

Create an attractive header that includes your name, address, phone number, and email.

List your top accomplishments and duties that relate to the position you are applying.

Career Titles have replaced formerly used Objective Statements.

Jane M. Doe

5555 N. Nowhere Street. Colorado Springs, CO 11111
T: 555.555.5555 E: Jane.m.doe@noemail.com

List your most recent experience first.

COUNSELING PROFESSIONAL/ HEALTH CARE ADMINISTRATOR

- Over 10 years of health care experience
- Achieved
- Ranked first in

Quantify as much as possible to demonstrate the percentage of accomplishments or amount of responsibility you held.



For current position keep verbs in present tense. Past employment put in past tense.

EXPERIENCE **Best Organization Ever** Fabulous City, EV *May 2001- Present*
Addictions Specialist

- Assist individuals in the addiction recovery process through one-on-one counseling
- Improved program retention rates by 20% through frequent interactions and tailored programming
- Conduct community outreach by.....
- Refer clients.....

Name of Organization City, State *Month Year- Month Year*
Your Most Recent Title

- Begin each statement with an action verb
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Start each statement with an action verb. List accomplishments and duties related to the position you are applying.

Name of Organization City, State *Month Year- Month Year*
Your Most Recent Title

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List most recent education first.

EDUCATION **University of the Rockies** Colorado Springs, CO *May 2012*
Doctorate of Psychology (PsyD)
Specialization: Mental Health Administration

Ashford University Clinton, IA *May 1997*
Bachelor of Arts, Health Care Administration
Minor: Human Resources Management

COMMUNITY INVOLVEMENT

Volunteer, Colorado Springs Homeless Shelter
Volunteer Teacher, Adult GED Program

PROFESSIONAL ASSOCIATIONS

American Psychological Association
Society for Human Resource Management

If you are involved with a professional association, you would include them here. [This Section is optional.]

Things to remember
Be consistent with your formatting. Keep font size between 10 and 12 point. Try to keep your resume at 1 page in length.

If you have non-paid experience that relates to the career you are seeking, you may include it here. [This Section is optional.]