

# Sample Resume and Cover Letter

## Counseling and Social Work



**LUCAREER**  
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# Job Description

## Adult Group Therapist

Young Adult/Adult Program Northbrook Northbrook, Illinois

Compass Health Center is seeking an Adult Group Therapist for our Mood and Anxiety Partial Hospitalization and Intensive Outpatient Programs at our Northbrook location. Compass Health Center is a recognized leader in **crisis-level mental health**, setting the standard for excellence in the **PHP/IOP** space. Our **evidence-based approach (CBT, DBT, ACT)** and **collaborative, team-based** environment make Compass the best place to start or build your career. Our rapid growth continues to create new opportunities as we continue to push for better and differentiated care for our patients seeking treatment for **anxiety, depression, trauma, substance use, and other co-occurring conditions**.

Pay attention to the Job Site, Populations Served, Theoretical Orientations, and Work Culture details

We are seeking both **recent graduates and experienced therapists** with a passion for delivering evidenced-based therapy to **adults (18 years and up) with mood and anxiety disorders**. If you are passionate about **facilitating group therapy** and providing compassionate care, you would be an ideal addition to our team.

### Your responsibilities will include:

- **Providing group therapy** to patients in a safe and therapeutic milieu
- **Developing effective therapeutic group relationships** that promote positive change in patients
- **Utilizing Cognitive Behavioral Therapy (CBT) and Dialectical Behavior Therapy (DBT)**, as well as other evidenced-based therapies
- **Relaying relevant clinical information** to treatment team during daily rounds and as needed
- **Developing program material and adjusting group therapy content**, as needed, to fit group needs
- **Engaging in crisis management**, as needed
- **Creating and updating treatment plans**
- **Charting** in our electronic medical records system
- **Participating in professional development** activities
- This position may also include meeting with patients individually for **case management**

These are key skills that the employer/recruiter will be looking for on a resume and cover letter

If you have experience in the theoretical orientations mentioned in a job posting, be sure to mention it!

### You would be the ideal candidate, if you:

- Are passionate about **facilitating group therapy** and seeking an environment to work collaboratively with others
- Are a **Psychologist or Master's level therapist**
- Hold the following **licenses** or education: **LSW (or LSW eligible), LPC (or LPC eligible), LCSW, LCPC, PsyD, or PhD**
- Possess a core skill set of **Cognitive Behavior Therapy (CBT) and Dialectical Behavior Therapy (DBT)** skills
- Have prior experience working in **partial hospitalization, intensive outpatient, inpatient hospital, or residential setting** (preferred, not required)

LPCs and LSWs are often equivalent for job opportunities, as well as LCPCs and LCSWs

Because this prior experience is "preferred," you can still apply if you don't have it!

# Cover Letter

Applicant LastName  
2222 W. Address Road  
Chicago, Illinois 60633

January 29, 2021

Compass Health Center  
2500 W. Bradley Place  
Chicago, IL 60618

Dear Hiring Manager,

Please accept my application for the Group Therapist position at Compass Health Center. I am a new therapist, who will be graduating with my Master's from Loyola University Chicago in May 2021, with **the plan of sitting for the LPC exam in July**. I have experience working with **diverse populations of adults** in both street-based and **counseling agency-based** settings, and I believe I would be an ideal fit for your organization.



If applying for a position that requires a license, you can indicate when you plan to take the exam/receive the license in your cover letter

As a **counseling intern** at EZRA Multi-Service Center, I provided both intake screening and **case management** to a socioeconomically diverse population in Uptown. I assisted my clients in **developing treatment plans** tailored to their personal goals. At Empowering Counseling Program, I led after school **group discussions and activities** focusing on human and civil rights with at-risk youth students in West Englewood. Through that internship I also conducted play therapy with a child client experiencing **trauma**. Many of the skills utilized in **CBT and DBT** have been integral parts of both my individual and group work. All of these experiences have given me a wide range of skills and knowledge to apply while assisting the clients receiving treatment at Compass.



Applicant references skills listed in the job description in specific examples of when they used those skills in work experiences

I was excited to learn that **group work** is at the core of this position. **I have focused my education to specialize in group work and am a proud member of the International Association for Social Work with Groups (IASWG)**. Group therapy is an amazing transformative tool and I believe Compass is doing phenomenal work in providing that to its clients.



Applicant aligns themselves with the job by demonstrating an interest/passion in group work

I am confident that my experience and eagerness to grow will make me a valuable member of the Compass Health Center team. I have enclosed my resume and I'd be happy to provide greater detail about my skills and experience during an interview. Please call me at your earliest convenience.



Applicant closes letter reiterating interest in the opportunity. You can also include contact information here.

I look forward to speaking with you soon.

Sincerely,

Applicant LastName

## Applicant LastName

(555) 555-5658, alastname@luc.edu, 2222 W Address Road, Chicago, IL 60633

### EDUCATION

Loyola University Chicago, Chicago, IL

Master's Degree in Social Work, May 2021

- Mental health specialization. **Group work** sub-specialization.

Group work is emphasized throughout the resume because the job opportunity is a Group Therapist position



Columbia College Chicago, Chicago, IL

Bachelor of Arts in Audio Arts and Acoustics, Aug 2015

### RELEVANT WORK EXPERIENCE

Empowering Counseling Program, Chicago, IL

Aug 2019 - Apr 2020

Student Intern

- **Facilitated a group** consisting of underprivileged youth in West Englewood to discuss and engage in activities regarding human, legal, and civil rights, meeting four days a week
- Developed a comprehensive practitioner's manual to allow other organizations to replicate our **humanistic program model**, including detailed activities, goals, practices, and example outcomes
- Worked one-on-one with a child client traumatized by an ongoing custody dispute **to increase self esteem and positive self-identify through play therapy and a strengths-based approach**
- Facilitated **psychoeducational family group sessions** to offer additional interventions to implement at home for continuity of care outside of therapy

Applicant explains the goals of therapeutic work with clients and theoretical approach



EZRA Multi-Service Center, Chicago, IL

Jun 2018 - Sep 2018

Emergency and Financial Services Intern

- **Managed a caseload** of 5-10 clients to assist them through the process of receiving financial assistance
- Spearheaded a back-to-school resource fair with community partners to provide information, supplies, and assistance to families in need
- Conducted outreach to recruit organizations such as Best Buddies and Boys and Girls Clubs of Chicago to attend resource fair
- Independently conducted a review of financial literacy programs and subsequent program evaluations to determine how to implement one successfully at EZRA
- **Screened new clients** twice weekly and connected applicants to appropriate internal and external resources

### OTHER WORK EXPERIENCE

Retail INC., Chicago, IL / Los Angeles, CA

Oct 2015 - Jan 2020

Lead Courier/Brand Ambassador

- Delivered products to customers quickly and efficiently while maintaining a positive and friendly attitude
- Assisted stores to manage orders and inventory

University Associates in Dentistry, Chicago, IL

Sept 2011 - Jan 2018

Administrative Assistant

- **Managed all patient records and data** through both physical and digital systems
- Organized appointment schedules for multiple doctors and staff

Applicant can connect this transferrable skill to charting



### OTHER EXPERIENCE AND SKILLS

- Poster Presentation at the **International Association of Social Work with Groups'** 2019 Symposium in NYC.
  - Explored wilderness and adventure therapy models to apply them to urban therapy programs with limited access to nature
- Volunteered for two years at a community operated donation/resale shop to benefit local charities
- Proficient in Microsoft Word, Excel, PowerPoint, Prezi, Canva, film and audio editing software, and client management and record keeping software