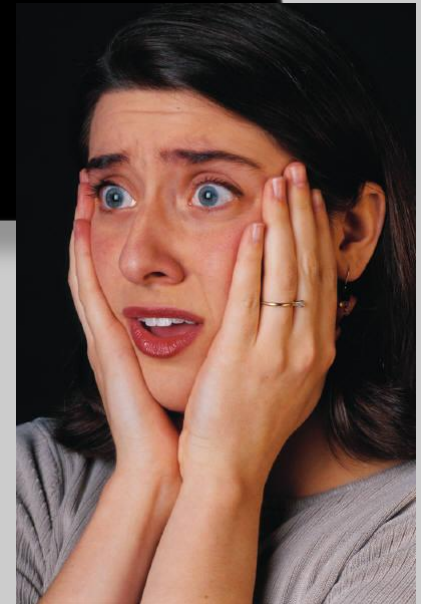


Resume, CV, & Grad School- Oh My!



Comparison

RESUME

- ✓ Emphasizes brevity & conciseness
- ✓ Usually 1-2 pages, depending on work experience
- ✓ Format of choice in business, some non-profit and government, and staff positions in academia

CURRICULUM VITA

- ✓ Emphasis is on elaboration
- ✓ Usually more than 2 pages
- ✓ Focus on research and teaching experience, and publications
- ✓ Format of choice in academia, medicine, research institutions and labs, and some non-profits

<http://myspacetv.com/index.cfm?fuseaction=vids.individual&videoid=32074125>



A Resume...

- ✓ Gets on average 15 – 20 seconds of review
- ✓ Can make an immediate positive impact
- ✓ Has no cookie-cutter approach



Style



- ✓ Many opinions in regards to style, format, look, and content
- ✓ We try to stay current
- ✓ Ultimately, YOU make your resume decisions

The Header



Sophia R. Becker

888 N. Craven Drive #22

Monmouth, OR 97361

503-838-0000

sbecker@yahoo.com

- ✓ Letterhead- Contains basic name and contact information
- ✓ Name should be the longest and largest part

The Header

Sophia R. Becker

888 N. Craven Drive #22

Monmouth, OR 97361

503-838-0000

sbecker@yahoo.com



- ✓ Choose one phone number
 - ✓ With professional voice-mail greeting
 - ✓ Or answered in a business like manner

The Header



Sophia R. Becker

888 N. Craven Drive #22

Monmouth, OR 97361

503-838-0000

sbecker@yahoo.com



- ✓ If a cell phone is listed...
 - ✓ Have a professional voice-mail greeting
 - ✓ Do not answer when driving
 - ✓ Do not answer in a noisy place

The Header

Sophia R. Becker

888 N. Craven Drive #22

Monmouth, OR 97361

503-838-0000

sbecker@yahoo.com

✓ Your e-mail address is important, as well...

✓ Have a professional e-mail

✓ NOT something like:



✓ batgirl@teleport.com

✓ partydude93@gmail.com

The Header

- ✓ There are many “right” ways to format a header...

Sophia R. Becker

sbecker@yahoo.com

**414 N. Meridian Street, #2331
Monmouth, OR 97132
503-554-0000**

Sophia R. Becker

414 N. Meridian Street, #2331 • Monmouth, OR • 97132 • 503-554-0000 • sbecker@yahoo.com



The Objective

OBJECTIVE

Seeking admittance into the **Counseling Psychology Program at Hampton University**

✓ Be specific in your objective to the program and university...

The Objective

OBJECTIVE

Seeking **Mental Health Care Giver I** position with **Sky's the Limit Action Agency**.

✓ Or Be specific in your objective to the position and the employer...

Education

EDUCATION

B.A., Psychology with Spanish Minor

Expected June 2012

Western Oregon University, Monmouth, OR

- ✓ State your degree (BA, BS, MAT) with the discipline. Include authorization & minor if relevant.
- ✓ High school should NOT be listed unless there is a job connection to the town or school.
- ✓ Community College can be omitted unless there is a connection to the town or school.

Education

EDUCATION

B.A., Psychology with Spanish Minor
Western Oregon University, Monmouth, OR

June 2011

- ✓ Put the date in which you have received or will receive your degree
 - ✓ (Put “expected” until the term of graduation)

Education

EDUCATION

B.A., Psychology with Spanish Minor Expected June 2012
Western Oregon University, Monmouth, OR **3.75 GPA**

Hampton Honors Scholar

Mexico Study Abroad Program

Taught in Durango Elementary School classroom using fluent Spanish.
Studied people and culture while living with Mexican host family.

- ✓ Scholarships can be listed along with GPA
 - ✓ 3.5 GPA and above can be on your resume. Below that keep it off!

Education

EDUCATION

B.A., Psychology with Spanish Minor Expected June 2012
Western Oregon University, Monmouth, OR 3.75 GPA
Hampton Honors Scholar

Mexico Study Abroad Program

**Taught in Durango Elementary School classroom using fluent Spanish.
Studied people and culture while living with Mexican host family.**

- ✓ Educational enhancement opportunities (Study Abroad, Special Projects, Unique Research) can be listed here.
- ✓ Explain the value to the reader and relate it to your objective (list just once on resume).

Experience

Counseling Experience

Counselor

May 2010 – Present

Step-up Counseling Services, Dallas, OR

Render counseling services to participants in specified programs to include individual and/or group consultation. Administer, interpret and evaluate the results of assessment tests. Counsel individual participants on methods to achieve program prescribed objectives. Compile and keep accurate records of client interaction.

✓ “Blank” Experience = Paid, Internship, Student Teaching, & Volunteer Experience

✓ “Work” Experience = Implies Paid Positions Only



Experience

Counseling Experience

Counselor

May 2010 – Present

Step-up Counseling Services, Dallas, OR

Render counseling services to participants in specified programs to include individual and/or group consultation. Administer, interpret and evaluate the results of assessment tests. Counsel individual participants on methods to achieve program prescribed objectives. Compile and keep accurate records of client interaction.

- ✓ Dates of experience need to be included
- ✓ Dates go from most recent first and then work your way chronologically backwards under each “Heading”
- ✓ Place dates on right hand side...

Experience

Counseling Experience

Counselor

May 2010 – Present

Step-up Counseling Services, Dallas, OR

Render counseling services to participants in specified programs to include individual and/or group consultation. **Administer, interpret and evaluate** the results of assessment tests.

Counsel individual participants on methods to achieve program prescribed objectives.

Compile and keep accurate records of client interaction.

- ✓ Begin your descriptions using action verbs (Manage, strategize, train)
- ✓ If you are currently in the position it should be present tense. Previous positions- past tense.

Experience

Counseling Experience

Counselor

May 2010 – Present

Step-up Counseling Services, Dallas, OR

Render counseling services to participants in specified programs to include individual and/or group consultation. Administer, interpret and evaluate the results of assessment tests. Counsel individual participants on methods to achieve program prescribed objectives. Compile and keep accurate records of client interaction.

- ✓ No pronouns should be used on resumes
- ✓ Test to see if you are using the correct form of verb (action) by verbally reading your sentence with “I” but do not put the “I” in your resume.

Experience

Relevant Experience

Assistant

June 2007 - Present

Zinniker Business Concepts, Dallas, OR

~~Answer phones. Follow company procedures. Schedule appointments. Fill out required forms. Enter data into database.~~

- ✓ Be aware of focusing too much on the tasks of your position.
- ✓ Focus on those things that will make you a better candidate for the position you want.

Additional Sections

ACTIVITIES & COMMUNITY INVOLVEMENT

Salem Boys & Girls Club, Salem, OR

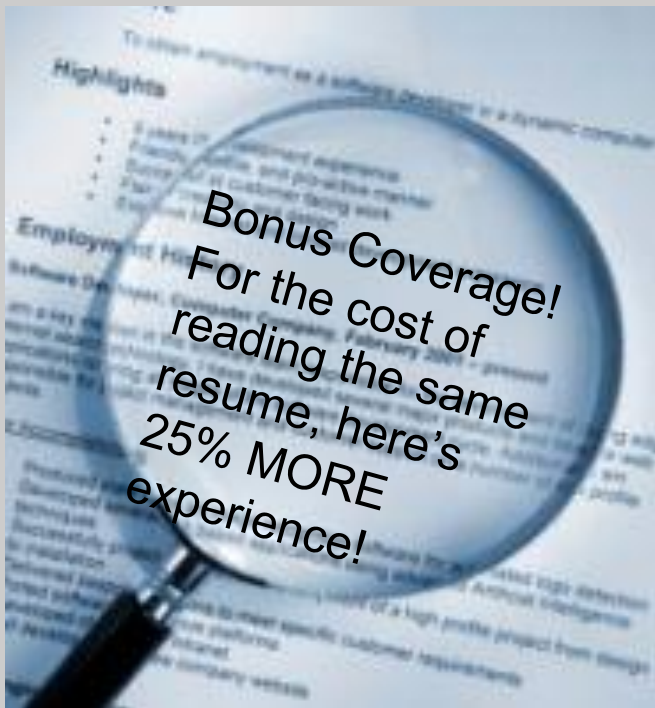
Mentored at-risk youth in decision making skills. Connected with parents and siblings to increase accountability for program participant at home.

Documented progress interactions through weekly reports to supervisor.

- ✓ Use the same rules as the experience section for community involvement, activities, and other non-work related items.
- ✓ Keep it relevant to your objective

Additional Sections

- ✓ Other sections can include:
 - ✓ Skills
 - ✓ Professional Organizations
 - ✓ Summary
 - ✓ Civic Experience
 - ✓ Exhibits



Cover Letters

- ✓ Use your same letterhead for all correspondence.
- ✓ Use only Ms. Or a professional title (Dr., Rev., President) when addressing females.
- ✓ Know the name of the intended recipient.



References



- ✓ Do not give them unless asked for.
- ✓ Always ask someone to be your reference BEFORE you use their name.
- ✓ Prepare your reference givers.

Grants, Scholarships and Fellowships

Grants and Fellowships

✓ are commonly grouped under the heading of "grants" where advanced degrees are concerned. Fellowships are monies that may be provided by many different types of entities, to include educational institutions, which do not need to be paid back. An excellent source of Fellowship information is located at:

<http://cuinfo.cornell.edu/Student/GRFN/>



Assistantships

- ✓ Assistantships provide students with a stipend to help them cover the expense of their education, while in return providing their institution with a source of labor for teaching and performing research. Each university administers its own Assistantship program.



Tuition Payments from Employers



✓ In 2003, 72% of all U.S. companies offered some form of a tuition reimbursement program, with 69% offering compensation for Graduate studies⁵. Many employers attach certain terms to this benefit, such as requiring passing grades or obligating employees to work for the company for a certain period of time for each course provided.

Federal and "Private" Student Loans

- ✓ The amount of Federal student loan money available to Graduate, Professional and Doctoral students through the Stafford loan program is significantly higher than for Undergraduate students.

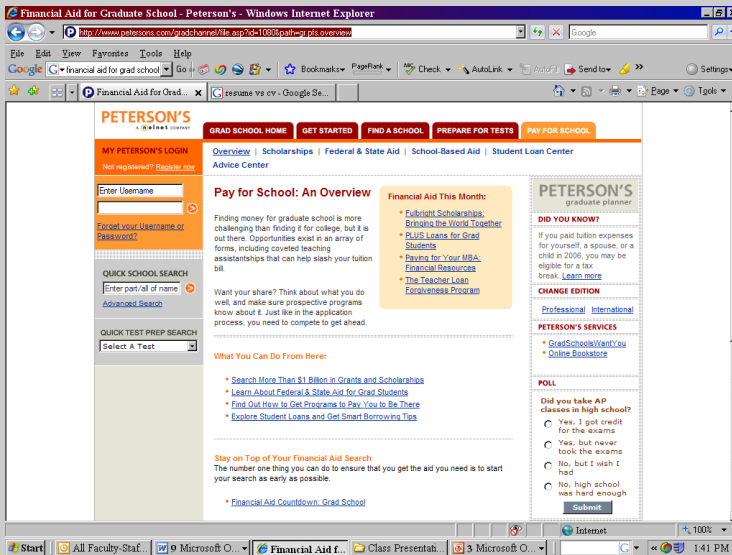


Federal Work-study

✓ Work-study is a government-sponsored form of financial aid which encourages students to become involved in the community. Each work study program is campus-based, and you should check on availability of these positions with the financial aid office of the institution which you intend to attend.



Google- “How to pay for graduate school”



<http://www.kiplinger.com/magazine/archives/2006/01/gradschool.html>

<http://www.princetonreview.com/grad/finance/>

<http://www.petersons.com/finaid/file.asp?id=1080&path=gr.pfs.overview>

<http://www.gradloans.com/graduate-loan-faq/>

http://graduate-schools.suite101.com/article.cfm/how_to_pay_for_graduate_school

