



University of Vermont Graduate Writing Center Resumé for Speech-Language Pathology Off-Campus Placements and Clinical Fellowship

Adapted from Meredith Finnie, CCC-SLP, and EBS Healthcare's Preparing Your SLP Resumé—A Checklist

Resumé Sections

- **Contact information:** Name, address, phone number, and email. If the resumé is two pages, put contact information in the header of the second page. Keep the header consistent for both pages and include page numbers
- **Professional objective (optional):** Indicate a clear objective for the specific position you are applying to: why you are applying there and what are some valuable skills you possess?
- **Education:** put in reverse chronological order (most recent first); include degree, name of institution, and location; include the month and year the degree was obtained or expected.
- **Licenses/Certifications (if applicable):** include the state and license number or use “pending/in process”
- **Clinical or other relevant experience:** list in reverse chronological order (most recent first); include position title, facility, and location; dates of experience, and responsibilities/ accomplishments
- **Research experience (if applicable):** title of project, project role, any presentations or seminars
- **Other experience:** ideally should be related to the field, but may be a good place to showcase non-related long-term jobs or leadership positions
- **Assessment experience (optional):** highlight any standardized or criterion-referenced assessments you have given
- **Coursework completed (for off-campus placement resumes only):** list all graduate coursework relevant to the placement (e.g., speech sound disorders for a school, dysphagia for a hospital)
- **Professional Memberships (if applicable):** include any leadership roles
- **Additional skills:** should be somehow related to the field
- **Honors/awards:** GA positions, fellowships, scholarships, honors, recognitions; if brief, may be easier to include in the Education section
- **References:** state that they are “available upon request”—prepare a separate page to present at the interview

General Tips

- Check out resumé templates in Microsoft Word or Google Docs
- Sans serif fonts tend to be more readable, especially in electronic documents. Verdana (9-point), Calibri (11-point), and Trebuchet (10-point) are popular choices
- Resume margins should be no less than ½ inch on all sides
- Do not use personal pronouns (I, me, my) or write in complete sentences
- Do not use abbreviations that a non-SLP would not understand: the hiring committee may include a variety of personnel

- Be consistent with verb tense, date format, and heading styles throughout the resume. Verbs should be in past tense unless the placement/experience is still occurring
- Use strong action statements (implemented, collaborated, designed)
- Proofread carefully and have others check for typos if needed! Typos can create a negative first impression and may be a red flag for hiring committees
- Length should be a maximum of two pages
- If the resumé is more than one page, print single-sided and use a paper clip—this is easier for interviewers in case they need to flip back and forth
- Provide at least three printed copies for the interview

Additional Resources

- UVM Career Center's Resumé Guide: <https://www.uvm.edu/career/resume>
- UVM Graduate Writing Center: <https://www.uvm.edu/gradwriting>
- Jourdan Saunder (M.S., CCC-SLP)'s blog on SLP resumé resources: <https://www.futureslps.com/blog/category/resume>
- Purdue Owl's resumé guide: https://owl.purdue.edu/owl/job_search_writing/resumes_and_vitas/introduction.htm

Sample Resumé: One Page

SAMANTHA WATSON

123 Sycamore Lane, Seattle, WA 98118 444-444-4444 samanthasemailaddresshere@yahoo.com

EDUCATION

M.S. Candidate in Communication Sciences & Disorders

UNIVERSITY OF VERMONT | BURLINGTON, VERMONT | May 202- | GPA: --/4.0

B.A. in English, Prof. Writing

SOMEWHERE UNIVERSITY | TOWN, STATE | 20-- | GPA: --/4.0

CLINICAL EXPERIENCE

Eleanor M. Luse Center, UVM

Burlington, VT | September 2018-Present

- Execute diagnostic evaluations, hearing screenings, and therapy sessions for children and adults with a broad range of diagnoses, including Autism Spectrum Disorder (ASD), apraxia, fluency, and other speech sound and language disorders

Shelburne Community School, Preschool

Shelburne, VT | January 2020-Present

- Collaborate with special educators, Physical Therapists, Occupational Therapists, and paraprofessionals in a preschool classroom setting to provide services in cognition, social communication, articulation, and language development to children ages 3-5 years

Early Intervention, Private Practice

Essex, VT | September 2019 - December 2019

- Performed diagnostic evaluations and therapy sessions focusing on early language development using play therapy with children ages 18 months-3 years
- Collaborated with Developmental Educators, Physical Therapists, Occupational Therapists, and school district representatives at Early Intervention team meetings and represented the speech-language team at a transition meeting with the local school district

Addison County Home Health and Hospice

New Haven, VT | May 2019-August 2019

- Executed diagnostic evaluations and therapy sessions for adult patients with a range of diagnoses, including aphasia, dementia, cognition, dysphagia, and dysarthria
- Presented an in-service on aphasia for current Physical Therapists, Occupational Therapists, Skilled Nursing, and administrative staff

WORK EXPERIENCE

Writing Consultant, Graduate Writing Center, UVM Burlington, VT | August 2019-Present

- Meet with and assist graduate students across disciplines with written language skills

Office Manager, XX INSTITUTION

SOME TOWN, WA | June 2015 - May 2018

- Maintained and developed email, marketing, and membership databases and materials
- Performed A/P, A/R, and HR tasks
- Handled point of sale maintenance and support

Asst. Business Manager, A NONPROFIT

SOME TOWN, WA | October 2012 - June 2015

- Assisted in Annual Appeal organization and development efforts
- Performed administrative tasks for finance and development teams

ASSESSMENTS

Experienced with administration of:

- *Arizona Articulation Phonology Scale, 4th edition*
- *Clinical Evaluation of Language Fundamentals, 5th edition (CELF-5)*
- *Comprehensive Assessment of Spoken Language, 2nd edition (CASL-2)*
- *Dynamic Evaluation of Motor Speech Skill (DEMSS)*
- *Goldman-Fristoe Test of Articulation, 3rd edition (GFTA-3)*
- *Peabody Picture Vocabulary Test, 5th edition (PPVT-5)*
- *Preschool Language Scales, 5th edition (PLS-5)*
- *Stuttering Severity Instrument, 4th edition (SSI-4)*

ADDITIONAL CERTIFICATIONS/ TRAININGS

- **Basic Life Support CPR and AED**, American Heart Association, August 2018
- **Mandated Reporter Training**, Vermont Agency of Human Services, January 2019
- **Modified Barium Swallow Impairment Profile**, Northern Speech Services, May 2019

Sample Resumé: Two Pages

Jane Doe

111 Snowy Drive Burlington, VT 05401 • (802) 555-1234 • jane.doe@gmail.com

Communication Sciences and Disorders graduate student eager to begin Clinical Fellowship in a school setting. Passionate about phonetics, language development, and inclusive education. Skills include creative problem-solving, clinical report writing, and organization.

ACADEMIC HISTORY

University of Vermont - Burlington, VT <i>Master of Science, Communication Sciences and Disorders</i>	expected May 2020
Pacific University - Forest Grove, OR <i>Post-Baccalaureate, Speech-Language Pathology</i>	May 2018
University of Massachusetts Amherst – Amherst, MA <i>Bachelor of Arts, Linguistics</i> <i>Honors: Graduated magna cum laude</i> Dean’s List Fall 2015-Spring 2017	May 2017

CLINICAL EXPERIENCE

Graduate Student Clinician Maple Grove Elementary School – Mapleville, VT	January 2019-current
<ul style="list-style-type: none">• Treat and assess students in grades pre-K through five• Deliver push-in support to special education classroom• Collaborate with educators and support staff	
Graduate Student Clinician Sugarbush Middle School – Camden, VT	September 2019-December 2019
<ul style="list-style-type: none">• Treated and assessed students in grades six through eight• Delivered push-in support to general education classroom• Completed a triennial evaluation plan and IEP goals/objectives	
Graduate Student Clinician Northern Vermont Rehabilitation and Nursing – Berkshire Falls, VT	May 2019-August 2019
<ul style="list-style-type: none">• Treated and assessed older adults with dysphagia, dementia, aphasia, apraxia, and TBI• Completed Medicare billing procedures and documentation• Collaborated with healthcare professionals on patient evaluation and management	
Graduate Student Clinician University of Vermont Eleanor M. Luse Center - Burlington, VT	September 2018-current
<ul style="list-style-type: none">• Treated children and adults with fluency, articulation, and language disorders• Assessed children with dysarthria, apraxia, fluency, articulation, and language disorders• Screened hearing and receptive language in the community	

RESEARCH EXPERIENCE

- Non-Thesis Research Project** September 2019-current
University of Vermont – Burlington, VT
- Transcribe speech samples of toddlers with Down Syndrome
 - Analyze data to determine early indicators of phonological disorders
- Research Assistant** January 2019-current
University of Vermont - Burlington, VT
- Transcribe speech samples of toddlers with Down Syndrome
 - Assess children with speech sound disorders and dysarthria
- Capstone Project** Spring 2017
University of Massachusetts Amherst – Amherst, MA
- Assessed speaking rate and intelligibility of an adult with acquired apraxia of speech

OTHER EXPERIENCE

- Graduate Writing Consultant** August 2019-current
University of Vermont – Burlington, VT
- Teaching Assistant** September 2018-December 2018
University of Vermont - Burlington, VT
- Camp Counselor** June 2011-August 2018
Lakeview Summer Camp – Westhampton, MA
- Sales Associate** September 2014-April 2017
JCPenney – Hadley, MA

ASSESSMENTS

Experienced with administration of:

- *Clinical Evaluation of Language Fundamentals, 5th edition (CELF-5)*
- *Comprehensive Assessment of Spoken Language, 2nd edition (CASL-2)*
- *Comprehensive Test of Phonological Processing, 2nd edition (CTOPP-2)*
- *Dynamic Evaluation of Motor Speech Skill (DEMSS)*
- *Goldman-Fristoe Test of Articulation, 3rd edition (GFTA-3)*
- *Peabody Picture Vocabulary Test, 5th edition (PPVT-5)*
- *Preschool Language Scales, 5th edition (PLS-5)*
- *Stuttering Severity Instrument, 4th edition (SSI-4)*

SKILLS AND TRAININGS

- Modified Barium Swallow Impairment Profile, Northern Speech Services, May 2019
- Basic Life Support CPR and AED, American Heart Association, August 2018
- Mandated Reporter Training, Vermont Agency of Human Services, January 2019
- Extensive experience with the International Phonetic Alphabet (IPA) and IPA transcription
- Familiar with *TouchChat* AAC software
- Proficient with *Visi-Pitch* and *Praat* software

References available upon request