

# Counseling Resume Self-Assessment Tool

*To review your own resume, make sure the answer to all of these questions is: YES!*

## **Format:**

- Did you choose a font that reads professionally and allows the reader to scan for the important information?
  - Example Font: Times New Roman, Arial, Courier New, Avenir, Century Gothic
    - Note: These fonts carry different weights and may impact the size of the font you choose.
- Is your font size consistent through your resume?
  - Header Font Size (Your First & Last Name): 14-16 size font, bold text
  - Contact Information Font Size: 12-14 size font
  - Section Header Font Size: 12-14 size font
  - Experience Title Font Size: 11-12 size font
  - Accomplishment Statement Font Size: 10.5 to 12 size font
- Is your resume 1 page in length with adjusted margins if needed?
  - With rare exceptions, new teachers and counselors should keep their resume to 1 page. If you have difficulty narrowing down your resume, consider removing elements that are not closely related to your field.
  - Make your resume visually attractive by using an appropriate amount of whitespace to allow the reader's eye to rest. Using .5 inch (Narrow) to 1 inch (Normal) margins is standard practice.

## **Mandatory Elements:**

### **Identification:**

- Is your name clear and the most noticeable item at the top of your page?
- Is contact info right below your name?
  - Phone number and professional email address, and your city, state & zip code (optional)

### **Licensure:**

- For School Counseling Candidates:** List your Professional Educator License with an endorsement in school counseling.
  - Example:  
Professional Educator License (PEL), expected June 2023
    - School Counselor, prekindergarten through grade 12
- For Clinical Mental Health Counseling Candidates & School Counseling Candidates:** If you are also pursuing your Professional Counseling Licensure (LPC); this should be noted and the expected date
  - Example:  
Illinois License Professional Counselor (LPC), expected August 2023

### **Education:**

- Did you write out the full name of your (expected) degree, institution, location (city, state), and include your expected graduation date? Please note that DePaul University graduation takes place in June.

- Are your degrees listed from most recent to least recent? Please note that all degrees are written in singular.
  - For example:  
Master of Education in Counseling, Concentration: School Counseling

### **Counseling Experience:**

- Does the first section following your Education Section say 'Counseling Experience'?
- Did you include your current practicum/internship position title and site name?
- Did you format your current experience/role as (start month/year) – present?
- Did you include 6-8 *Accomplishment Statements* under your practicum experience?
  - Do your *Accomplishment Statements* reflect and articulate experiences with regard to: Population you served, Resources developed in school/organization, multiple roles you have had, area of specialty/focus, and key accomplishments.
  - Do your *Accomplishment Statements* demonstrate direct support services of your population, individual and group counseling, program development, special events, collaborations, policy/ resource implementation, initiatives introduced, community outreach, crisis intervention, assessments, focus of treatment/ interventions, specific resources, theoretical orientations, etc...?
- Are your *Accomplishment Statements* in the following 3-part format?
  - Begin with impactful verbs, diversifying which verbs you're using to avoid repetition
    - Example(s): led, developed, spearheaded. Avoiding participating or supporting to demonstrate you an active role in your work.
  - Describe the project you completed/ the problem you solved in your role (What were your responsibilities?).
  - Does your *Accomplishment Statement* finish with the results of your work? In other words have you successfully demonstrated the impact you had and how the organization benefited from your participation
    - Please note this can be shown through percentages or other metrics that show the result in numeric form.

### **Related Counseling Experience:**

*\*May not be Applicable to All Students\**

- Are you highlighting paid or unpaid experiences through which you have gained counseling related skills. Please note this might not be applicable to every resume if you are a career changer.
  - Examples include, but are not limited to: mentoring, peer advising, advocacy, research, outreach, coordination, etc.
- Did you include your position title and site name?
- Did you list the Month Yr. you started your experience as well as the Month Yr. you finished in the role.
- Did you include 2-3 *Accomplishment Statements* under each experience, highlighting your role?

- Are your *Accomplishment Statements* in the following 3-part format?
  - Begin with impactful verbs, diversifying which verbs you're using to avoid repetition
    - Example(s): led, developed, spearheaded. Avoiding participating or supporting to demonstrate you an active role in your work.
  - Describe the project you completed/ the problem you solved in your role (What were your responsibilities?).
  - Does your *Accomplishment Statement* finish with the results of your work? In other words have you successfully demonstrated the impact you had and how the organization benefited from your participation
    - Please note this can be shown through percentages or other metrics that show the result in numeric form.

### **Professional Experience:**

*\*May not be Applicable to All Students\**

- If you are including this section do the experiences you are featuring demonstrate transferable skills and abilities that are related to counseling?
- Did you include your position title and site name?
- Did you list the Month Yr. you started your experience as well as the Month Yr. you finished in the role.
- Did you include 2-3 *Accomplishment Statements* under each experience, highlighting your role?
- Are your *Accomplishment Statements* in the following 3-part format?
  - Begin with impactful verbs, diversifying which verbs you're using to avoid repetition
    - Example(s): led, developed, spearheaded. Avoiding participating or supporting to demonstrate you an active role in your work.
  - Describe the project you completed/ the problem you solved in your role (What were your responsibilities?).
  - Does your *Accomplishment Statement* finish with the results of your work? In other words have you successfully demonstrated the impact you had and how the organization benefited from your participation
    - Please note this can be shown through percentages or other metrics that show the result in numeric form.

### **Overall Reflections:**

- Does your resume tell a clear story about what you have done and what you would like to do?
- If someone who doesn't know you reviews your resume, will they understand what you are interested in and why you are qualified?

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*Book an appointment with the Education, Human Services & Government Advisor through Handshake, or by calling the front desk at (773) 325-7431.*