

Tips for Writing a Counseling Internship Resume

GENERAL RULES OF THUMB

- Be consistent with layout—if you start with one date on the right side, all your dates need to follow that layout. Choose Times New Roman or Arial for a font (12 pt). Use bold & italics consistently.
- Length is one to two pages. Highlight your best competencies, skills, experience, and education.
- Use active verbs to describe your accomplishments. Start with the most current and work backwards chronologically; use the past tense for all but positions you are currently in. Don't include information from high school
- Print the resume on white, cream, or other light colored resume paper; black type; include a cover letter
- Spell out all words—states are the only thing that can be abbreviated.

CONTACT INFORMATION

- List: Name, Street, City/State/Zip, Phone, Email
- Make it Large & Readable—your name is the biggest piece of information on the page.

OBJECTIVE

- A quick, succinct statement that describes the type of position you are seeking and your area of expertise or what you are hoping to gain.
- Avoid being too general or too specific. *Ex. To obtain an internship in....in order to gain experience and develop....*

EDUCATION

List: Name of degree, educational institutions, and location

- List highest degree first (Master of Arts in Counseling Psychology) AND anticipated or expected date of graduation.
- If you are a transfer student with more than 1 year at another institution, list your Bethel information first and then list the transfer institution second.
- Include honors, any GPA over 3.2, titles of senior projects and/or research.

RELATED EXPERIENCE

List: Position, organization/company, location, & date

- § May include information pertaining to experiences/positions (paid & unpaid) that are related to the area you are interested in. If you tutored or mentored someone and you are looking for an internship in adolescent development and were a paid youth leader, you could include both positions in this section.

WORK EXPERIENCE

List: Job Title, Company or Organization, Location, & Date

- Highlight your best information first; keep it free of filler. This section should *not* be a list of every job held—just the significant ones.
- List your most current position first and work in reverse chronology.
- Highlight the accomplishments and contributions you have made in each position.
- Measure the outcomes of your accomplishments in specific terms: *increased productivity, reduced cost by fifty percent, improved morale, record-keeping, etc.*

ALTERNATE SECTIONS

List: your role/position, name of organization, location, & date

- Could include your participation in community service, a student leadership position, or participation in athletics, music, etc or international experience. Be certain you can articulate what you learned/accomplished from the experience. Possible Headings: Campus & Community Involvement or International Experience.

