Font Styles: Times New Roman or Arial

1" margins on entire document

## CONNIE COUNSELOR

Font Size for Name: 14-16

**Campus Address:** 

NECC, XX Hall #222 Norfolk, NE 68701 (402) 371-0000

e-mail: ccounselor@hotmail.com

**Permanent Address:** 

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

#### **OBJECTIVE**

Seeking internship with a human services organization centering on alcohol rehabilitative counseling

#### **EDUCATION**

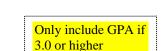
## **Associate of Arts Degree**

Major: Behavioral Science

Degree to be conferred: May [year]

Northeast Community College, Norfolk, Nebraska

GPA: 3.4



Use clear, concise objective

## RELEVANT QUALIFICATIONS & CERTIFICATIONS

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
- Certification in First Aid, Adult Cardiopulmonary Resuscitation (CPR), and Medication
- Certification in Mandt Training

## RELATED EXPERIENCE

Staff Assistant

October [year]-present

Northstar Services, Norfolk, Nebraska

- 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

Crisis Volunteer

Haven House, Wayne, Nebraska

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

List jobs -

first

most recent

### **OTHER EXPERIENCE**

Sales Associate, Lady Footlocker, Sioux City, Iowa Waitress, Whiskey Creek, Norfolk, Nebraska

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

August [year]-present

Font Size for Body of Resume: 11-12

Watch

verb

tenses

-use present

tense if

still at

job/

past

not.

tense if

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**

Psychology Club, Treasurer XXXX Scholarship Dorm Council, Member Intramural Sports, Participant Get involved! Employers like to see students who have been active on-campus and in the community.

### **REFERENCES**

Mr. Current Employer

Title

Company Name

Address

City, State, Zip Code (XXX) XXX-XXXX

**Email Address** 

Ms. Former Employer

Title

Company Name

Address

City, State, Zip Code (XXX) XXX-XXXX

**Email Address** 

Mr. Current Instructor

Title College

Address

City, State, Zip Code (XXX) XXX-XXXX

**Email Address** 

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

# **OTHER TIPS:**

- All resumes are different....choose a format that works for YOU!
- Avoid using a resume template or Wizard format!
- Using an Objective statement will direct your resume: Ex. To obtain XYZ position with XYZ company

This statement is placed after your name heading.

- Refer to job description to pull out key words.
- 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, Relevant Coursework, Special Project, Internship, Military, etc.)
- Don't list age, race, gender, marital status or religious affiliation.
- List job description items in order of importance (i.e. if waitress, list customer service skills before cleaning tables).
- Use 20-24 pound paper in conservative color (white/ivory/gray)
- If possible, use matching envelope or send in a white envelope.
- Always have at least one person review your resume before sending.
- Keep a copy for your records and follow up with the employer if needed.