

# Carrie Counseling Masters

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**OBJECTIVE:** To obtain a counseling position providing services to middle school students.

## EDUCATION

### Master of Science in School Counseling

May 20XX

St. Cloud State University (SCSU), St. Cloud, MN

- Program nationally accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP)
- **GPA 3.5**

### Bachelor of Science in Psychology

May 20XX

University of St. Thomas, St. Paul, MN

- Graduated *Magna Cum Laude*
- Dean's List Recipient for 8 consecutive semesters
- Awarded academic scholarship for achievement

## RELEVANT EXPERIENCE

### Middle School Counselor Intern

September 20XX - Present

Anytown Middle School, Anytown, MN

- Provide individual counseling to students regarding academic performance, personal and social development in crisis situations to meet the needs of each individual
- Facilitate group counseling sessions in areas such as self-esteem and depression to promote effective communication
- Develop and present classroom guidance lessons appealing to various learning styles on topics such as developing study skills and communication skills
- Acquire the ability to quickly assess situations to mediate conflicts that up rise between students by following proper procedures
- Administer PSAT tests and interpret test scores to students

### Substitute Teacher

June 20XX-September 20XX

Blaine School District, Blaine, MN

- Gained professional classroom experience teaching at all grade levels
- Further developed organizational skills in various classroom settings by completing a variety of projects
- Effectively presented lesson plans designed to meet variety of learning styles using interpersonal skills

### Assistant Director

YMCA After School Program, St. Cloud, MN

January 20XX-June 20XX

- Facilitated a multitude of programs to enrich development for students in various grade levels
- Used leadership skills by chairing numerous committees to plan special events and fund raising activities
- Supervised and delegated tasks to a 20 person staff on a daily basis
- Communicated effectively with parents and staff on student progress, issues, and concerns to ensure complete understanding

## ADDITIONAL EXPERIENCE

### Graduate Assistant

August 20XX-Present

Career Center, SCSU, St. Cloud, MN

- Pay strong attention to detail when aiding students and alumni with resume building skills and techniques
- Present workshops on resume writing, cover letter formats, interviewing, and job and internship searching for students and staff using public speaking skills
- Work with students struggling with a major or career by exhibiting excellent communication skills to provide the correct resources

**Lead Server**

December 20XX-April 20XX

Green Mill, St. Cloud, MN

- Oversaw and delegated tasks to an average of 8 team members per shift to ensure operations went smoothly
- Enhanced customer service skills by serving hundreds of customers daily to promote repeat customers
- Demonstrated team work skills by effectively working within a team of 12 each shift to provide a positive environment

**Youth Guidance Counselor**

August 20XX-August 20XX

Boys and Girls Club, Sartell, MN

- Prepared monthly calendars with educational and fun recreational games using excellent organizational skills
- Worked well with a team to ensure a safe and welcoming environment for all children and parents

**PROFESSIONAL MEMBERSHIPS**

American School Counselors Association (ASC)

January 20XX-Present

Minnesota School Counselors Association (MSCA)

January 20XX-Present

**ACTIVITIES AND ACHIEVEMENTS**

**Big Brother**, YMCA, Blaine, MN

August 20XX-Present

**Volunteer**, Health Services, SCSU, St. Cloud, MN

March 20XX

**Member**, Graduate Fellowship Association, SCSU

October 20XX-February 20XX

*\*If your resume is two pages, make the second page more than just a quarter of the page!*

*\*If it is two pages, it should be two separate sheets of paper. Do NOT staple, paper clip or print back-to-back.*