



Resume Basics: School Counselor

By definition, a resume is a brief and personal account of all jobs held, education achieved, and skills mastered. This account is used to secure job interviews and ultimately a job and a career.

There are several components of a resume:

Contact Information: This is your name, address, phone number, and email address so the employer can contact you.

Objective: This is a short statement to let a business/organization know how you will help achieve their goals and enhance their work environment and work culture.

Education: List schools attended, most recent first. Include the name of the school, city, state, and date of graduation. Also add your degree or certification, field of study, and grade point average (GPA), although the latter is optional. If the job position requires a specific certification, make sure you enter it, as well.

Experience: This section is documentation of all work experience, most recent position first. Include the position, employer (name and address), dates of employment, and your job responsibilities. Also include all specific skills developed in the individual positions.

Honors and Awards: This is an optional section that lists all awards and honors you have received. List the honor or award, date received, and from whom it was received.

References: This is a list of all individuals who the employer can call to verify information you provided in the resume, as well as get a better understanding of who you are. Choose references you trust and who can speak to your qualifications and skills. Avoid choosing close family members and friends.

Avoid fancy fonts and keep the font size typical of professional documents: 10 to 12 points. An ideal font would be Times Roman or Arial, or something similar.

Let's look at a sample resume:



John Doe
123 ABC Lane
City, Pennsylvania 18888
123-456-7890
johndoe@email.com

Objective:

Professional and respectful school counselor with success in helping students achieve academic and personal goals. Accomplished in meeting the objectives of school-based counseling programs by providing preventative education, advocacy, mediation, and counseling to students in grades K-6. Sensitive to socioeconomic and cultural differences.

Education:

Bachelor of Arts, City University, City, PA 12365
City High School, June 2015, Diploma, 3.2 GPA

Experience:

City Middle School, City, PA 12365 – School Counselor // Jan. 2016-Present

- Identified and addressed needs, accomplishments, and concerns of students and parents
- Counseled students in terms of behavior, need for assistance, educational, mental, or physical well-being
- Created and designed materials that encouraged positivity in student behavior and action.
- Created programs that celebrated and encouraged positive student behavior and beliefs

West City Middle School, City, PA – Assistant School Counselor // Sept. 2015- Dec. 2015

- Analyzed student data to assess counseling program effectiveness and made improvements where needed
- Assessed student's abilities and recommended programs to highlight strengths
- Provided referrals for community resources and mental health services for students and families

Honors and Awards:

Counselor of the Month, September 2018
City's Best School Counselors, June 2017

References:

Mr. John Cohen
Head of Guidance
City Middle School
123 ABC Lane
City, PA 18888
johncohen@citymiddle.edu
123-456-7899

Mrs. Carol Acevedo
Director of Education
City University
987 XYZ Drive
City, PA 18888
carolacevedo@cityuniversity.edu
987-654-3211