

# Example of a Basic College Grad Resume

## Your Name

Address • City, State, Zip Code • Phone Number • Email address

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### Personal Profile

- Enter academic achievements, career goals, etc., here
- Enter academic achievements, career goals, etc., here
- Enter academic achievements, career goals, etc., here

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### Education

School Name – School City, State  
Degree Expected, Degree Expected Date

School Name – School City, State  
Degree Expected, Degree Expected Date

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### Experience

#### Professional Experience

Company Name, Dates of Employment

- Job description, responsibilities and accomplishments
- Job description, responsibilities and accomplishments

#### Professional Experience

Company Name, Dates of Employment

- Job description, responsibilities and accomplishments
- Job description, responsibilities and accomplishments

#### Internship

Company Name, Dates of Employment

- Job description, responsibilities and accomplishments

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### Activities

- List sports, clubs, etc as well as dates of involvement
- List sports, clubs, etc as well as dates of involvement
- List sports, clubs, etc as well as dates of involvement

[Street Address], [City, ST ZIP Code]•[phone]•[e-mail]

**[Your Name]**

**Objective**

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[Describe your career goal or ideal job.]

**Experience**

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[Company Name]

[City, ST]

[Dates of employment]

**[JOB TITLE]**

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

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[Company Name]

[City, ST]

[Dates of employment]

**[JOB TITLE]**

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

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[Company Name]

[City, ST]

[Dates of employment]

**[JOB TITLE]**

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

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[Company Name]

[City, ST]

[Dates of employment]

**[JOB TITLE]**

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

**Education**

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[School Name]

[City, ST]

[Dates of attendance]

**[DEGREE OBTAINED]**

- [Special award/accomplishment or degree minor]

**References**

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References available upon request

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## ***Example of a CHMC Resume***

1234 W. Random Street  
Yakima, WA 00000

Phone (206) 555-5555  
E-mail myemail@yahoo.com

# **John E. Doe, M.A., LPC, NCC**

## **Professional experience**

2010-present                      Rainy Days Health Care System                      Seattle, WA

### **Mobile Assessment Team Clinician**

- Provide psychological assessments for hospital systems, nursing homes, and other health care agencies
- Arrange for mental health inpatient hospitalization when criteria has been met.
- Provide referrals to outside agencies when hospitalization criteria has not been met.

2008-2009                      Space Needle Behavioral Health                      Seattle, WA

### **Therapist/Case Manager/Chart Auditor**

- Provide group and individual counseling services to chronically mentally ill patients of diverse socioeconomic and cultural backgrounds in a partial hospitalization setting
- Provide psychoeducational, cognitive-behavior, stress management, and process groups to patients
- Case managed 10-15 patients to include referrals for outside services (i.e., housing, utilities assistance, food bank, hospitalization)
- Audited all charts for adherence to Medicare standards

2005-2008                      Pike Place Communities In Schools                      Seattle, WA

### **Case Manager II**

- Provide therapeutic services in individual and small group setting and outside resources to at risk students and families
- Responsible for implementing and completing grant guidelines, spending grant monies and maintaining accurate budget, and completing grant reports within set time frame
- Responsible for maintaining student records and inputting data into state-wide system

2004-2005                      Mt. Rainier Juvenile Justice Center                      Tacoma, WA

### **Clinical and Forensic Counseling Internship**

- Provide therapeutic services to juveniles in the facility
- Provide therapeutic services to families of juveniles in the facility
- Work with groups of juveniles teaching personal health and relationship skills

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**Education**

2000-2004

Seattle University

Seattle, WA

**Master of Arts, Community Counseling**

1995-1999

University of Mary Hardin-Baylor

Seattle, WA

**Bachelor of Arts, Disability Studies**

- Vice President's Honor Roll eight semesters

**Professional memberships**

American Counseling Association

Washington Counseling Association

Delta Psi Chi chapter of Chi Sigma Iota

**Certifications and special skills**

Licensed Professional Counselor: #55555

National Certified Counselor: #555556

High Element Technical Training: a ropes/challenge course certification

Low Element Technical Training: a ropes/challenge course certification for CIS-Seattle only

Kid's Connection Certified: curriculum-based support group for Kinder-Fifth grade

Youth Connection Certified: curriculum-based support group for Sixth grade-Twelfth grade

Proficient in Microsoft Word, Power Point, Excel, Publisher, Outlook

**References**

Available upon request

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## **Example of a School Counselor Resume**

Work Address  
123 Peace Street  
Garden, NJ 00000  
908-111-1111

Jane E. Doe

jdoe@yahoo.com

Home Address  
123 Home St  
Garden, NJ  
(908) 444-0777

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### **EDUCATION**

**Master of Arts** Counseling (School  
Counseling option)

May 2009

Kean University, Union, NJ

Honors: GPA 4.0/4.0, Chi Sigma Iota Honor  
Society

**Bachelors of Arts** Psychology and Religious  
Studies

January 2003

University of Kentucky, Lexington, KY

Honors: GPA 3.8/4.0

### **COUNSELING EXPERIENCE**

#### **Adjunct Counselor**

September 2008 - present

County Crisis Center Lexington, KY

- Maintained a caseload of 6 individual clients, couples, and/or families
- Participated on crisis response teams
- Participated in Crisis Intervention Training for law enforcement

Practicum Counseling Student

Summer 2008

Corner Drug Rehab Outpatient Services Lexington, KY

- Facilitated daily psycho-educational and process groups of adult substance abusers
- Maintained a weekly individual case load of four individuals regarding substance abuse, legal issues, career concerns, and family issues
- Consulted and collaborated with the city run Drug Court case managers, lawyers, and judges concerning treatment plans and client progress

Counseling Intern

Spring 2008

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## **Johnson High School Lexington, KY**

- **Advised high school seniors regarding graduation requirements, career aspirations, college selection, scholarships and financial aid**
- **Conducted large group guidance units integrating technology and academic advising**
- **Maintained an individual caseload of five low-income students and their parents or caregivers**
- **Implemented school wide anti-bullying program per new legislation**

**Practicum Counseling Student  
Summer 2007**

### **Lexington Wilderness Institute, Lexington, KY**

- **Conducted individual counseling sessions with adjudicated adolescents**
- **Developed and conducted large and small group sessions on topics such as anger management**
- **Coordinated with case managers and parole officers concerning students progress**

**Practicum School Counseling Student  
Spring 2006**

### **Oak View Middle School, Lexington, KY**

- **Maintained an individual counseling caseload of five at-risk students**
- **Developed and conducted large group and small group guidance sessions on academic motivation, career development, and social skills**
- **Coordinated and consulted with teachers regarding students progress**

## **WORK EXPERIENCE**

**AmeriCorps Volunteer Residential Counselor  
August 2003 – July 2004**

**Boys Hope Girls Hope of Baltimore, Baltimore, MD**

**Substitute Teacher  
January 2003-May 2003**

**Albemarle County Schools, Charlotte, NC**

*Intern*

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*September 2002- April 2003*

**Victim Witness Assistance Program, Charlotte, NC**

**Orientation Leader**

Summer 2002

University of Kentucky

**PROFESSIONAL AFFILIATIONS**

American Counseling Association

Kentucky Counseling Association

Chi Sigma Iota

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## **Example of a Functional Resume**

**Your Name**

### **Professional Profile**

#### **Career Objective**

Include a sentence or two with your career objectives here.

#### **Personal Profile**

Include a brief paragraph about yourself and career history including your professional and personal profile as it relates to the job you are seeking.

#### **Skills Summary**

- Career skills
- Career skills
- Career skills
- Career skills
- Career skills
- Career skills

### **Professional Experience**

#### **Primary Functional Expertise**

- Describe functional expertise as it relates to your current or former job experiences.
  - Detail
  - Detail
- Describe functional expertise as it relates to your current or former job experiences.
  - Detail
  - Detail
- Describe functional expertise as it relates to your current or former job experiences.
  - Detail
  - Detail

#### **Secondary Functional Expertise**

- Describe functional expertise as it relates to your current or former job experiences.
  - Detail
- Describe functional expertise as it relates to your current or former job experiences.
  - Detail
- Describe functional expertise as it relates to your current or former job experiences.
  - Detail

#### **Additional Functional Expertise**

- Describe functional expertise as it relates to your current or former job experiences.



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- Describe functional expertise as it relates to your current or former job experiences.
  - Describe functional expertise as it relates to your current or former job experiences.

**Education**

SCHOOL NAME – City, State

Degree, year

SCHOOL NAME – City, State

Degree, year