

Sample Student

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EDUCATIONAL BACKGROUND

Master of Arts in Counseling Psychology

University of Missouri; Columbia, Missouri
Cumulative G.P.A. 3.9/4.0

Expected Date of Graduation: May 20__

Bachelor of Arts in Psychology, Cum Laude

University of Toledo; Toledo, Ohio
Cumulative G.P.A. 3.82/4.0

Graduation Date: August 20__

Continuing Education

Criminal Justice Training and Education Center, Toledo, Ohio

- Basic Corrections Academy, 120 hrs.
- Treatment Planning, 8 hrs.

March 20__
August 20__

PROFESSIONAL EXPERIENCE

Counselor

Counseling and Health Services, Westminster College

Fulton, Missouri

August 20__ – Present

- Provided individual counseling services on an appointment basis to undergraduate students with presenting concerns including area of academics, family, college adjustment, and substance abuse.
- Maintained accurate case notes on clients' presenting problems and progress throughout counseling.
- Created a structured assessment procedure for students referred for substance abuse concerns.
- Performed assessments of substance use for referred students.
- Designed and implemented qualitative and quantitative research on the substance use habits of the student body.

Adolescent Support Worker

Center for Adolescent Psychology and Learning, State of Missouri

Jefferson City, Missouri

May 20__ – August 20__

- Provided one-on-one services to adolescents referred by the state's Social Rehabilitative Services.
- Counseled and assisted youth in assessing strengths and needs in developing personal goals and achievement strategies.
- Actively participated as a team member in the Social Rehabilitative Services reviews to devise treatment plans for clients.
- Provided crisis counseling, behavior modification, life skills education, and acted as a positive role model of healthy relationships.

Career Specialist

Career Services, University of Toledo

Toledo, Ohio

August 20__ – May 20__

- Provided individual career services consultation and resources to both undergraduate and graduate students on a walk-in basis.
- Reviewed resumes, conducted mock interviews, and assisted students with career exploration and the job search process.
- Administered and processed career assessments including StrengthsQuest, Self-Directed Search, and Myers-Briggs Type Indicator to students based on individual concerns and needs.

SUPERVISION EXPERIENCE

Counseling Psychology Practicum, University of Missouri

Columbia, Missouri

August 20__ – Present

- Provided weekly individual supervision to two Masters level graduate students (one in each semester) participating in Career Counseling practicum.
- Assisted in the conceptualization and development of treatment plans for students' clients.
- Facilitated students' professional development and counseling skills through individual and group consultation sessions.
- Graded students' progress and overall counseling skills.
- Accumulated 22 hours of direct supervision.

Counseling Methods and Practice, University of Missouri

Columbia, Missouri

January 20__ - May 20__

- Provided live supervision to two Masters level students participating in counseling skills course.
- Observed individual counseling sessions from one-way mirror and intervened in the counseling session when required.
- Facilitated students' professional understanding and growth through feedback and individual supervision.
- Received nine hours of group supervision focusing on professional development and ability as supervisor and provided 17 hours of live supervision.

RESEARCH EXPERIENCE

Educational, School, and Counseling Psychology Department, University of Missouri

Columbia, Missouri

August 20__ – Present

Self-Perception of Physical Well-Being Scale.

- Worked as part of research team, led by Dr. Margaret Smith, in creation of a scale designed to measure college students' perception of their physical well-being.
- Involved in defining concepts like physical well-being, creating scale and scale items, administering scale to participants, running factor analysis of the data, and writing research proposal and results.

Career Development of Women

August 20__ – December 20__

- Involved in a group research project, led by Dr. Lisa Knight, that examines the impact of summer physics academy on female high school students' career development through qualitative interviews and analyses.

Career Services, University of Toledo

Toledo, Ohio

May 20__ – August 20__

University of Toledo Major Card Sort

- Created a card sort consisting of undergraduate majors offered in the University.

TEACHING EXPERIENCE

Co-Instructor

ESCP8000 Measurement of Interest and Personality, University of Missouri

Columbia, Missouri

August 20__ – December 20__

- Planned and presented lectures and activities on the Minnesota Multiphasic Personality Inventory (MMPI-2), Strong Interests Inventory, Myer-Briggs Type Indicator, and NEO –PI, as well as writing assessment reports, ethical considerations of testing, and clinical interviewing.
- Constructed and graded tests and assessment report assignments.

Teaching Assistant

A354 Introduction to Educational Statistics, University of Missouri

Columbia, Missouri

January 20__ – May 20__

- Led help sessions for students taking introductory level statistics course. Graded all homework assignments and tests.
- Maintained accurate records of grades on computerized database.

PROFESSIONAL PRESENTATIONS

Career Centers for the Future, University of Missouri

Columbia, Missouri

February 20__

Potential Additive Benefits of Using “My Vocational Situation” and “Hope” Scale in Career Centers

- Presented poster session discussing the benefits of using the “My Vocational Situation” and “Hope” Scale together as diagnostic assessments to increase the potential of effective client treatment. The presentation stimulated interesting discussion among the participants who are career center staff of many universities.

PROFESSIONAL ORGANIZATIONS

American Psychological Association, University of Missouri

Columbia, Missouri

August 20__ – Present

Student Affiliate: Division 17-Counseling Psychology

Division 14-Society for Industrial and Organizational Psychology

ACTIVITIES

Counseling Psychology Student Organization, University of Toledo

Toledo, Ohio

President

January 20__ – January 20__

- Led committee and organized activities together with other offices. Facilitated monthly committee meetings. Planned and implemented departmental orientation program for incoming students.

Editor, Journal of Contemporary Counseling

August 20__ – January 20__

- Coordinated process of gathering, selecting, editing and printing articles.
- Edited articles for content and adherence to APA format.
- Communicated with authors on changes required and desired.

Homepage Committee Member

October 20__—July 20__

- Participated in creating the original version of the Counseling Psychology Student Organization homepage.

PUBLICATIONS

Student, S, & McDaniels, D, (20__), Career centers of the future: Recognizing our potential through technology. *Journal of ABC*, 25(2), 89-100.