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entire document

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Name: 14-16

# CONNIE COUNSELOR

## 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

Use clear, concise objective

## EDUCATION

### Associate of Arts Degree

Major: Behavioral Science  
Degree to be conferred: May [year]  
Northeast Community College, Norfolk, Nebraska  
GPA: 3.4

Only include GPA if  
3.0 or higher

## 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 Aide
- Certification in Mandt Training

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Resume:  
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## RELATED EXPERIENCE

### Staff Assistant

Northstar Services, Norfolk, 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 EXPERIENCE

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

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.