

# BUILDING YOUR RESUME

## NAME AND CONTACT INFORMATION

Include first and last name

Address (City/State and Zip Code)

Phone number

Email address

Personal website, if applicable (i.e. Linked-in)

## SUBHEADINGS

### **Summary of Qualifications/Objective** (optional)

Brief 1-3 sentences. Mention a summary of qualifications, your overall objective and how you will bring value to the organization.

### **Education**

Highest degree first

### **Certification, Licensure, and/or Trainings**

Include your current state licensure details, any additional certifications and/or trainings – or even plans you may have

### **Experience**

Reverse Chronological Order (current position first)

### **Volunteer**

### **Skills**

List skills such as fluency in a language, or proficient with a specific software, and any additional transferable skills you deem important.

### **Honors/Awards**

### **Professional Affiliations and Memberships**

(i.e. American Counseling Association)

### ***What's the difference between a resume and a CV?***

A Curriculum Vitae (CV) is an extended resume that generally has more extensive details about your work experience and skills. A CV is often multiple pages and includes publications, academic conference presentations, and teaching experience. Usually, a CV is only necessary if you are seeking a job in academia, scientific research, or applying for grants and fellowships.

### ***Still need assistance?***

Contact ACA Career Services Specialist, Danielle Irving-Johnson, Ed.S. at [acacareers@counseling.org](mailto:acacareers@counseling.org)

## ***Helpful hints:***

- Use an 11 or 12 size font
- Select an attractive font style that is easy to read such as Times New Roman or Arial
- Use bold/caps to make your section headings stand out
- Align content to the left (it is easier for the employer to read)
- Use bullet point format to describe your experience and skills
- Be sure to also include accomplishments and achievements in your role
- Try to limit resume to positions held within the past 10 years.
- No need to mention "References Available Upon Request." When employers request references you can simply provide them with a list.
- Your resume should be tailored to the job description.

Provided by



American Counseling Association  
[counseling.org/careers](http://counseling.org/careers)