

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

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 Aptos.
- 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.