

Sample MFT Intern Résumé

Dio Intern, IMF# 123456

1234 Waves Blvd., Malibu, CA 90018 • (310) 555-5555 mft.intern@gmail.com

Summary of Qualifications

BBS Registered Intern eager to collaborate with other mental health professionals to provide comprehensive and holistic treatment to clients struggling with pervasive disorders.

- Extensive knowledge working with severely and chronically mentally ill adults and children
- Demonstrated skills in creating and implementing effective and individualized treatment plans
- Experience with Department of Mental Health standards and paperwork
- Foundational coursework and training in Cognitive-Behavioral and Family Systems Therapy

Education

Pepperdine University, Graduate School of Education and Psychology; Malibu, CA

Master of Arts in Clinical Psychology

May 2010

Emphasis: Marriage and Family Therapy

Any University; City, ST

Bachelor of Arts in Psychology

December 2007

Minor in Human Development

Professional Experience

ABC Community Mental Health; City, ST

Marriage and Family Therapy Trainee/Intern

September 2009 - Present

- Provide individual therapy to clients diagnosed with variety of presenting problems including Schizophrenia, Bipolar Disorder, Generalized Anxiety Disorder and Post-traumatic Stress Disorder
- Co-facilitate domestic violence and anger management groups to provide psycho-education and increase insight into maladaptive coping mechanisms
- Conduct phone intakes and refer clients to appropriate resources based on individual needs
- Maintain progress notes for all clients to ensure proper documentation of session content and interventions

The QRS Preparatory School; City, ST

Marriage and Family Therapy Trainee

September 2009 - January 2010

- Counseled adolescents ages 13-17 by providing support and assistance with life transitions, academic planning and interpersonal difficulties
- Implemented individualized educational goals and objectives to enhance student responsibility, accountability and independence
- Collaborated with teachers, occupational therapists and student advisors to form engaging multidisciplinary team

Professional Experience, continued

Any Agency; City, ST

Behavior Care Provider

February 2008 - September 2009

- Utilized behavior therapy techniques with children ages 3-9 with severe emotional disturbances, autistic spectrum disorders, and developmental delays to foster self-awareness
- Processed disruptive and self-injurious behaviors with children to ensure safety and cultivate healthier coping skills
- Teamed with special education teachers and parents to increase consistency between classroom and home interventions

Professional Organizations

Phi Beta Kappa Honor Society

January 2005 – Present

American Association of Marriage and Family Therapists

January 2009 – Present

Sample MFT Trainee Résumé

Trent Trainee

123 4th Street ♦ Any Town, CA 99999 ♦ Home (123) 555-1212 ♦ Cell (123) 555-3434
mft_trainee@yahoo.com

OBJECTIVE

To obtain a position as an MFT Trainee working with adolescents struggling with chemical dependency

EDUCATION

Pepperdine University, Graduate School of Education and Psychology; Los Angeles, CA

Master of Arts in Clinical Psychology with an emphasis in Marriage and Family Therapy May 2013

University of Any School; City, ST

Bachelor of Science in Psychology May 2010

Summa Cum Laude

RELEVANT COURSEWORK

Clinical Management of Psychopathology
Cross-Cultural Counseling

Techniques of Counseling and Psychotherapy
Substance Abuse Evaluation and Treatment

RELATED EXPERIENCE

Any School; City, ST

Teacher Aide September 2010 – Present

- Document emotional, cognitive and social development of children to determine age-appropriate behavior
- Facilitate parent conferences to assist with strained family relations and effects on children's well-being
- Observe and refer children with disabilities to special educational programs to ensure optimal treatment

Any Agency; City, ST

Volunteer March 2007 – January 2008

- Provided empathic support and safe environment for adolescent females to discuss high-risk behaviors such as drug use, teen pregnancy and sexually transmitted infections
- Integrated intercultural communication component into teambuilding activities to enhance sensitivity and cohesion among youth
- Mentored group of four teenagers by modeling healthy coping skills during times of conflict and distress
- Educated youth on importance of academia, social support and spirituality in goal achievement

Any Agency; City, ST

Tutor March 2005 – September 2006

- Practiced patience, understanding, and persistence to help defiant children thrive in academic settings
- Alleviated test anxiety by teaching students guided imagery relaxation and breathing techniques
- Assisted students with meeting educational goals by reviewing lessons and teaching basic math and reading skills

ADDITIONAL EXPERIENCE

ABC Group; City, ST

Marketing Assistant November 2006 – January 2008

- Teamed with graphic designers to develop design elements and public image for company
- Revamped marketing materials to build brand awareness and effectively disseminate company messaging
- Managed daily administrative duties such as distributing mail, answering phones and scheduling

Trent Trainee

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ADDITIONAL EXPERIENCE (continued)

ABC Store; City, ST

Beauty Technician

May 2003 – January 2005

- Built trusting relationships with customers by recommending best product for client needs
- Provided knowledge and shared expertise with clients and sales associates on product use
- Consistently exceeded sales goals by 150% every quarter and averaged monthly revenue of \$10,000

PROFESSIONAL ASSOCIATIONS

Psi Chi, The International Honor Society in Psychology, Member

2010 – Present

California Association of Marriage & Family Therapists, Pre-licensed Member

2010 – Present

American Psychological Association, Student Affiliate

2010 – Present

LANGUAGES

Fluent in Russian

Conversational German

COMPUTER SKILLS

Microsoft Word, Excel, Outlook, Filemaker, DataFlex, People Soft, Panorama and DataEase

Sample Psychology Résumé

Maynard Therapist

123 E. 25th Street • Los Angeles, CA 90011 • 310-888-8888 • graduate.student@pepperdine.edu

SUMMARY OF QUALIFICATIONS

- Extensive knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions
- Trained to distinguish aspects of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and assessment and treatment of behavioral and affective disorders
- Excellent communication and interpersonal skills

EDUCATION

Pepperdine University, Graduate School of Education and Psychology, Los Angeles, CA
Master of Arts in Clinical Psychology with an emphasis in Marriage and Family Therapy June 2012

University of Any School, City, ST
Bachelor of Science in Psychology May 2007

CERTIFICATIONS

Domestic Violence Prevention and Treatment June 2010
Substance Abuse Detection and Treatment April 2010
Eating Disorders Treatment and Relapse Prevention October 2009
First Aid and CPR October 2008

LANGUAGE SKILLS

Fluent in spoken Spanish and proficient in written Spanish

PROFESSIONAL EXPERIENCE

Any Agency, City, ST
After School Therapist/Trainee January 2011 – Present

- Conduct sensory and motor skill integration and behavior therapy with children ages 3 – 9 with special needs, including severe emotional disturbances, autistic spectrum disorders, and developmental delays to foster development and self-awareness
- Incorporate activities such as gardening, art, and swimming to increase socialization and sensory awareness
- Process “acting-out” behaviors with children to cultivate coping skills and to promote verbalization
- Collaborate with special education teachers to ensure consistency between classroom and afterschool programs

PROFESSIONAL EXPERIENCE (Continued)

Any Agency, City, ST

Practicum, MFT Trainee

September 2010 – Present

- Provide individual, group, couples, and family therapy for clients with variety of presenting problems to improve interpersonal relationships
- Co-facilitate domestic violence and at-risk youth group resulting in lower rates of recidivism and increased school performance
- Conduct phone intakes and refer clients to appropriate resources in order to address needs
- Maintain progress notes for all clients to ensure proper documentation of session content and interventions
- Complete paperwork to enable clients to satisfy court and/or agency requirements

ABC Resources, City, ST

Research Analyst

January 2009 – September 2010

- Formatted surveys to obtain crucial patient-satisfaction information
- Analyzed survey results providing statistical scores, charts and graphs to better understand strengths and weaknesses at medical facility
- Developed customer satisfaction reports to teach medical faculty what service areas need improvement

Any University, City, ST

Teacher Assistant

September 2009 – May 2010

- Co-taught introductory psychology course to university freshmen to expand students' knowledge of subject matter
- Collaborated with colleagues and professors to successfully follow set curriculum and to provide feedback to students
- Participated in weekly meetings with professor and other teaching assistants to discuss past lectures, review pending syllabus, and prepare for following classes
- Observed and critiqued by professor to improve teaching style

Any Laboratory, City, ST

Research Assistant

August 2006 – May 2009

- Analyzed intervention strategies for couples and families facing health crises, resulting in development of empirically-based treatments
- Researched relevant literature and publications on couples' health and compiled reports in order to expedite research processes
- Conducted data entry using SPSS to further research on role of ironic processes in couples' health

PRESENTATION

Therapist, Maynard. (2005, March). *California Technology Assistance Project*. Presentation at Emerging Trends Conference, San Diego, CA.

Sample Psychology MA Résumé

Dex Pepperdine

123 4th Street ♦ Any Town, CA 99999 ♦ Home (123) 555-1212 ♦ Cell (123) 555-3434
dex.pepperdine@yahoo.com

OBJECTIVE

To obtain a Research Assistant position focusing on the impact of family violence on adolescents

EDUCATION

Pepperdine University, Graduate School of Education and Psychology; Los Angeles, CA

Master of Arts in Psychology

May 2012

University of Any School; City, ST

Bachelor of Science in Psychology

May 2010

Summa Cum Laude

RELEVANT COURSEWORK

Psychological Research and Statistics

Clinical and Evaluation Research Methods

Social Psychology

Individual and Family Development: A Life Cycle Approach

RELATED EXPERIENCE

Any School; City, ST

Teacher Aide

September 2010 – Present

- Document emotional, cognitive and social development of children to determine age-appropriate behavior
- Facilitate parent conferences to assist with strained family relations and effects on children's well-being
- Observe and refer children with disabilities to special educational programs to ensure optimal treatment

Any Laboratory; City, ST

Research Assistant to Psychology Department

September 2008 – December 2009

- Analyzed intervention strategies for couples and families facing health crises, resulting in development of empirically-based treatments
- Researched relevant literature and publications on couples' health, and compiled reports in order to expedite research process
- Conducted data entry using SPSS to further research role of ironic processes in couples' health

Any Agency; City, ST

Volunteer

March 2007 – January 2008

- Provided empathic support and safe environment for adolescent females to discuss high-risk behaviors such as drug use, teen pregnancy and sexually transmitted infections
- Integrated intercultural communication component into team building activities to enhance sensitivity and cohesion among youth
- Mentored group of four teenagers by modeling healthy coping skills during times of conflict and distress

Any Agency; City, ST

Tutor

March 2005 – September 2006

- Practiced patience, understanding, and persistence to help defiant children thrive in academic settings
- Alleviated test anxiety by teaching students guided imagery relaxation and breathing techniques
- Assisted students with meeting educational goals by reviewing lessons and teaching math and reading skills

ADDITIONAL EXPERIENCE

The XYZ Firm; City, ST

Marketing Assistant

May 2003 – January 2005

- Teamed with graphic designers to develop design elements and public image for company
- Revamped marketing materials to build brand awareness and effectively disseminate company messaging
- Managed daily administrative duties such as distributing mail, answering phones and scheduling

QRS Store; City, ST

Beauty Technician

April 2003 – July 2004

- Built trusting relationships with customers by recommending best product for client needs
- Provided knowledge and shared expertise with clients and sales associates on product use
- Consistently exceeded sales goals by 150% every quarter and averaged monthly revenue of \$10,000

PROFESSIONAL ASSOCIATIONS

Psi Chi, The International Honor Society in Psychology, Member

2010 – Present

American Psychological Association, Student Affiliate

2010 – Present

LANGUAGES

Fluent in Russian

Conversational German

COMPUTER SKILLS

Microsoft Office, SPSS/PASW, Filemaker, DataFlex, PeopleSoft, Raiser's Edge and DataEase

Sample Psy.D. Curriculum Vitae

PEDRO PEPPRO

888 Street #22 ~ Los Angeles, CA 90000 ~ (737) 333-2222 ~ pedro.peppro@pepperdine.edu

EDUCATION

Pepperdine University, Graduate School of Education and Psychology, Los Angeles, CA
Doctor of Psychology in Clinical Psychology, an APA accredited Psy.D. program May 2011
Dissertation: *Depression amongst psychologists and the impact on clients*(Chairperson: Albert C.G. Freud, Ph.D.)

Pepperdine University, Graduate School of Education and Psychology, Los Angeles, CA
Master of Arts in Clinical Psychology with an emphasis in Marriage and Family Therapy May 2009

Bavarian University, Kalamazoo, MI
Bachelor of Arts in Sociology May 2006

CLINICAL EXPERIENCE

Any Agency, City, ST
Doctoral Practicum Externship/Trainee January 2010 – Present
Supervisor: Cari Bion, Psy.D.

- Conduct sensory and motor skill integration and behavior therapy with children age 3 to 9 with special needs, including severe emotional disturbances, autistic spectrum disorders, and developmental delays to foster further development and self-awareness
- Incorporate activities such as gardening, art, and swimming in order to increase socialization and sensory awareness
- Process “acting-out” behaviors with children to cultivate coping skills and to promote verbalization
- Collaborate with special education teachers to promote consistency between classroom and after-school program and provide comprehensive treatment to children

Any Agency, City, ST
Doctoral Practicum Externship/Trainee January 2008 – December 2009
Supervisor: Irvin McGoldrick, Ph.D.

- Provided individual, group, couples, and family therapy for clients with variety of problems; recommended techniques to improve interpersonal relationships and job performance
- Conducted phone intakes and referred clients to appropriate resources to address needs
- Maintained thorough progress notes for all clients to ensure proper documentation of session content and interventions
- Completed extensive amounts of paperwork to enable clients to satisfy court and/or agency requirements
- Co-facilitated domestic violence and at-risk youth group which resulted in lower rates of recidivism and increased school performance

Any Agency, City, ST
Case Manager June 2008 – Present

- Provide case management to children and families diagnosed with HIV/AIDS to improve quality of life
- Participate in multidisciplinary treatment team meetings with medical teams at local hospitals to provide comprehensive treatment to children and families
- Collaborate with hospitals, schools, and DCFS in order to provide psycho-education regarding socio-emotional, economic, and physical needs of children and families
- Conduct intake interviews, formulate treatment plans, and conduct in-home and in-hospital case management to children and families to improve adjustment

RESEARCH EXPERIENCE

ABC Resources, City, ST

Research Analyst

June 2006 – June 2008

- Formatted surveys to obtain patient satisfaction information
- Analyzed survey results providing statistical scores, charts and graphs to better understand strengths and weaknesses at medical facility
- Developed customer satisfaction reports to teach medical facility what service areas need improvement

Any Laboratory, City, ST

Research Assistant to Psychology Department

August 2005 – May 2006

- Analyzed intervention strategies for couples and families facing health crises resulting in development of empirically-based treatments
- Researched relevant literature and publications on couples' health, and compiled reports in order to expedite research process
- Conducted data entry using SPSS in order to further research on role of ironic processes in couples' health

Any School, City, ST

Student Assistant to Psychology Department

September 2003 – May 2004

- Provided research support for study on cognitive aging in senior citizens
- Recruited and oriented participants on experiment
- Assisted with drafting and editing research articles

TEACHING EXPERIENCE

Any School, City, ST

Part-Time Psychology Lecturer

September 2010 – Present

- Develop and implement new methods of teaching to reflect changes in research
- Provide consultation period for students outside scheduled class periods for questions and other matters relating to course
- Deliver thought-provoking lectures and engaging seminars for class size of 25 students

Any School, City, ST

Part-Time Psychology Lecturer

September 2009 – June 2010

- Taught guided lessons to model questioning, clarification, and problem solving techniques within psychotherapy
- Evaluated student progress and wrote recommendations for further student development
- Encouraged active learning by creating projects where students planned and taught lesson of their own choosing to class
- Adapted and created assessments from which students can learn and retain information

ASSESSMENT TRAINING

- **Emotional & Personality Assessment**
 - MMPI-2; TAT; HTP; RISB; Rorschach
 - Test administration, interpretation and report writing
- **Cognitive & Neuropsychological Assessment**
 - WISC; WAIS-IV; COWAT; RAVLT; Trailmaking Test; Bender Visual-Moto Gestalt
 - Test administration, interpretation and report writing

VOLUNTEER EXPERIENCE

Local Organization, Los Angeles, CA

Crisis Counselor

May 2007 – Present

- Institute 16 week domestic violence model, and conduct sessions providing crisis intervention and safety planning
- Provide problem solving advice, information and referrals, education and prevention strategies for people in crisis

VA Hospital, Los Angeles, CA

Volunteer Assistant

January 2008 – December 2009

- Assisted in staffing events for community outreach programs and fairs
- Coordinated with community education director regarding events and special projects
- Assisted patients and families at information desk, providing directional assistance to patient rooms

LEADERSHIP & PROFESSIONAL AFFILIATIONS

American Psychological Association, Student Affiliate

August 2007 – Present

Psi Chi, The National Honors Society in Psychology, Member

June 2008 – Present

CONFERENCE PRESENTATIONS

Peppro, P. (2009, April). *When the spelling of a name is reversed: Does Anyone Notice?* Poster presented at meeting of Rocky Mountain Psychological Association, Reno, NV.

Peppro, P. & Psychologist, F. (2010, October). *Depression in young adults between 18 and 30, prevention and solutions.* Presentation conducted at conference of California Association of Marriage & Family Therapists, Los Angeles, CA.

PUBLICATION

Peppro, Pedro. (2010). "Major Depressive Disorder and its Effects upon Caloric Intake" *Journal of Gastropulicans*. New York: Springer Science Media, Inc.

WORKSHOPS & SEMINARS

"Religious Perspectives on Counseling in the African American Community"

January 2011

J.D. Winnicott, Ph.D. Pepperdine University, Los Angeles, CA

"Addressing Cultural Issues in Therapy"

January 2011

Molly Coupy, Ph.D. XYZ International Institute, San Diego, CA

Sample Psychology Functional Résumé

Sally Functional

1234 Some St. ~ City, CA 90001 ~ (123) 345-0987 ~ (123) 564-2093 ~ functional@college.edu

EDUCATION

Pepperdine University, Graduate School of Education and Psychology; Los Angeles, CA
Master of Arts in Clinical Psychology with an emphasis in Marriage and Family Therapy May 2009

Sonoma State University; Rohnert Park, CA
Bachelor of Arts in English, Teaching emphasis May 2005

RELEVANT COURSEWORK

Substance Abuse Evaluation and Treatment Assessment for Marriage and Family Therapists
Psychopharmacology Cross-Cultural Counseling

RELEVANT PROJECT

Effects of Alcohol on Middle Schoolers, Substance Abuse Evaluation and Treatment April 2007

- Collaborated with team to research effects of alcohol abuse on middle school students and their ability to function during day classes
- Compiled data into comprehensive report with findings and suggestions for further research opportunities

RELEVANT EXPERIENCE

COUNSELING

- Provide individual, group, couples, and family therapy for clients with variety of presenting problems to improve interpersonal relationships and job performance
- Process acting-out behaviors with children to cultivate coping skills and to promote verbalization
- Conducted phone intakes and referred clients to appropriate resources in order to address their needs

RESEARCH

- Analyze intervention strategies for couples and families facing health crises resulting in development of empirically-based treatments
- Researched relevant literature and publications on couples' health and compiled reports in order to expedite research process
- Conducted data entry using SPSS in order to further research on role of ironic processes in couples' health

ADMINISTRATIVE

- Maintain progress notes for all clients to ensure proper documentation of session content and interventions
- Met regularly with variety of agency colleagues to increase consistency between agency programs in order to provide comprehensive and streamlined services
- Compiled monthly statistical reports for management team
- Created and maintained websites to advertise agency's services and programs

WORK HISTORY

Practicum, MFT Trainee	ABC Agency, Inglewood, CA	2007-Present
Intake Counselor	Some Agency Somewhere, Los Angeles, CA	2006-2007
Research Assistant	Testing Laboratory, Rohnert Park, CA	2005-2006

Functional Resume Sample

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VOLUNTEER ACTIVITIES

Big Sister with Big Brother/Big Sister Program
Boys and Girls Club

2005-Present

SKILLS

Computer: Microsoft Word, Excel, PowerPoint, Publisher, SPSS
Language: Knowledgeable with conversational Spanish

PROFESSIONAL ASSOCIATIONS

American Psychological Association
California Association of Marriage and Family Therapists

Fall 2007-Present
Spring 2006-Present