

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: Typically, professional resumes are two pages, but ultimately, the expected length of a resume depends on the requirements of the position and the expectations of the field/industry.

Style: Utilize a traditional resume style which demonstrates you possess the knowledge, skills, experience, and qualifications for professional practice within your field.

Unique Sections: Include relevant (or required) certifications, licensure, or other qualifications (that are required or preferred) as well as field-specific skills, methodologies, and experience with applicable client/patient populations.

Other Things to Keep in Mind: Your document should be easy to scan (read) and your content quantifiable/qualifiable. To do this, condense and organize your content according to what is required and relevant to the position and organization to which you're applying.

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” words.

NAME

Telephone
Email

EDUCATION

University of Wisconsin-Stevens Point (UWSP)
Master of Science: **Speech-Language Pathology**

Anticipated Graduation: May 2023

University of Wisconsin-Stevens Point
Bachelor of Science: **Communication Sciences and Disorders**
Minor: **Psychology**

May 2021

CERTIFICATIONS & LICENSURE

- BLS / CPR / AED - certification current (exp. July 2022)
- ASHA Certificate of Clinical Competency (pending receipt of DSPTS)
- Wisconsin Speech-Language Pathology Licensure (pending receipt of DSPTS)

PROFESSIONAL MEMBERSHIP

- National Student Speech Language Hearing Association, current member
- Wisconsin Speech-Language Pathology and Audiology Association, current member

EXPERIENCE

Advocate Aurora Medical Center Summit, Oconomowoc, WI

February 2023 - Present

Clinical Externship

- Evaluated, planned, implemented individualized treatment, and monitored patient progress to meet adult and pediatric patient's needs in acute, inpatient rehab, and outpatient rehab settings.
- Performed bedside dysphagia evaluations and conducted video fluoroscopic swallow studies (VFSS).
- Accurately and efficiently completed patient records using *Epic* software.
- Worked collaboratively with members of interdisciplinary team to promote and support positive and professional patient care, referring patients to other providers when necessary.
- Co-led Parkinson's disease groups; Participated in multidisciplinary rounds in the ICU.

Sylvan Crossing Reminiscence Therapy, Stevens Point, WI

November 2022 - January 2023

Graduate Clinician – Off-Campus Placement

- Provided reminiscence and validation therapy to residents experiencing moderate to severe dementia.
- Interacted with the geriatric population with memory care needs.
- Discussed personally relevant information with patients to stimulate meaningful memories.
- Followed and responded to patient lead conversation thoughtfully.
- Provided meaningful pictures, photographs, games that might spark warm conversation.
- Provided empathy, kindness, and compassion towards patient to ensure safe and warm environment.

Portage County Healthcare Center (SNF), Stevens Point, WI

September - December 2022

Graduate Clinician – Off-Campus Placement

- Administered and analyzed cognitive-linguistic assessments for geriatric clients.
- Planned and delivered individual therapy for diagnoses, including cognitive-linguistic disorders, strokes, Parkinson's Disease, dysphagia, dysarthria, various voice disorders, and non-verbal AAC users.
- Completed bedside swallow evaluations and provided dysphagia therapy for rehabilitating swallowing function.
- Created an aphasia friendly communication book and an AAC medical communication book.

UWSP Speech Language and Hearing Clinic, Stevens Point, WI

September 2021 - August 2022

Graduate Clinical Practicum

- Established effective treatment goals consistent with client needs to include: Children (fluency and fluency disorders, social aspects of communication and articulation disorders) and Adult patients populations (expressive / receptive language, cognitive and social aspects of communication, fluency disorders, and augmentative and alternative communication modalities).
- Provided counseling to a wide age range of individuals with various communication needs.
- Educated client and caregivers with effective strategies to aid with communication at home.
- Recorded data accurately and reported progress through consistent treatment notes.
- Performed informal and formal assessments with a diagnostic team with corresponding report.
- Programmed appropriate symbols and implemented treatment strategies via augmentative and alternative communication device.

Special Olympics Wisconsin, Stevens Point, WI

June 2022

Hearing Screening Volunteer

- Provided hearing screenings and educational materials to participating athletes and families during summer Olympic events.

Private Family Care - Waterloo, WI

June 2019 - August 2021

Family Respite Provider

- 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).

Mile of Music Hearing Screenings, Appleton, WI

August 2021

Hearing Screening Volunteer

- Administered 30+ hearing screenings and helped make over 100 ear molds for musicians in collaboration with audiologists from Fox Valley Hearing Center.

Disability & Assistive Technology Center, Stevens Point, WI

September 2020 - May 2022

Office Assistant

- Set up appointments and provide resources for students that need accommodations.
- Assist in providing accommodations by administering student tests.

COMMUNITY INVOLVEMENT & SUPPORT

- Down Syndrome Association of Wisconsin, volunteer 2019 - Present
- North Haven Assisted Living, Stevens Point, WI 2020 - Present
- Alzheimer's Walk Registration Volunteer, Park Falls, IL 2021
- Whispering Pines Memory Care Facility, Stevens Point, WI 2019 - 2020
- Park Falls Senior Living Center, Park Falls, IL 2018