

RESUME BASICS

Your resume is not a static document. It may be used to apply for jobs/internships, scholarships, graduate/professional programs, or for networking. The key is to tailor your document to highlight your relevant qualifications for each situation. The following sample is meant to present a single, possible style. Your resume should reflect your own interpretation, style, and experience. Consider the following when creating your resume:

Special Considerations

Length: Typically, resumes can be one-two pages, but ultimately, the expected length of a resume depends on the requirements of the position/program and the expectations of the field and industry.

Style: Typically, it is appropriate to utilize a traditional resume style which focuses on demonstrating that you possess the knowledge, skills, and experience necessary to meet the requirements and qualifications for Graduate School. Be prepared to speak about and/or demonstrate past examples of your experience, knowledge, and skills (i.e. programming or activity design, clinical hours, one-on-one patient or client work, group facilitation).

Unique Sections: Be sure to include your relevant (or required) certifications or other qualifications (that are required or preferred) as well as field-specific skills, methodologies, or experience (GPA and applicable standardized test scores, observation hours, clinical experience, volunteering and community service, internships, experience with client/patient populations, professional development, and relevant course project work, etc.).

Organization & Layout

- Organize content according to what is required and relevant to the position or program.
- Use margins (.5 to 1-inch), sections, or columns to balance and organize your content.
- Balance the content of your resume using left and right justification, spacing, and tab settings to draw attention to relevant information – remember consistency is key.

Fonts & Style

- Use a font that is clear and easy to read at-a-glance.
- Adjust the size (10-12 pts, typically) based on the font.
- Incorporate style elements like **bold**, *italics*, CAPITALIZATION, and underline to draw attention to the most important parts of your resume.
- Each style element should emphasize a single type of information.

Sections & Information

- Create section titles that market your experiences and align with what an employer or program is looking for.
- Select what you choose to include (ex. education, certifications/licensure, experiences, knowledge, skills, community outreach, leadership, etc.) based on what is required and relevant within the job/program description.
- List section information in reverse-chronological order with the most recent, relevant content first.
- Format your content to make it easily accessible to the reader - it is much easier to skim bullet points for information than paragraphs.
- Be concise but thorough – do not ramble or use irrelevant “filler” words.

NAME

Telephone

Email

EDUCATION

University of Wisconsin-Stevens Point (UWSP)

Expected Graduation: May 2024

Bachelor of Science - **Communication Sciences and Disorders**

Minor: **Child, Youth, and Family Studies**

Cumulative GPA: 3.90 / In-Major GPA: 4.0

GRE Scores: Verbal Reasoning 147, Quantitative Reasoning 151, Writing 4

CERTIFICATIONS / SKILLS

- BLS / CPR / AED - certification current, exp. July 2022
- American Sign Language (ASL)

PROFESSIONAL MEMBERSHIP

- National Student Speech Language Hearing Association (NSSLHA), current member
- University Council on Family Relations, current member
- UWSP National Honor Society Chapter (Phi Eta Sigma), current member

EXPERIENCE

Family Child Care Provider, Amherst, WI

June 2020 – Present

- Provide care for five-year-old with conductive hearing loss (Atresia) ensuring daily safety and well-being of child.
- Design fun, interactive learning, and creative activities, provide meals, and assist with hygiene while maintaining regular routines.

Wisconsin Youth Day Camp, Stevens Point, WI

(Seasonal) June 2020 – August 2022

Camp Counselor

- Counseled campers (ages 12 – 19) who were navigating a wide range of physical, emotional, and developmental needs and differing abilities.
- Coached and empowered campers to gain a sense of mastery/control over athletic, artistic, social, and self-expressive activities.

COMMUNITY OUTREACH

Eastern Children's Museum, Townshend, WI

January 2022 – Present

Family Liaison and Special Event Coordinator

- Redesign and facilitate *Exceptional Child's Night* for children with differing abilities and their families resulting in enhanced social and support connections.
- Market events to families via social media and gain sponsorships from community organizations.
- Talk with participating families to gain event feedback and discuss resource/support needs.

YMCA Drop-in Child Care Center, Stevens Point, WI

September 2021 – February 2022

Childcare Volunteer

- Engage children (ages: 2-7) with positive guidance, fun activities, and supportive interaction.
- Provide a safe environment while encouraging children to continue to reach developmental milestones.