

## YOUR NAME

(503) 123-1234

preferred email

### PROFILE

- You can include the position are you applying for
- Experience summary
- If you are Multilingual, type "Multilingual: Spanish and French" or "Bilingual: German"
- Overview of Skills
- Unique lived experience
- Values or mission statement

### EDUCATION AND TRAINING

This typically for a student or new grad is the next section

List schools you have attended starting with PCC.

#### Examples:

**AGS**, Portland Community College, Portland, Oregon, (expected) Mo/Yr.

**Foundations in Human Services**, Portland Community College, Portland, Oregon, (expected) Mo/Yr.

**AAS, Family and Human Services**, Portland, Oregon, (expected) Mo/Yr.

- Academic honors or a GPA of 3.0 or higher list the terms and honor you received.
- Relevant Projects/Papers (can be from any class)
- Scholarships you received
- Relevant Courses can include selected electives (not a list of everything)
- Related training or related workplace training e.g., Diversity, sexual harassment prevention, communication, teamwork, computer training

### CERTIFICATIONS AND LICENSES AND AWARDS (OR ELIGIBLE FOR)

Formatting Guidelines: Name of certification, certifying agency and expiration date if applicable

#### Examples:

- **QMHA-R (11-QMHA-R-1111)** MHACBO, Portland, OR (expires) Mo/Yr
- **ASIST**, Portland Community College, Portland, OR (expires) Mo/Yr
- **MHFA - Adult**, National Council for Mental Wellbeing (expires) Mo/Yr
- **MHFA -Youth**, National Council for Mental Wellbeing (expires) Mo/Yr
- **QPR**, QPR Institute, qprinstitute.com (expires) Mo/Yr
- **OCALM**, Oregon Health Authority, Portland, OR Lifetime Mo/Yr
- **PSS/PWS**, Oregon Health Authority, Portland, OR (expires) Mo/Yr
- **CRM (24 -CRM -1234)**, MHACBO, Portland, OR (expires) Mo/Yr

### SKILLS SECTION

Think about what you are learning in school, from life, work, and service work. Lived Experience or Academic

Competency it does not matter – list them. What counseling techniques are you trained in using? What is

your understanding of SUD and/or your philosophy? Other skills may come from your self-care routine, recovery work or hobbies. Example: Weight lifting, rock climbing, yoga, running. This might also go in your profile section or a cover letter

#### Human Services

- Navigating systems
- DHS reporting

#### Child Development/Parenting

- Typical and atypical behaviors and signs of abuse

#### Recovery

- MAT Harm Reduction Groups intakes, Trauma Informed, ASAM, 12-Step, SMART, Mindfulness

#### Computer/Tech

- Google, MS Office, MS Teams, Zoom

#### Customer Service

- Break this down (greeting people, problem solving, listening, handling angry people, assessing needs/situations)

### **EXPERIENCE (current and previous paid or unpaid)**

This section can be broken into relevant and not. Within each type start with the most recent and then work back in time. Where have you worked? It may be useful no matter how long ago or how impermanent. If you don't have any - no biggie – your focus will be on skills and academics whatever will show you in your best light. If you have volunteered or service work move to that section. Start with your most recent experience and then work backward in time.

If your work experience is less than what you like or you can't see relevant skills– you can do a **Past Work Summary** **Job Title**, Company, City, State, Mo/Year **one after the other and no other details**. Then your resume focus is on the skills section

**Job Title**, Company, City, State, Mo/Year

**Job Title**, Company, City, State, Mo/Year

**Job Title**, Company, City, State, Mo/Year

For employment header use this format:

**Job Title**, Company, City, State, Mo/Year (separate each with a comma) use your best estimate for dates

Just to get your mind in the right place let's start with... What did you learn at that job that will translate to the counseling/addiction field? Think about the people aspect. Then possibly the data or paper work aspect. If you need to just brainstorm fill in the sentence "I learned to...." Later to change this to a resume format the write up will be verb and then details about the task.

- Managed a recovery house of 5 women, used listening skills to help resolve housemate conflicts
- Greeted customers while supporting another team mate

### **VOLUNTEER EXPERIENCE**

Do you have addiction, counseling or social services relevant volunteer experience? This can be service work, H & I, informal support, family support, care giving, meeting chair, advisory boards...

Example:

**Volunteer job title**, Organization Name, City, State, Mo/Year of work. (Separate each with a comma)