

TIPS FOR WRITING A RESUME FOR A FIELD PLACEMENT

GETTING STARTED:

- Make a complete list of all of your experiences, including your education, work, volunteer and internship responsibilities. See resume example for an idea of the format.
- Briefly describe each item on your list, using short descriptive verb phrases (see below).
- Keep your "audience" in mind at all times and omit less relevant information entirely.
- Resume should be 1 – 2 pages in length, with preference being 1 page in length

Putting It All Together:

Demographics:

- Please include your WSU email address.
- Review your voicemail message to ensure it accommodates professional communication.

Job Objective:

- We recommend not using an objective or summary in your field placement resume.

Education:

- As a student place the "education" section at the top of the page after your name.
- Education should be listed in reverse chronological order, reflecting Westfield State University first. For Westfield State University, include “expected date of graduation” or “anticipated graduation date” with appropriate date.

Relevant Experience:

- Employment should be listed in reverse chronological order, starting with your most recent job or internship.
- Include any completed field placements.
- Identify the name, city and state of organizations and your job titles.
- Describe relevant experience in bullet format.
- Use action verb phrases, while being specific: the number of clients you saw, populations you served, cross cultural experience, the types of presenting problems, and length and type of treatment.

Volunteer Activities:

- These provide a great opportunity for your potential field placement to see a well-rounded picture of who you are and what you have to offer.
- If the activities are human service oriented, you should provide more detail than if the activity is not.

For Additional Information, Contact:

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Certifications, Trainings and Skill Sections:

- Include any languages you speak.
- You may also describe any specialized workshops or trainings you've attended. These are optional, depending on your audience and whether they enhance your candidacy.
- Present yourself in a professional way but never misrepresent yourself.
- Be thoughtful about what you put down with a specific purpose.

The Professional Look:

- Choose a format that is easy to read and understand.
- With formatting, less is more!
- No additional colors or graphics.
- Be clear and concise
- Design your resume for easy scanning by the viewer.
- Proof for misspellings and grammatical errors. Your resume is a reflection of your attention to details and professional presentation.
- Ask friends or trusted person to proofread with a fresh eye.

VERBS to use when constructing your resume

accelerated	calculated	directed	incorporated	overhauled	revised
accomplished	catalogued	displayed	increased	participated	scheduled
achieved	chaired	distributed	initiated	performed	selected
adapted	compared	edited	inspected	persuaded	setup
adjusted	completed	eliminated	installed	planned	solved
aided	conducted	employed	instituted	prepared	specialized
allocated	constructed	encouraged	instructed	presented	stimulated
amplified	consulted	enlisted	interpreted	preserved	streamlined
analyzed	contracted	established	introduced	produced	structured
answered	controlled	estimated	launched	programmed	substituted
applied	cooperated	evaluated	lectured	promoted	summarized
appointed	coordinated	examined	led	proposed	supervised
approved	counseled	expanded	maintained	proved	supported
arbitrated	created	expedited	managed	provided	systematized
arranged	dealt	extended	modified	ran	teamed
assisted	defined	focused	monitored	received	trained
assumed	demonstrated	fortified	motivated	recommended	treated
attained	designed	founded	negotiated	reconciled	tutored
augmented	determined	generated	observed	recruited	used
awarded	developed	guided	operated	reduced	utilized
began	devised	handled	orchestrated	reported	volunteered
brought	devoted	headed	organized	researched	worked
built	diagnosed	implemented	oriented	restored	wrote
	diagrammed	improved	oversaw	reviewed	

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