

# [First Last Name]

[City, State] | [email@example.com] | [(123) 456-7890]

## PROFESSIONAL SUMMARY

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Dedicated **[Guidance Counselor]** with [X]+ years of experience supporting students' academic, social-emotional, and career development within [K–12/high school/college] settings. Skilled in **individual and group counseling**, data-informed intervention planning, and collaborative problem-solving with teachers, families, and administrators. Proven ability to design and deliver **comprehensive guidance programs** that improve student engagement, graduation readiness, and postsecondary outcomes. Committed to **equity, confidentiality, and trauma-informed practices** to foster safe, inclusive learning environments.

## PROFESSIONAL EXPERIENCE

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### **[School Guidance Counselor] | [ABC High School District]**

[Month Year] – Present | [City, State]

- Provide [individual and small-group counseling] to approximately [250–350] students annually, addressing academic planning, social-emotional concerns, and college/career readiness, resulting in a documented increase in [on-time graduation/credit completion] by [X] % over [Y] years.
- Design and implement a [comprehensive school counseling curriculum] aligned with [ASCA] standards, delivering [classroom guidance lessons] on topics such as [study skills, conflict resolution, mental health awareness], reaching [100%] of students in grades [9–12] each year.
- Collaborate with teachers, administrators, and families through [Student Support Teams/MTSS meetings] to develop and monitor individualized support plans, using behavior and attendance data to reduce chronic absenteeism and disciplinary referrals by [X] %.

### **[School Counselor Intern] | [XYZ Middle School]**

[Month Year] – [Month Year] | [City, State]

- Supported the delivery of [tiered counseling services] for a caseload of [~150] students under the supervision of a licensed counselor, conducting [intake interviews, needs assessments, and short-term solution-focused sessions].
- Co-facilitated [social skills, anxiety management, and transition-to-high-school] groups, using evidence-based strategies such as [CBT-informed techniques, goal-setting, and role-play], with pre/post surveys showing improved self-reported coping skills.
- Assisted in organizing [parent workshops and family nights] on topics including [bullying prevention, digital citizenship, and academic planning], increasing family participation in school counseling events by [X] % over the internship period.

## EDUCATION

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### **[M.Ed. in School Counseling] | [University Name]**

[Month Year] – [Month Year] | [City, State]

- Relevant coursework: [Counseling Theories], [Child & Adolescent Development], [Group Counseling], [Career Counseling], [Multicultural Counseling], [Assessment & Data in School Counseling].
- Completed [X] supervised practicum and internship hours in [K–12] settings, focusing on [individual counseling, group facilitation, and program planning].

### **[B.A. in Psychology / Education / Related Field] | [College/University Name]**

[Month Year] – [Month Year] | [City, State]

- Honors/Activities: [Dean's List], [Psychology Club], [Peer Mentor Program], [Volunteer Tutoring].

## SKILLS

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- **Counseling & Student Support:** [Individual counseling], [Group counseling], [Crisis response and referral], [Solution-focused brief counseling], [Goal setting and academic planning].
- **Academic & Career Readiness:** [Four-year planning], [Course selection guidance], [College application and financial aid support], [Career exploration tools (e.g., Naviance, Xello)], [Transition planning].
- **Data & Program Management:** [Student information systems (e.g., PowerSchool, Infinite Campus)], [Progress monitoring], [Attendance and behavior data analysis], [Program evaluation and reporting].
- **Collaboration & Communication:** [Interdisciplinary team collaboration], [Family engagement], [Teacher consultation], [Facilitating meetings and workshops], [Clear written and verbal communication].
- **Student Wellness & Equity:** [Trauma-informed practices], [Restorative approaches], [Behavior intervention supports], [Culturally responsive counseling], [Confidentiality and ethical practice].
- **Technology:** [Microsoft Office/Google Workspace], [Virtual meeting platforms], [Electronic documentation], [Presentation tools] for lessons and workshops.

## PROJECTS & INITIATIVES

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### [Comprehensive College & Career Readiness Week] | [ABC High School]

[Month Year]

- Coordinated a week-long program featuring [college fairs, classroom presentations, and career panels], engaging [X+] students and [Y] community partners to increase awareness of postsecondary pathways.
- Developed grade-specific guidance lessons on [resume writing, interview skills, and financial aid basics], with student feedback indicating increased confidence in postsecondary planning.

### [Social-Emotional Learning (SEL) Advisory Curriculum] | [XYZ Middle School]

[Month Year]

- Collaborated with counselors and teachers to create a [monthly SEL advisory curriculum] focused on [emotional regulation, empathy, and responsible decision-making] for grades [6–8].
- Trained staff on implementation and collected feedback to refine lesson content, contributing to a reported decrease in [behavioral referrals] in participating grade levels.