
ACADEMIC ADVISOR RESUME

Academic advisors are responsible for making sure that students maintain high grades and meet the goals and expectations that are laid out for them. They may also be expected to provide some degree of postsecondary guidance for students who need it. This position typically requires a bachelor's degree in education, behavioral sciences, or a related field.

An academic advisor resume should emphasize your knowledge of social and psychological pressures that adolescents face as well as any experience you have in providing guidance for a post-academic career. Good communication skills and the ability to respond well in pressure situations are also desirable. Three academic advisor resume format options are provided below, with each one targeted at a different level of experience to show how varied the candidate pool of this job field can be.

Entry-Level Resume

This field can be a difficult one to break into, but a well-crafted resume can land you a job as an academic advisor even if you have no prior experience in the position. As you can see from the academic advisor resume example provided here, it is best to focus on your positive professional qualities such as your ability to communicate and advise others regarding social pressures. Noting any recent education that applies to this field is also very helpful.

Jason James

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COMMUNICATIVE ACADEMIC ADVISOR PROFILE

Highly motivated academic advisor candidate with the ability to speak on a one-on-one or group basis. Capable of identifying social and emotional problems and providing referrals to professional aides as needed. Detailed knowledge of postsecondary options and the ability to offer career guidance.

EDUCATION:

MIDDLEBURY COLLEGE, Middlebury, VT

Bachelor of Science in Education, 2014

Relevant Courses

- Child Development
 - Educational Psychology
 - Instructional Strategies
 - Inclusionary Settings
 - Supplemental Instruction
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KEY SKILLS:

Office Skills

- Academic advice
- Social services

- Postsecondary guidance
- Psychology

- Knowledge of the workforce
- Communication

Computer Skills

- Microsoft Windows
- Microsoft Windows
- Microsoft Office Suite
- PeopleSoft

Mid-Level Professional Resume

A mid-level professional in this field has had some years as an academic advisor and possibly some additional experience in a school environment. At this stage, you should view your prior experience as a building block to something bigger. The academic advisor resume sample provided here presents a Mr. Byrd, who has had some experience as both an advisor and an academic assistant in a school system.

Jason Byrd

33 Caledonia Street – Brattleboro, VT 05301 – (802) 523-5100 – [email]

ACADEMIC ADVISOR

Excellent communication abilities and understanding of secondary and post-secondary needs.

- Highly competent academic advisor with a deep understanding of issues faced by today's youth.
- Excellent communication abilities and understanding of problems faced by students.
- Ability to improve overall academic standing.
- Comprehensive knowledge of referral system for social and emotional difficulties.

EXPERTISE:

Academic advice: *Assist students with developing and meeting academic goals over the course of the school year.*

Postsecondary guidance: *Provide advice and insight to the challenges that will face students as they move on to a postsecondary institution.*

Performance improvement: *Identify social and emotional issues that may lead to a drop in academic performance and develop a plan to address those issues.*

EXPERIENCE:

Rice Academy (Burlington, VT)

Academic Advisor, 9/2012-Present

Provide teaching and advising skills for a diverse student body at a private high school. Identify areas of academic difficulty and examine ways in which those areas can be addressed and improved upon. Meet with students individually to provide one-on-one advice and in groups to provide general assistance.

Rice Academy (Burlington, VT)

Academic Assistant, 9/2011-8/2012

Offered administrative and office assistance to the guidance office. Drafted communications to students, parents, and administrators. Assisted in the development of advising plans. Provided volunteer service for after school programs and summer school courses.

EDUCATION:

Bachelor of Science, University of New Hampshire, 5/2011

Graduated with a Bachelor of Science in Behavioral Sciences

GPA of 3.6 on a 4.0 scale

Experienced Professional Resume

One mistake that experienced professionals tend to make when preparing an academic advisor resume is that they assume their professional history will be enough to win them the job. You still need to emphasize the qualities that made you a desirable candidate in the first place. The academic advisor sample resume provided here presents Christian Hempstead, who first informs the employer what they will get should they hire him and then backs it up with a brief work history.

Christian Hempstead

802-860-3131 | 231 Fairley Road | Brattleboro, VT 05301 | [email]

Skilled academic advisor with very strong communication abilities.

ACADEMIC ADVISOR

Extremely personable with good empathy. Able to identify school goals and ensure that students remain on a strong

academic course. Knowledge of referrals and social service options for emergency cases.

CORE COMPETENCIES:

Academic advice – Secondary and post-secondary guidance – Parent-teacher communications – Staff coordination – Public communication – Recordkeeping – Confidentiality – Organization – Multitasking – Patience – Long-term planning

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