

# 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:** For your Child Life practicum or internship, keep your resume to one-page. When seeking a Child Life position, you can utilize a two-page resume, but you should have at least two-thirds or more of the second page filled with relevant content if you choose to utilize a two-page resume.

**Style:** Utilize a traditional resume style.

**Unique Sections:** Be sure to include your relevant (or required) certifications, licensure, in-field hours (if applicable), or other qualifications (that are required or preferred) as well as field-specific skills, methodologies, or experience (practicum, job shadowing, observational hours, course projects, internships, etc.).

**Other Things to Keep in Mind:** It is essential to have a document that is easy to quickly scan (read). To do this, organize your content according to what is required and relevant to the position, program, and industry/field. References are not typically included on Child Life-focused resumes as this information is submitted within a separate piece of the application.

## **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/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

Telephone  
Email

## EDUCATION

University of Wisconsin-Stevens Point

Expected June 2023

**Bachelor of Science: Family and Consumer Sciences (Child Life and Family Studies)**

GPA: 3.37

## CHILD-LIFE EXPERIENCE

**Pediatric Child Life Volunteer**

August 2022-Current

City Hospital, Middleton, WI

62 Hours

- Foster normal growth and development by engaging with children in developmentally appropriate play and activities both in playroom and at bedside
- Ensure patient safety by abiding to infection control policies, providing sanitation and upkeep of playrooms and family areas

## CHILD-FOCUSED EXPERIENCE

**Daycare Volunteer**

September 2021-Current

University Child Learning and Care Center, Stevens Point, WI

137 Hours

- Engage well-children (ages: 3 – 16 months) by providing appropriate developmental play and stimulation
- Provide safe environment while encouraging children to continue to reach developmental milestones

**Camp Counselor** (Summers - Seasonal)

June 2020-Current

Today's Child Day Camp for Children with Special Needs, Taleo, WI

1,304 Hours

- Counsel campers navigating a wide range of physical, emotional, and developmental disabilities
- Empower children to gain a sense of mastery/control over athletic, artistic, and self-expressive activities

**Respite Caregiver**

June 2018-Current

Portage County, Amherst, WI

1,032 Hours

- Provide care for a child with Bohring-Optiz syndrome, a developmental delay and limited mobility
- Coordinate play through sensory activities to meet child's developmental needs

**Mission trip Volunteer**

January 2021

LESPWA International, Hope for Haiti, Leogane, Haiti

30 Hours

- Facilitated care for children with special needs through sensory and art activities
- Engaged with children in an orphanage by providing care and developmentally appropriate play
- Developed cultural competency by interacting with children and families of diverse culture

**In-Home Nanny**

June 2017-December 2017

Cooper Family, West Bend, WI

288 Hours

- Provided care and developmentally appropriate activities for two siblings (one well-child and one child with autism)

## CERTIFICATIONS, MEMBERSHIPS, & CONFERENCES

AED/CPR Certification

2021-Current

Child Life Disaster Relief, Student Member

2021-Current

Association of Child Life Professionals, Student Member

2021-Current

Child Life Association of Stevens Point, Student Member

2021-Current

University Counsel on Family Relations, Student Member

2021-Current

Midwest Child Life Conference, Attendee

2020

Anti-Bullying and Celebrate Diversity Training

2020