

# 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:*** Resumes can be one - two pages in length, but the expected length of a resume depends on the requirements of the position/program and the expectations of the field/industry.

***Style:*** Typically, it is appropriate to utilize a traditional resume style which focuses your knowledge, skills, and experience which are all necessary to meet Graduate School requirements and qualifications. Be prepared to speak about past examples of your experience, knowledge, and skills (i.e. programming or activity design, one-on-one work with specific populations, group facilitation) during interviews.

***Unique Sections:*** Include your relevant (as well as required/preferred) certifications/qualifications. These often can include things like: field-specific skills, methodologies, GPA/applicable test scores such as GRE (could be listed under education as: GRE Scores: Verbal Reasoning 147, Quantitative Reasoning 151, Writing 4), observation hours, clinical experience or experience with client/patient populations, volunteering/community service, internships, professional development, and relevant course projects.

***Other Things to Keep in Mind:*** Design a document that is easy to quickly scan (read). Organize your content according to what is required and relevant to the position, program, and industry/field.

## **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 & Information:**

- 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”.

# NAME

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Telephone

Email

## EDUCATION

University of Wisconsin-Stevens Point (UWSP)

Anticipated Graduation: May 2023

Bachelor of Science

Major: **Communication Sciences and Disorders**

Minor: **Psychology**

Cumulative GPA: 3.97 (In-Major GPA: 4.0)

## CERTIFICATIONS & AWARDS

- BLS / CPR / AED - certification current (exp. July 2021)
- UWSP Dean's List (2017-2021)

## PROFESSIONAL MEMBERSHIP

- National Student Speech Language Hearing Association (NSSLHA), current member
- UWSP National Honor Society Chapter (Phi Eta Sigma), current member

## EXPERIENCE

**ABA Behavioral Technician**, Caravel Autism Health - Schofield, WI June 2022 - Present

- Carry out behavior plans implemented for client on biweekly basis during therapy sessions.
- Collect, record, and summarize data on observable client behavior while maintaining client confidentiality.
- Ensure safety and well-being of client by utilizing appropriate procedures and exceeding practice standards.

**Big Brothers Big Sisters Mentor** - Stevens Point, WI July 2021 - Present

- Guide participant in social and emotional development and educational success.
- Advocate use of positive communication strategies and avoidance of risky behavior.

**UWSP Miles of Smiles** - Stevens Point, WI January 2020 - Present

- Raise funds for cleft palate and cleft lip support at local, state, national, and global levels.
- Coordinate events that raise awareness for individuals with cleft lip / cleft palate.

**Family Respite Provider** - Waterloo, WI June 2019 - September 2020

- Provided care for adult with Down Syndrome; provided transportation to community functions and local organizations; followed routine schedule to assist client.
- Utilized strategies for client to use in overcoming expressive communication difficulties (resulted in reduced escalation of frustration-related communication).

**Watson Hall Social Justice Outreach Committee** - Stevens Point, WI September 2018 - May 2019

- Co-led outreach campaigns in collaboration with Residence Hall staff to foster awareness of social justice concerns through five targeted community engagement programs.

## COMMUNITY INVOLVEMENT & SUPPORT

- Whispering Pines Memory Facility Activity Night, volunteer 2020 - Present
- Down Syndrome Association of Wisconsin, volunteer 2019 - Present
- Sylvan Crossings Assisted Living and Memory Care, volunteer 2019 - 2020
- Alzheimer's Walk event, registration volunteer 2020
- Special Olympics State-side event, volunteer 2019