

SCHOOL COUNSELOR RESUME

A school counselor might serve as a therapist, mentor, or emotional guide for children and teens of all ages and walks of life. Somebody in this position needs to be patient and understanding, no matter how difficult it can be at times. Good communication skills are also a must, as a school counselor will be called upon to speak to individuals and groups in a clear and concise manner. This position typically requires at least a bachelor's degree, with most schools desiring candidates who have a master's degree as well.

Your school counselor resume should include details about your education if you have a degree relevant to the field as well as all the related experience you can possibly include. It is very important to be able to convey that you have strong communication skills and a high degree of patience. Three different school counselor resume format samples are presented below, with each one varying slightly in terms of format and relative experience.

Entry-Level Resume

Candidates without any prior experience in this field will often have a hard time getting their foot in the door, but it is possible to do with a well-written resume. Any volunteer experience, internships, or previous jobs that had a high level of communications responsibilities are very desirable in this situation. Ms. Kerry, the candidate in the school counselor resume example provided here, does not have previous experience but has performed some volunteer work that is worth mentioning on her resume and which may be enough to impress a potential employer.

Catherine Kerry

54 Fischer Road
Mesa, AZ 85201
Mobile: 480-521-6633
[email]

OBJECTIVE:

Compassionate and driven school counselor seeking a position that will enable hands-on communication with students and allow a chance to help all children within the school system find the safe and confidential guidance that they need in order to better their lives.

SUMMARY:

- Knowledge of mental health issues
- Familiarity with common emotional issues faced by children and young adults
- Ability to provide post-secondary guidance and suggestions
- Conscientious, hard-working, and proactive
- Strong familiarity with client-centered therapeutic techniques
- Capability of counseling individuals or groups
- Respectful and patient

EDUCATION:

Master of Science in School Counseling, May 2014

University of Texas, Austin, TX

Graduated with a GPA of 3.7 on a 4.0 scale

Courses Included:

Human Development
Counseling Techniques
Test Administration
Statistics
Young Adult Dilemmas
Psychological Reporting

Cognitive Behavior
Child Development
Mental Illnesses

Cognitive Behavior
Child Development
Mental Illnesses
Social Influences and Pressures
Behavioral Issues

Mid-Level Professional Resume

Mid-level professionals are those candidates who have had several years of experience in this field but who haven't necessarily reached the level where they clearly have seniority over their peers. When preparing this sort of resume, you can rely on equal parts experience and education. Your grade point average becomes less important, but your college experience, especially any graduate school experience you have, remains significant. The school counselor resume sample below provides a look at how you can blend your on-the-job experience, professional qualifications, and education into one solid package.

JULIUS GREENE

Phone: (480) 902-2356 | [email]
23 Queens Lane | Mesa, AZ85201

Compassionate and Highly Motivated School Counselor

Knowledge of modern therapy and psychological techniques. Experience in group and one-on-one counseling for junior high and high school students.

SUMMARY:

- Experience with individuals in high-need social or emotional situations.
- Knowledge of community resources and activities.
- Excellent verbal communication skills.
- Strict adherence to professional ethics and confidentiality guidelines.

EXPERIENCE:

PHOENIX CENTRAL SUPERVISORY DISTRICT, Phoenix, AZ

School Counselor, 1/2012 to Present

Provide crisis intervention and conflict resolution to grade school through junior high students. Coordinate guidance sessions with individuals and groups. Communicate with parents and family members. Facilitate specialized care for high-needs students. Key outcomes include:

- Provide support and referrals for students exhibiting signs of depression, anxiety, and other mental illnesses.
- Develop action plans with students, teachers, and parents in order to improve overall performance and personal success.
- Generate academic improvement in greater than 90% of counseled students who are struggling with their grades.

WALTON MEMORIAL HIGH SCHOOL, Tempe, AZ

Guidance Counselor, 8/2010 to 12/2011

Served as guidance counselor and advisor in a high school of 1,200 students. Met with individuals and coordinated group activities. Consulted parents and advised students on postsecondary education possibilities. Key outcomes included:

- Oversaw creation and implementation of summer activity programs.
- Communicated with colleges, military recruiters, and other organizations that offered postsecondary opportunities for students.
- Spearheaded programs which led to a letter grade improvement of 85% of students with grade-related issues.

EDUCATION

University of Texas, Austin, TX

Master of Science in School Counseling, 5/2010

University of Colorado, Boulder, CO

Bachelor of Science in Psychology, 5/2008

At around the seven to ten year mark, school counselors advance to individuals who are considered seasoned professionals and possibly even leaders in their field. Individuals with this level of experience should still include their education on their resume, but their professional skills and years of experience now become the major draw. The school counselor sample resume below begins with an overview of Mr. Clayton's knowledge and skills before moving into a ten-year body of work that is sure to impress any potential employer.

Easton Clayton

[email]

55 Kingsbury Lane | Mesa, AZ 85201

Home: 480.523.6155 | Cell: 480.633.2201

SCHOOL COUNSELOR | HIGH SCHOOL SPECIALTY

Attentive and sympathetic school counselor with a strong background in high school guidance. Excellent communication skills. Knowledge of common emotional and social disabilities. Strong ties to the medical community and good knowledge of the referral process. Able to communicate with individuals, groups, students, and parents as the situation demands.

Core Knowledge and Skills:

- Verbal communication
- Career guidance
- Crisis management

- Diagnosis of emotional disorders
- Individual and group therapeutic activities
- Postsecondary guidance

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