

JOB SEARCH FOR MARITAL & FAMILY THERAPISTS

SDSU Career Services is available to assist you throughout your job search and career development process. Please visit us and utilize our services and resources.

SERVICES

- Individualized counseling. Take advantage of individualized career counseling options which include drop-in hours and scheduled appointments.
- Resume preparation. Develop and format your resume / vita with personalized assistance.
- Interview practice. Strengthen your interviewing skills in a practice session with a counselor.
- Job resources. Seek posted openings in printed bulletins and online job listings as well as through professional association and directory contacts.
- Career transitions. Assess and configure a career transition with the assistance of a career counselor if you are moving into a new field with your graduate degree.

SELECTED RESOURCES available in the Career Resource Room

- Directions 2005-2006: People Helping People. Find information in this directory of health and human services in San Diego County. Includes comprehensive descriptions of more than 1,750 non-profit and public agencies and programs.
- AztecCareerConnection. Log on to our Web site at www.career.edu to search for internships or full-time positions through our online posting system.
- Job listing binders. Find job listings in the binders labeled *Social Services & Non-Profit Jobs* and *Government Jobs*.
- Nonprofit Directions newsletter. Search non-profit sector job listings for Southern California. (Filed in the *Social Services & Non-Profit Jobs* binder.)
- Career Resource Room holdings. Utilize numerous books on resume writing, interviewing skills, negotiating, job search strategies and career development.
- Alumni Career Network. Seek alumni contacts through the SDSU Alumni Relations On-line Community at www.sandiego.edu/alumni.

Make sure your voicemail greeting is professional.

Focus on the employer's needs when developing your resume.

Demonstrate relevant skills in the Experience section.

Related activities and service provide a fuller picture of you as a candidate.

YOUR NAME
Address
City, State Zip
Phone
E-mail Address

OBJECTIVE (optional)

The objective should be brief and specific to a particular job or career field.

EDUCATION

San Diego State University San Diego, CA
Master of Arts in Marital and Family Therapy Expected graduation date
Include specialization, related coursework or projects

Undergraduate University City, ST
Degree and major Month and year of graduation

EXPERIENCE

Job Title Dates of employment
ORGANIZATION City, State

- Describe your responsibilities here, starting with active verbs.
- Make your descriptions energetic and short.
- Present information in reverse chronological order.

Job Title Dates of employment
ORGANIZATION City, State

- Bullet format is preferred by many employers.
- Focus on results, skills, leadership, initiative and teamwork.

SKILLS

Include foreign language skills.
Emphasize computer software programs.

AFFILIATIONS, AWARDS, OR HONORS

Include affiliations that relate to the job that you want
Include any awards or honors relevant to the theme you want to convey

Use an e-mail address that conveys professionalism.

Increase visual impact through selective use of bold, underlining and capitalization.

Spell check and review your resume carefully for errors.