

Name

Phone: (xxx) xxx-xxxx | Email: name@mail.com | LinkedIn URL(optional) | City, STATE (Optional/Active)

PROFESSIONAL SUMMARY

This is a two to three sentence optional section where you can state what you are interested in, what you current do and/or what you have done before. It is similar to an abstract on a research paper and should be a quick overview of your resume. This is written in third person objective point of view and does not include pronouns like “I, my, my”.

EDUCATION

Thomas Jefferson University, Philadelphia, PA May 20XX
Master of Science in Couples and Family Therapy
Super Duper Scholarship Recipient 2022

Bachelor’s School Location June 20XX
Bachelor of Science in Major
Minor in stuff
Deans list 2018, 2019, 2021

THERAPY EXPERIENCE

The GESU School, Philadelphia PA April 2023-Present

- *Bullets for therapy experience can be specific to certain instances, unique experiences, and things you learned the most from*
- *Take notes during your placement so you will remember these instances and details, put them on your resume and talk about them in an interview*
- *Be specific – include number of patients, hours worked, times seen, age range, as well as any theories, programs or curriculum used*
- Provide students in 4th to 7th grade with supplementary therapeutic support six hours each week
- Facilitates individual and small groups with various themes including self-esteem improvement, social skills, behavioral modification, and emotional expression

Council for Relationships, Philadelphia PA September – October 2022

- Gained experience working with individuals, couples, and families
- Accumulated 120 hours of supervision via case review, video, and live therapy with licensed AAMFT supervisor; average client retention was 8.5 sessions
- Maintained current and organized client files using electronic notation system

RESEARCH EXPERIENCE

Thomas Jefferson University, Philadelphia, PA March 20XX – December 20XX
Research Assistant, Department of Counseling and Family Therapy

- *When writing bullets for your research include details such as what tasks you did specifically, what technology/machines/computer programs you used, etc.*
- Developed and designed Master’s research project involving social emotional curriculum’s effects on students in high poverty areas and carried out research under the supervision of the Principal Investigator
- Coached undergraduate students in learning new laboratory techniques by modeling techniques for small groups and working with students one on one to monitor progress
- Communicated weekly tasks to undergraduate students and reported progress of both my duties and undergraduate student duties in weekly meetings with PHD students and principal investigator

PROFESSIONAL ASSOCIATIONS

National Therapists and Counseling Association 2020-Present

- Co-Presented at the 2022 annual conference on the impact of social emotional skills on students in high poverty public schools
- Member of the graduate student committee

PRESENTATIONS AND PUBLICATIONS

Presentation, "The Impact of Social Emotional Learning on Improving Academic Engagement"

June 20XX

Publication, list as a citation but lead with the title/topic and bold your name (you can write if it is under review or pending publication in parenthesis)

HONORS AND AWARDS

Outstanding Professionalism Award, TJU Department of Children and Families

August 2023

Outstanding New Paraprofessional, Overbrook School for the Blind

2019-2020

Best Customer Service Award, TGIFridays

2015, 2017

LEADERSHIP ACTIVITIES

Health Mentors Program, Jefferson College of Inter-Professional Practice

September-December 2023

- You can write a bullet about the person you assisted as long as you do not include identifying information
- It can be helpful to have a bullet about working/collaborating inter-professionally
- If you had a solution or something you did to assist your mentor, you can write about that as well

OTHER EMPLOYMENT EXPERIENCE

Overbrook School for the Blind, Overbrook, PA

2019-2021

Paraprofessional

- Worked with a class of 8-10 students with visual impairments in both academic and life skills
- Shadowed OT sessions with students to implement OT strategies during classwork
- Positioned students in wheelchairs and standers as needed
- Taught students braille

TGIFriday's, Philadelphia, PA

2013-2019

Waitress

- When you are writing about work experience that is not directly relevant to the job to which you are applying, write about core/transferable skills that the job is looking for or that directly relate to OT
- Served up to 200 patrons per shift ensuring that the customer received clear and direct communication, excellent service, and deescalated problems as they arose

Hostess

- If you have a job in which you received a promotion, you can stack the job titles like this and put different bullets under each section

*additional note – if you have multiple years of previous experience and/or a graduate degree your resume can be two pages long!