

FIRST NAME LAST NAME

City, State Phone Number
Emailaddress@provider.com
linkedin.com/in/firstnamelastname/

EDUCATION

M.S.Ed. in Counseling, Specialization in School Counseling, 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 22)**
Illinois Licensed Professional Counselor, #123456789

COUNSELING EXPERIENCE

School Counseling Internship, 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
- Collaborated 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

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

American School Counseling Association, Illinois School Counseling Association, Illinois Counseling Association

ADDITIONAL EXPERIENCE

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

- Increased level of satisfaction by 7% over a 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