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## RESUME GUIDELINES

### Format

- **Length:** For incoming students who are recent graduates of college or have only had one or two positions, a one-page resume is appropriate. Students who graduated several years ago or have more experience should plan on having a two-page resume.
- **Font Size and Type:** Font should be no smaller than 12 point. Use clean, easy-to-read fonts like Times New Roman, Calibri, or Garamond.
- **Margins:** Use one-inch margins all around.
- **Name in header:** If your resume is two pages, your name and page number should be on the second page. In the event that the pages get separated, this ensures that they can be reunited.
- **Personal Information:** Do not include personal information, such as marital status, health, children, hobbies, etc., in your resume unless you have a legitimate, professional reason for doing so.

### Sections

- 1) **Contact Information:** It is critical to include your first and last name, full address, phone number, and email address at the top of your resume. For the purpose of practicum applications, please set up your WJC email account, provide that email address on your resume, and submit applications from that email account.
- 2) **Education:** You should list, in reverse chronological order, all of the institutions you have attended since high school. Be sure to include the name of the institution, its location, dates of attendance, major and degree received, and any honors awarded.
- 3) **Professional/Work Experience:** This section should come immediately after the Education section. If you have both clinical and unrelated experience, focus on the clinical and include more abbreviated entries for experiences that not related to the site search. Emphasize experiences that demonstrate certain skills and abilities, like leadership qualities, collaborative problem-solving, etc.).
- 4) **Volunteer and Community Service:** This section should follow the Professional/Work Experience section unless your volunteer and community service experiences are more relevant to your practicum site search. Focus on experiences that are related to your interest in becoming a mental health professional and that are meaningful to who you are as a person.

- 5) Research Experience
- 6) Language Skills (i.e., level of fluency in a given language or languages in the domains of reading, written language, and spoken language).
- 7) Other (i.e., Relevant extracurricular activities, presentations & workshops, professional affiliations, teaching experience, leadership skills)

### **Professional Experience**

- List the month and year that you began and ended each position, and place the dates flush against the right margin.
- Under the name of each organization, specify your title (e.g., intern, volunteer).
- Use bullets to describe your accomplishments. No bullet should be longer than two lines and each should begin with an action verb (e.g., planned, assisted, supervised, created, collaborated, engaged, participated, researched).
- Describe accomplishments, not responsibilities. If you only describe responsibilities, your resume will read like a position description.
- Use meaningful adjectives

### **Common Resume Problems**

- **Too little information:** Some resumes can be too sparse. When describing your experiences, it is important to have at least two bullets, and preferably, three or four bullets that provide information about your key accomplishments for each position/experience that is relevant to your application for a practicum placement. It is important to think broadly about your experiences and detail those that practicum sites may see as relevant. For example, although you may not see a connection between your experience in retail, if you spent a lot of time interacting with a diverse clientele and managing challenging interpersonal situations, this is relevant information. Likewise, if you have participated in volunteer activities or community service projects that impacted your decision to pursue an advanced degree in mental health counseling, this is important information to include.
- **Too much information:** Resumes can get dense and wordy if you attempt to describe everything you have done. Again, it is important to focus on your key achievements for each position/experience.
- **Objective Statements:** Most objective statements highlight the desire for a “challenging practicum position” where the student can “use my talents/skills/abilities” and “gain experience.” General statements, such as these, do little to differentiate you from other applicants. As such, I would instead use the space to quantify your background and accomplishments.

**Rhonda Smith**  
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## EDUCATION

**William James College**, Newton, MA Beginning August 2017  
(Formerly Massachusetts School of Professional Psychology)  
Master of Arts in Clinical Mental Health Counseling, expected June 2019  
Emphasis in Forensic and Correctional Counseling

**Hamilton College**, Clinton, NY May 2012  
Bachelor of Arts in Psychology, Minor in Spanish  
Honors: Dean's List

## PROFESSIONAL/WORK EXPERIENCE

**Waltham Community Mental Health Center**, Waltham, MA May 2013 – present  
Rehabilitation Specialist

- Planned, implemented, and facilitated recovery-oriented support groups to enhance rehabilitation of members.
- Assisted persons in recovery from mental illness with important tasks like finding a job, paying bills, attending doctors' appointments, and otherwise re-entering the broader community.
- Acted as a liaison to other service providers on a weekly basis.
- Supervised work tasks by providing time-limited job coaching to members to build skills like managing a cash register and to develop the self-confidence to work in the community.

**Panera Bread Cafe**, Needham, MA July 2012 – May 2013  
Shift Supervisor

- Supervised 15-person crew of cashiers and order prep line workers for high-volume bakery-café to meet company standards for customer service and food quality.
- Participated in bi-weekly management meeting to review bakery-café operations and progress toward sales goals.
- Assisted with hiring and training of associates.
- Promoted to Shift Supervisor from cashier position after nine months.

## VOLUNTEER AND COMMUNITY SERVICE

**Hamilton College**, Clinton, NY Aug. 2011 – May 2012  
Resident Advisor, University House System

- Advised 80 transfer and upper class students in residence hall.
- Addressed range of issues related to students' psychological, emotional, social, and academic needs.
- Created programming to promote community and resident well-being.

**Big Brothers/Big Sisters**, Clinton, NY Aug. 2010 – May 2012  
Volunteer Big Brother

- Mentored and served as a role model for two adolescent boys.
- Engaged boys in recreational team sports.
- Provided mathematics tutoring.

## RESEARCH EXPERIENCE

**Northeastern University**, Boston, MA Sept. 2012 – May 2013  
Research Assistant

- Provided research support to Gregory Jacobs, Ph.D.
- Researched topics in developmental psychology using online databases, including ERIC and PsycInfo, and created annotated bibliography.
- Engaged in weekly discussion meetings, and assisted with interview scheduling, protocol development, and database maintenance.
- Participated in the development of coding manuals for field research in developmental psychology.

## LANGUAGE SKILLS

Intermediate reading, writing, and speaking skills in Spanish.