job/  
past  
tense if  
not.

### Crisis Volunteer

Haven House, Wayne, Nebraska

August [year]-present

- Offer on-call assistance to women involved in domestic violence situations
- Follow agency guidelines to ensure proper care of clients in need

Start each  
description  
with a  
strong  
action verb

## OTHER EMPLOYMENT

Sales Associate, Lady Footlocker, Sioux City, Iowa  
Waitress, Magic Wok, Wayne, Nebraska

May [year]-March [year]  
January [year]-April [year]

Second page should at least have your name and page 2, or can use same heading as Page 1.

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### HONORS & ACTIVITIES

Dean's List  
Dorm Council, Member  
Psychology Club, Treasurer  
WSC Varsity Track Team, Member  
Intramural Sports, Participant

Get involved!  
Employers like to see students who have been active on-campus and in the community.

### REFERENCES

Mr. Joe Fredricks  
Owner  
Magic Wok  
400 North Street  
Wayne, NE 68787  
(402) 375-0000

Ms. Leslie Shane  
Manager  
Lady Footlocker  
7000 South Main Street  
Sioux City, IA 00000  
(712) 277-7654

Dr. Jim Lent  
Education Professor  
Wayne State College  
1111 Main Street  
Wayne, NE 68787  
(402) 375-7200

Mrs. Linda George  
Counselor  
Cunningham High School  
600 East Drive  
Cunningham, IA 55555  
(712) 777-7777

Ask references before using and ask where they wish to be contacted (home or work).

### OTHER TIPS:

- All resumes are different...choose a format that works for YOU!
- Never use a resume template or Wizard format!
- Avoid the use of "I" or first person
- Use bold, italics, and bullets to draw attention to important items
- Appearance should be professional and "clean" looking with no spelling or grammatical errors
- Layout of resume should be easy to read with proper spacing between sections
- Sections of resume may vary (i.e. you may have Qualifications, Profile, or Relevant Coursework instead of Internship)
- Never list age, race, gender, marital status or religious affiliation
- List job description items in order of importance (i.e. if waitress, list customers service skills before cleaning tables)
- Print final copy of resume on laser printer
- Use 20-24 pound paper in conservative color (white/ivory/gray)
- If possible, use matching envelope
- Always have at least one person review your resume before sending
- Note: If resume is to be scanned, different rules apply as you avoid using bullets, italics, underlining and bold.