

## FIRST NAME LAST NAME

City, State [Emailaddress@provider.com](mailto:Emailaddress@provider.com) Phone Number  
linkedin.com/in/firstnamelastname/

### OBJECTIVE

A \_\_\_\_\_ position utilizing my \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ skills

### EDUCATION

**M.S.Ed., Counseling, School Counseling Specialization**, Northern Illinois University, DeKalb, IL, December 20XX  
**B.A., Sociology and Political Science**, cum laude, Northern Illinois University, DeKalb, IL, May 20XX

### LICENSURE

**Illinois Professional Educator License**; Endorsement: **School Counselor (PK-Age 21)**  
**Illinois Licensed Professional Counselor**, #123456789

### COUNSELING EXPERIENCE

**Counselor Intern**, Schaumburg High School, Schaumburg, IL, May 20XX – December 20XX

- Counseled individual students on academic, personal/social and career development
- Facilitated small groups: social skills for students with family issues; students with Asperger's syndrome
- Teamed with assistant principal, social worker and school psychologist to ensure well-being of students
- Presented information on orientation, study skills, and time management through the Freshman Yearly Initiative
- Offered college and career information to juniors and seniors in large classroom format
- Worked with registrar during summer to enroll and schedule transfer students; advised students on school schedules
- Supervised student council program and yearly election

**Practicum**, Westfield Community School, Algonquin, IL, January – May 20XX

- Co-facilitated eighth grade anger management group of seven diverse students and an African American focus group

### TEACHING EXPERIENCE

**Substitute Teacher**, District 214, Arlington Heights, IL, January 20XX – Present

**Career Planning Instructor**, Northern Illinois University, DeKalb, IL, August – December 20XX

- Taught three-credit undergraduate career development class of 20 ethnically diverse students
- Led class activities: Self-Directed Search interest inventory, values clarification, resume writing, interviewing, and job search process
- Employed classroom management strategies based on logical consequences and consensus
- Contributed to development and revision of course curriculum during weekly instructors' meetings
- Evaluated student progress and comprehension through formative and summative assessments

### PROFESSIONAL MEMBERSHIPS

American School Counseling Association, Illinois School Counseling Association, Illinois Counseling Association  
**Vice President**, Northern Illinois University Counseling Association, August 20XX – May 20XX

### ADDITIONAL EXPERIENCE

**Customer Service Sales Representative**, Xerox Commercial Solutions, Bolingbrook, IL, May 20XX – October 20XX

- Increased level of satisfaction by 7% over an 10-month period
- Reduced high-dollar, low-usage parts to save \$125,000 in one month
- Independently managed facility in supervisor's absence; assisted in interviewing, hiring and training of 12 new employees