

Resume Format

Heading:

- *Contact Info:* name, credentials, address, phone number, e-mail address, website or LinkedIn link

Subheadings/titles:

- *Summary*
- *Education* (place below summary if graduated within 5 yrs) and certificates
- *Professional Experience*
- *Community Service/Volunteer Activity*
- *Honors/Awards*
- *Professional Associations*
- *Technical Skills*
- *Training/Conferences attended*
- *Research Experience (CV)*
- *Publications/Presentations (CV)*



Resume Format

Professional Summary/Profile Statement

SALLY A. SMITH

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(410) 555-2345

ssmith@yahoo.com

PROFESSIONAL PROILE

Educator with professional certification in secondary English and two years of related experience. Highly proficient in creating lessons to facilitate higher learning skills. Effective communicator with strong interpersonal ability and successful track record in developing rapport with colleagues, parents and students.

Resume Format

Professional Summary/Profile Statement

Summary/Profile: highlight your experience, accomplishments and/or skill sets that are relevant to the position in a statement or in bullet points. It should be tailored to each job for which you apply.

Example for educator:

Dynamic educator with certification in secondary English and three years of successful classroom experience. Highly proficient in creating lessons to foster appreciation of literature. Effective communicator with strong interpersonal skills and demonstrated ability in collaborate and developing rapport with colleagues, parents and students.

Resume Format

Professional Summary/Profile Statement

Example for Counselor:

Professional counselor with 5 years of experience serving adults in individual, group and family therapy settings including case management, life skills training and job readiness. Demonstrated ability to collaborate with multi-disciplinary team to enhance treatment outcomes.

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Professional Summary/Profile Statement

Combined Summary Statement with Bullet Points

Dynamic school counselor with knowledge of and experience in administering counseling interventions in a school setting. Effective advocate with strong interpersonal and collaborative skills to consult with parents, teachers and administrators. Passionate about helping students develop academically, personally, and socially.

Qualifications:

- *Assist students with decision-making, problem-solving, conflict resolution, interpersonal relationships, and academic/career planning.*
- *Provide individual and group counseling to children and adolescents of diverse cultural backgrounds and academic abilities.*
- *Educates and provides resources to students and faculty on topics such as bullying, LBGT issues, crisis interventions, and disability services.*

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Subheadings and Content

Subheadings include: Education, Professional Experience, Honors/Awards, Associations, Training, Volunteer, Presentations/Publications

Education: name of degree, school, location, graduation date

Master of Art in Counseling, Johns Hopkins University, Baltimore, MD, 2013

Experience: job title, name of organization, location, dates with bullet points of responsibilities/achievements listed underneath

Teacher, Western High School, Baltimore City Public Schools, Baltimore, MD; Aug 2006 – present

- *Participated in weekly team meetings to discuss behavioral and academic interventions of seventh graders*
- *Graded papers and assignments in a timely manner*

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Subheadings and Content

Awards/Honors: Professional or academic awards
(title/name, organization, date)

Merit Scholastic Award, The State of Maryland 2009
*Scholar of the Week, Baltimore City Public Schools
2009*

Professional Associations: List professional
associations and any offices or leadership roles held:

*Member, American Counseling Association,
Maryland Chapter, 2011 - present*

*Secretary, Student Counseling Association, Johns
Hopkins University, 2012*

Community Service

Community or volunteer activities

*Volunteer, Family Tree, Baltimore, MD
2004-2009*

*Board Member, American Heart Association,
Washington, D.C. 2011 - present*

Resume Format

Sub Headings:

EDUCATION

Master of Arts in Education, *Johns Hopkins University*, Baltimore, MD; 2011

- Secondary Language Arts certified

Bachelor of Arts in English Literature, *University of Miami*, Miami, FL; 2003

- Magna Cum Laude

PROFESSIONAL CERTIFICATION

Professional Certificate for Secondary Education, *Maryland State Department of Education*, Baltimore, MD 2010

TEACHING EXPERIENCE

Teacher Intern, *School Name*, District (if applicable), City, State Dates

18 week internship for JHU Master of Arts in Teaching program

- Researched county curriculum guidelines to develop and implement long-term plans, daily assignments, and worksheets for seventh grade inclusion classes
- Collaborated with teachers to tailor instruction to accommodate all learning styles in the classroom
- Evaluated the performance, behavior, and social development of students
- Utilized various media to present lessons including PowerPoint presentation and visual art
- Promoted student achievement daily and by implementing *Positive Behavior Interventions and Supports (PBIS)*

OTHER PROFESSIONAL EXPERIENCE

Medical Records Manager, *American Radiology Center*, Columbia, MD 2003-2010

- Collaborate with special educators to develop an on-site occupational training program for teens with multiple disabilities
- Organized the medical records department to increase efficiency of patient care

VOLUNTEER EXPERIENCE

ESL Instructor, *Name of Organization*, City State dates

- Instructed fundamental English to people of diverse cultural and linguistic backgrounds
- Conceptualized and organized classroom activities and assignments

AFFILIATIONS

National Council of Teachers of English (NCTE)

Lobbied on Capitol Hill on behalf of NCTE to improve teaching and learning of English language arts at all levels of education