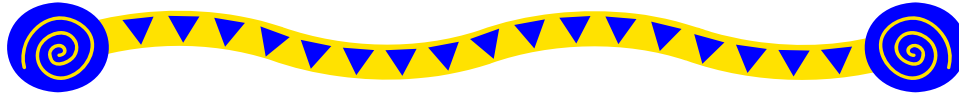


Counselor Resumes 101



Busy agencies with big contracts- An agency may get a contract to provide services to a certain population. They may need to hire six Counselors at one time. They will get many responses to advertisements. What do they want to see in your resume?

- If they are asking for a license and two years post-Masters experience, it is because this is specified in the contract, so make it easy for them to find the **requirements** in your resume.
- Someone will go through the resumes and make a pile that has the **required qualifications** and a pile that does not. The person who is hiring will not see your resume if you don't have the **required qualifications**.
- **Recommended qualifications** are a different matter. That means there is some wiggle room, they would like you to have the recommended qualifications, but it is not required.
- **Preferred experience** is a different matter as well. This means they are open to hearing from you if you do not have the qualities they prefer.

Brief Resume versus Expanded Resume

- Some employers prefer a **brief resume**; almost an outline of your experience with degrees earned, dates of employment with various employers, primary accomplishments, and other experience pertaining to the specific position. Make sure your brief resume is one page.
- Other employers prefer an **expanded resume** with complete job descriptions and duties. Positions in Higher Education prefer this type of resume for the most part to include lists of publications and courses taught.
- If you do not know which resume is appropriate send **both the brief resume and the expanded one**. In your cover letter say: *I have enclosed a brief resume for those who are in a hurry, and an expanded resume for those who prefer more detail.*

To include or not to include

- Unless it is your first job out of school, or a paid internship, do not include your grade point average. Employers want to know you are a bright, hard working, creative, resourceful individual who will get along with the staff. Grades are not as important anymore.

- Be careful if you describe your preferable school of thought in counseling. It is possible you are a proponent of Cognitive/Behavioral techniques, and the person interviewing you is Psychodynamic. Don't let a preference exclude you from the interview group.
- Do not include anecdotal information like *I am a people person*, or personal information like *I am married with two kids*. This kind of thing makes your resume appear less professional.