

Resume Basics

Your resume is not a static document. It may be used to apply for jobs/internships, scholarships, graduate/professional programs, or for networking. The key is to tailor your document to highlight your relevant qualifications for each situation. The following sample is meant to present a single, possible style. Your resume should reflect your own interpretation, style, and experience. Consider the following when creating your resume:

SPECIAL CONSIDERATIONS

- Length: Depending on your experience, your resume can be one to two pages
- Unique Sections:
 - Be sure to include volunteer experiences, coursework, and internships that may apply to the population you are interested in working with.
 - If you enter an accredited graduate program, you may want to include any certifications and eventually your license.

ORGANIZATION & LAYOUT

- Organize content according to what is required and relevant to the position or program.
- Use margins (.5 to 1-inch), sections, or columns to balance and organize your content.
- Balance the content of your resume using left and right justification, spacing, and tab settings to draw attention to relevant information – remember consistency is key.

FONTS & STYLE

- Use a font that is clear and easy to read at-a-glance.
- Adjust the size (10-12 pts, typically) based on the font.
- Incorporate style elements like **bold**, *italics*, CAPITALIZATION, and underline to draw attention to the most important parts of your resume.
- Each style element should emphasize a single type of information.

SECTIONS & CONTENT

- Create section titles that market your experiences and align with what an employer or program is looking for.
- Select what you choose to include (ex. education, certifications/licensure, experiences, knowledge, skills, community outreach, leadership, etc.) based on what is required and relevant within the job/program description.
- List section information in reverse-chronological order with the most recent, relevant content first
- Format your content to make it easily accessible to the reader - it is much easier to skim bullet points for information than paragraphs.
- Be concise but thorough – do not ramble or use irrelevant “filler” words.

Name

Email

Phone

EDUCATION

Bachelor of Science in Psychology

University of Wisconsin-Stevens Point (UWSP)

Concentration: **Human Services**

Minor: **Child, Youth, & Family Studies**

May 2023

Stevens Point, WI

SPECIAL COURSES IN PSYCHOLOGY

Counseling Practicum

Practicum in Counseling and Psychotherapy

Spring 2022

UWSP

- Learned beginning counseling skills (e.g. reflection, paraphrasing, invitational skills) and advanced techniques (reflection of meaning, summarizing) to develop counseling practices.
- Analyzed and developed counseling skills through transcribing and reviewing videotaped sessions.
- Applied counseling skills learned in class to 5 videotaped mock counseling sessions.

PSYCHOLOGY EXPERIENCE

Research Assistant

Department of Psychology, Dr. Rebecca Gathje

September 2021-Present

UWSP

- Review, analyze, and discuss multiple academic articles each week to gain a better understanding of research and further understand the topic to be studied.
- Investigate the effects of Adverse Childhood Experiences (ACEs) in a person's college years.

School Counselor Intern

Stevens Point Area Senior High (SPASH)

October 2021-June 2022

Stevens Point, WI

- Observe daily activities and role of school counselor to further understand school counseling process.
- Collaborate with internship supervisor to develop Academic and Career Planning student conference.
- Review and develop an executive summary for the Youth Risk Behavior Survey (YRBS) of the SPASH student population.

Behavior Technician

Arrow Academy

July 2020-April 2021

Stevens Point, WI

- Implemented Applied Behavior Analysis (ABA) with clients aged 2-21 with Autism Spectrum Disorder.
- Wrote and reviewed daily clinical notes and remained confidential with each case.

INVOLVEMENT

Mentor

Psychology Peer Mentoring Program

September 2020-Present

UWSP

- Collaborate with executive team members to create an inclusive space for students to be mentored by their peers about the psychology program at UWSP.
- Meet with underclass psychology students and discuss stress levels, navigating their academic program, and opportunities to become more involved.
- Organize meeting times and events for the relationship between mentors and mentees to develop.

Member

National Alliance on Mental Illness (NAMI)

November 2019-Present

UWSP

- Volunteer 4-8 hours each week to raise awareness and advocate for mental health issues on campus.
- Assist families of children with exceptional needs in a highly stimulating atmosphere, while volunteering at the Central Wisconsin Children's Museum.