



RESUME BUILDING - COUNSELING

THE UNIVERSITY OF REDLANDS
FIELDWORK AND ADVISING OFFICE



PLAN FOR TONIGHT



Let's Build A Resume

WHAT IS A RESUME AND WHY DO I NEED ONE:

What is a resume?

- A resume is a written summary of who you are, highlighting your strengths, skills, qualifications, and accomplishments
- A resume is an essential marketing tool for the candidate to sell themselves for the position
- A resume demonstrates that you have all the requisite skills to meet the position's needs
- A resume should be thoughtful, personal, purposeful, concise, well organized, and position specific

Why do I need a resume?

- An effective resume answers the following questions pertaining to the position:
 - What can you do for the employer/site?
 - What are the employer's/site's needs, based on what you know about the position, and how can you solve these needs?
 - Why should the employer/site spend precious time interviewing you?
- With so many people competing and applying for jobs today, employers are constantly looking for reasons to screen you out.
 - An effective resume will determine whether it leads to securing an interview, which is the ultimate goal
 - A quality resume will not get you the job; but, it will hopefully give you an opportunity to interview with the employer



EXAMPLE OF A RESUME – WHAT DOES IT LOOK LIKE?

	<small>Your address Your phone number Your email</small>
YOUR NAME	
SUMMARY/OBJECTIVE	To secure an elementary level teacher position at the San Bernardino City Unified School District that will allow me to utilize my education and experience so that I may help students develop the knowledge, skills, and proficiencies required for future college, career, civic, and economic success.
AREAS OF EXPERTISE	<ul style="list-style-type: none">• Lesson Planning and Instructional Strategies• Standardized Testing / IEP Analysis / Student Report Writing• Whole Class / Small Group Instruction• Parent Conferences / Consultations• Classroom Management• Differentiated Instruction
EXPERIENCE	<p>STUDENT TEACHER / LUGONIA ELEMENTARY SCHOOL, REDLANDS 02/2017 - Present</p> <ul style="list-style-type: none">• Planned and implemented age appropriate lesson plans for a collaborative second grade classroom• Made many adaptations to meet the needs of various students including strong use of visual schedules and models, highlighter markers, dotted letters, enlarged books, teacher modeling, and behavior charts• Taught as part of a collaborative group along with a Special Education teacher, Occupational Therapist, Speech Therapist, and a paraprofessional• Actively participated in staff development meetings• Participated in I.E.P. meetings• Led various Parent/Teacher Conferences <p>LONG-TERM SUBSTITUTE TEACHER / REDLANDS UNIFIED SCHOOL DISTRICT, REDLANDS 2016/2017 School Year</p> <ul style="list-style-type: none">• Fourth grade long-term substitute teacher and sixth-eighth grade English language arts teacher• Created and implemented a creative writing curriculum focusing on various constructions for narrative writing and published an anthology of students' writing in an eBook• Instituted classroom management strategies, which resulted in an increase in productivity as well as immediate gains in student engagement, collaboration, and test scores <p>DAY CARE TEACHER / SUNSHINE DAY CARE, REDLANDS 7/2015 - 9/2016</p> <ul style="list-style-type: none">• What I achieved or my job responsibilities beginning with Action Ward• Planned and implemented lesson plans for various age groups• Supervised children ages birth-12, providing interactive and fun indoor and outdoor activities• Attended monthly professional development meetings <p>VOLUNTEER TEACHER'S ASSISTANT / PRIVATE INSTRUCTIONAL AIDE SMILEY ELEMENTARY SCHOOL, REDLANDS 09/2010 - 06/2015</p> <ul style="list-style-type: none">• Assisted under the supervision of the first and fifth grade teams and in conjunction with other aides and specialists• Required organizational, interpersonal, clerical, and instructional dexterity• Assisted children individually or in small groups developing language arts and math skills.
EDUCATION	<p>MASTERS OF ARTS IN LEARNING AND TEACHING / MULTIPLE SUBJECT CREDENTIAL University of Redlands, CA (Current)</p> <p>BACHELORS OF ARTS IN LIBERAL STUDIES California State University, San Bernardino, Graduated with Honors (2012)</p> <p>ASSOCIATES OF ARTS IN ENGLISH Mt. San Jacinto Jr. College / San Jacinto, Graduated with High Honors (2007)</p>
CERTIFICATION	California Subject Examinations for Teachers (CSET) California Basic Educational Skills Test (CBEST) Certificate of Clearance: Document Number xxxxxxxx CPR Certified
REFERENCES	<p>MARGO DRALOS UNIVERSITY OF REDLANDS DIRECTOR OF FIELDWORK AND ADVISING 909.748.8813 MARGO_DRALOS@REDLANDS.EDU</p>

ACTION WORDS

- Accomplished
- Achieved
- Administered
- Advanced
- Assisted
- Collaborated
- Conducted
- Coordinated
- Created
- Delegated
- Developed
- Empowered
- Established
- Exceeded
- Featured
- Formed
- Generated
- Managed
- Modeled
- Organized
- Oversaw
- Participated
- Planned
- Prepared
- Produced
- Represented
- Resolved
- Shared
- Succeeded
- Supervised
- Supported
- Surpassed

SELF-DESCRIPTIVE WORDS

- Able
- Accommodating
- Accountable
- Authentic
- Articulate
- Clear thinker
- Committed
- Compassionate
- Confident
- Dynamic
- Effective
- Energetic
- Enthusiast
- Experienced
- Flexible
- Hardworking
- Insightful
- Intelligent
- Intuitive
- Learning
- Open
- Organized
- Perceptive
- Professional
- Risk-taking
- Self motivated
- Sensitive
- Sincere
- Supportive
- Team player
- Thorough
- Versatile

BUZZ WORDS

- ASCA National Model
- Empathy
- Advocate
- Confidentiality
- PBIS
- AVID
- Individual Counseling
- Group counseling
- Program Development
- Special Events
- Collaboration
- Policy/resource implementation
- Community outreach
- Crisis intervention
- Assessments
- Focus of treatment/interventions
- Specific Resources
- Theoretical orientations
- Mission Statement
- Substance Abuse
- Crisis Intervention
- Academics
- College and Career Planning
- Social Emotional Well-being
- 4 year plan
- A-G Requirements
- FAFSA
- College Applications
- SAT
- ASVAB
- Multicultural Counseling
- English language learners
- Diversity
- Social Justice
- IEP
- 504
- SST
- Suicide Prevention
- Common Core
- Ethical Standards
- State Standards
- Career Counseling
- Foster Youth
- At Risk Students
- LGBTQ

HOW TO USE ACTION & SELF-DESCRIPTIVE WORDS IN A RESUME

Employers want to see unique content, strong language and elements that sets you apart from other candidates

- Using **strong** action words allows the writer to convey their competency for the position
- Using **strong** action words effectively implies that the writer has great writing and communication skills
- Using **strong** action words expresses ideas in a concise and persuasive manner. They inherently carry meaning and are easier for readers to understand
- Do **not** use weak words such as: did, was, use, got, etc...
- Readers reviewing résumés will pick up on both the writers competency and implied communication skill.

Bullet Point “Formula” for resume:

- Action Verb/Word + Example + Result

Weak Verbs	Strong Action Verbs
<i>Did</i> a presentation.	<i>Planned/created/conducted</i> a presentation.
<i>Was</i> the boss of a team of six service employees.	<i>Supervised</i> a team of six service employees.
<i>Worked</i> with an athletic trainer on ultrasound and heat therapy treatments.	<i>Assisted</i> an athletic trainer with ultrasound and heat therapy treatments.
<i>Used</i> new technology to increase learning.	<i>Introduced</i> new technology to increase learning.
<i>Got</i> trained on consumer databases to track product orders.	<i>Learned and implemented</i> consumer databases to track product orders.
<i>Utilized</i> lesson plans to lead weekly science-based classes.	<i>Developed</i> lesson plans to lead weekly science-based classes.

HOW TO USE ACTION & SELF-DESCRIPTIVE WORDS IN A RESUME

Did you start something?

- Established
- Generated
- Introduced
- Launched

Did you provide something?

- Presented
- Responded
- Submitted

Did you make something?

- Constructed
- Prepared
- Produced

Did you improve things?

- Advanced
- Developed
- Enhanced
- Upgraded

Did you make changes?

- Expanded
- Reorganized
- Tailored

Did you save the day?

- Prevented
- Solved
- Succeeded

HOW TO USE ACTION & SELF-DESCRIPTIVE WORDS IN A RESUME

Did you finish something?

- Accomplished
- Completed
- Fulfilled

Did you evaluate something?

- Assessed
- Evaluated
- Reviewed

Did you make decisions?

- Approved
- Determined
- Resolved

Did you organize something?

- Assembled
- Coordinated
- Implemented

Did you make connections?

- Networked
- Connected
- Matched

Were you future oriented?

- Predicted
- Prevented
- Strategized

HOW TO USE ACTION & SELF-DESCRIPTIVE WORDS IN A RESUME

Did you work with people?

- Advised
- Counseled
- Facilitated
- Guided
- Inspired
- Mentored

Were you part of a team?

- Consulted
- Fostered
- Participated
- Collaborated

Did you manage or lead?

- Administered
- Directed
- Headed
- Managed
- Oversaw
- Supervised

Did you communicate something?

- Demonstrated
- Modeled
- Presented
- Reported

FUNCTIONAL RESUME – WHAT IS IT?

What is a Functional Resume?

- Focuses on skills rather than jobs
 - Emphasizes skill areas
 - De-emphasizes work history and dates
- Good to use when:
 - There are gaps in your work history
 - Looking to change careers
 - Do not have work history
 - Searching for a job in another field
- Lists your capabilities, experience and accomplishments in categories that are related to your job objective in area of:
 - Expertise
 - Skills
 - Qualifications
 - Each category has an underlined title which describes the function (ex: Work History, Education)

CHRONOLOGICAL RESUME – WHAT IS IT?

What is a Chronological Resume?

- Focuses on strong or continuous work history
- Focuses on increasing levels of responsibilities, capabilities, and accomplishments in the occupational area stated in the objective
- Good to use when:
 - Looking for a job in a specific field
 - The job has level responsibility similar to your last 5 years of experience or so
- Dates are placed in reverse chronological order (most recent listed first)
 - Highlights continuous work history and increasing levels of responsibility, capability, and accomplishments
- Job titles may be italicized, capitalized, underlined, or printed in bold to emphasize increased responsibility
- Skills, qualifications, and characteristics are listed after work history

COMBINATION RESUME – WHAT IS IT?

What is a Combination Resume?

- Combines strongest elements of functional and chronological formats
 - Includes both job related qualifications as well as work experience
- Layout of Chronological Resume:
 - Functional categories at the top
 - A short chronological listing at the bottom
- Good to use when:
 - You want to be more creative
 - You want to demonstrate your best skills and traits and still fulfill the more traditional resume functions employers typically looked for
- Provides strong support of the job objective

OBJECTIVE – RESUME

What do I need to know about the Resume Objective?

- The objective is a statement of your goals for employment, typically listed at the top of your resume.
- Stating an objective is optional, but **necessary** for job fairs.
- It can help convince employers that you know what you want and are familiar with the field.
- The most effective objective is the one which is specific about the position and type of employment desired.
- It's important to customize the resume objective to match the position you are applying for.
 - The more specific you are, the better chance you have of being considered for the job you are interested in.
- It should show the reader why you are a strong match for the job.
 - Show them why they need to bring you in for an interview amongst other applicants!

Objective may also be written as a Brief Summary

- This must also be specific to the position you are applying for.
- Key elements of a summary statement can include:
 - Indicating your career objective or desired job
 - Highlighting the amount of relevant experience you have
 - Qualifications that will separate you from other candidates
 - Career and personal achievements, work styles, and personality traits that are consistent with the position for which you are applying
- Your summary can be short and catchy or longer with more information.

OBJECTIVE – EXAMPLES

Examples of Objectives:

- Obtain a position as a school counselor that will utilize my strong dedication to children's development and to their academic, college and career, and social/emotional needs.
- Obtain a counseling position with ABC Unified School District where I can maximize my counseling expertise and ensure all students have equal and equitable opportunities.
- To secure a school counselor position at the San Bernardino City Unified School District that will allow me to utilize my education and experience I may help students develop the knowledge, skills, and proficiencies required for future college, career, civic, and economic success.
- Looking for a position of DIS counseling to use my strong passion for children's development, together with skills and experience that will enable me to make a significant difference at your school.

Examples of Personal Summaries:

- Attentive elementary school counseling intern with excellent communication skills. Organized and driven with the innate ability to stay on task. Uses effective and efficient methods of counseling while fostering individual student needs.
- An elementary school counselor with many years of success in teaching classes and developing children's learning ability/agility, known for her superior communication skills with children, parents and staff.
- Desire to inspire and motivate children to achieve their best – Able to inspire, comfort and build self-esteem, while demonstrating sound work ethics, cultural sensitivity/diversity, flexibility and creativity.

LET'S GET STARTED – FORMATTING THE RESUME

Resume Formatting Guidelines:

- Keep your résumé one to two pages max
 - This includes all parts, even References
- Use 10 to 12 size font
- Font should be professional
 - Arial/Times/Cambria/Calibri
 - No colors or fancy fonts (i.e. comic sans)
- Use standard margins
 - Should range from .75 to 1 inch
- Align dates on the right side of the page
- Use consistent formatting
 - Indentation, capitalization, bullets, punctuation, etc...



ADDITIONAL SECTIONS – RESUME

Counseling Headings:

- Counseling résumés must *always* start with:
 - Education
 - Certification
 - Counseling Experience
- Other Headings:
- Work Experience
- Professional Development
- Volunteer
- Relevant Skills
- Professional Affiliations
- Awards/Honors
- References

General Resume Headings:

- Work/Employment History
- Education/Certification/Licensures/Training
- Qualifications
- Relevant Skills/Experience
- Accomplishments
- Organizations/Student Clubs
- Professional Organizations (ASCA, ACA, NASPA, NACADA, CTA, NEA)
- References

BLUEPRINT – RESUME

RESUME BLUEPRINT FORM

Name: _____
Street: _____
City: _____
State: _____ Zip: _____
Phone: _____

CAREER OBJECTIVE/SUMMARY:** (A brief statement of your job interest)

The next two sections can be listed in any order or combined. Use whichever method presents your experience most effectively. Use the boxes to indicate your choice of order.)

CAPABILITIES: (Title this section with a function drawn from your Career Objective, e.g. Sales Management, General Repair Experience etc. and follow with the description of your skills and special talents.)

ACCOMPLISHMENTS: (Write some brief statements that show concrete examples of achievements related to your Career Objective.)

** Optional

COUNSELOR RESUME STATEMENT SAMPLES

- Met with students individually and as groups to assist with issues impacting academics such as credit recovery, study skills, and goal planning.
- Achieved 100% FAFSA completion for senior classes through creation and implementation of Senior in Good Standing program.
- Actively participated in and advocated for students at IEP, SST, parent-teacher conferences, and 504 meetings.
- Collaborated with mental health, school, and district staff to accomplish and exceed mission and initiatives of the mental health program.
- Developed and co-facilitated a curriculum for a Social Skills Group.
- Advised over 400 students regarding educational issues, such as course selection, class scheduling, registration, career exploration, and study habits.
- Created a student center for career exploration, college search, and application process
- Helped students complete application fee waivers, college applications, financial aid forms, and found scholarships for deserving students.
- Created and maintained the master schedule; received professional development training on master schedule building
- Worked with students on continuing education; helped plan for further schooling and employment
- Conducted student transitional planning in collaboration with parents, social workers, and community workers
- Evaluated transcripts and conducted testing for proper placement in academic setting
- Conducted parent meetings in Spanish and developed conversational Spanish skills, including reading and writing
- Created and presented classroom lessons to promote academic, college and career, and social/emotional development
- Responsible for academic scheduling of students and ensuring they met grade specific and general graduation requirements
- Developed relationships with colleges and universities on students' behalf regarding guidelines and deadlines specific to the institutions' admission policies
- Maintained student records and completed necessary paperwork as mandated by the administration and school district
- Helped provide support for school wide PBS program
- Counseled students during individual and group counseling sessions to improve behavior, academic performance, and lead them through crisis intervention.
- Created tailored lesson plans for Pre-K through 5th grade students in all areas of concern for students, educators, and parents.
- Conducted training for parents in areas of expertise including conflict resolution skills, student behavior management, and intervention at home.
- Developed and coordinated programs for Anti-Bullying Prevention, Red Ribbon Week, and Career Day for students, staff, and parents.
- Compiled, generated and interpreted data to create necessary programs for the needs of the student population
- Collaborated with various community service organizations to implement community outreach programs for at risk students

CHECKLIST – RESUME

- Good quality paper?
- Personal information?
- Clear and concise Job objective?
- Education and certifications listed?
- List all relevant counseling experience?
- Organized contents of skills and accomplishments?
- Listed specific skills and accomplishments?
- Eliminated unrelated information?
- Does your personality show?
- Pleasing to look at?
- Extra curricular activities that support job objective?
- Avoided negative talk?
- Avoided soul searching talk?

FINAL QUESTIONS?

Any Final Questions???



YOU
CAN DO IT!

REFERENCES

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- <http://www.jobhero.com/resume-samples/elementary-teacher#>
- https://careercenter.depaul.edu/_documents/Resume%20Guide%20for%20Teachers%20final%20revised.pdf
- <http://www.sulross.edu/page/2415/r-sum-guides-templates>
- <https://www.livecareer.com/resume-samples/teacher-resumes>
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- file:///C:/Users/emily_monteith/AppData/Local/Temp/Temp1_Experienced-Elementary-Teacher-Resume.pdf.zip/Experienced%20Elementary%20Teacher%20Resume.pdf
- www.youthactionproject.org/
- Christina_Rodriguez@Redlands.edu
- http://www.clipartof.com/gallery/clipart/business_people_79.html
- <https://tse4.mm.bing.net/th?id=OIP.M3afc7463c316597fdbd5accf6fce0231o0&pid=15.l&P=0&w=300&h=300>
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