Elias Applicant

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(123) 555-1234

elias.applicant@email.com

OVERVIEW

Driven guidance counselor with 10+ years’ experience teaching and advising high school students. Fluent in Spanish; skilled at communicating and developing relationships with ESL students and their families. Developing knowledge of American Sign Language. Excellent written and oral communication skills.

EDUCATION & CREDENTIALS

**Master of Science,** Counseling, 2006, Boston College, Boston, MA  
**Bachelor of Education,** Boston University, 2009, Boston, MA

RELATED EXPERIENCE

**Guidance Counselor,** Whitman Charter High School, Boston, MA  
Sept. 2009 – Present  
Provide one-on-one and group academic counseling to 300-member student body at innovative charter high school focused on vigorous college planning and preparation.

* Design and teach weekly course for high school seniors on college application process.
* Created and updated database of scholarship opportunities for student use.
* Conceptualized and launched new family educational / support program to ensure success of ESL and underrepresented students who would be the first in their family to apply for and attend college.

**Assistant College Counselor,** Levine Academy, Boston, MA  
Sept. 2007 – July 2009

Met individually with high school seniors to discuss all aspects of the college application process, including college review and selection, application and essay preparation, transcript acquisition, and the financial aid application process.

* Taught summer courses on college application process to ESL students and their families.
* Organized college admission visits to the high school; moderated Q&A sessions.

**English Teacher’s Aide,** Whitman Charter High School, Boston, MA  
Aug. 2006 – July 2007

Honed expertise in teaching ESL students from a wide variety of cultural, ethnic, and economic backgrounds.

* Led reading groups with ESL students during class to improve reading and comprehension.
* Awarded Outstanding Aide of the Year for excellent work performance.