

Sample Resumes- Changing Careers

Nancy's focus on families in substance abuse crisis during her ministry led her to seek a full time position in this field. She focuses her resume towards any relevant experience gained while at her church. Notice that although the Quick Ford job is paying her bills, she downplays this position.

Nancy Kirschenbaum	
PO Box 123 Albany, NY 12203	(518) 555-1236 (Home) (518) 555-8222 (Work)
JOB TARGET:	SUBSTANCE ABUSE COUNSELOR
SUMMARY:	More than 15 years of pastoral experience during which a number of healing methods were employed to enable people to positively respond to their problems and to develop good coping skills and support structures.
CAPABILITIES:	<ul style="list-style-type: none"> • Develop supportive therapeutic relationships with varied client populations. • Provide empathetic, supportive counsel to individual in crisis. • Plan, organize and deliver effective group presentations in the field of substance abuse. • Establish and maintain harmonious working relationships with others. • Prepare general reports and maintain accurate records.
ACHIEVEMENTS:	<ul style="list-style-type: none"> • Counseled and supported families and individuals in crisis while serving a church of over 100 members. • Developed and presented basic substance abuse and relapse prevention in classes at a 40 bed detoxification facility. • Provided crisis intervention and counseling in a substance abuse setting. • Created a resource file for referral of substance abuse clients to inpatient treatment programs • Initiated and established a church wide system of small support groups based on AA principles. • Served as a volunteer leader and area coordinator for Homecoming Groups (Adult Children of Dysfunctional Homes) in Southeastern Massachusetts. • Utilized conflict resolution skills to compile an outstanding record of customer satisfaction in sales.
EXPERIENCE:	<p>Catholic Charities Detoxification Center, Albany, NY, 1991-present, <i>Substance Abuse Counselor</i></p> <p>Quick Ford Inc., Albany, NY, 1989-present, <i>Sales Manager</i></p> <p>Plymouth Baptist Church, Albany, NY, 1983-1989, <i>Pastor</i></p> <p>Shawmut Avenue Baptist Church, Stockton, MA, 1980-1983— <i>Pastor</i></p>
EDUCATION:	<p>Masters of Divinity in Pastoral Ministry, 1980 Gordon-Conwell Seminary</p> <p>B.A. Philosophy, 1978, Gordon College, Wenham, MA</p> <p>Additional course work towards certification (CAC)</p> <p>"Drugs and Addictions" and "Group Substance Abuse Counseling" Siena College, Albany, NY (Presently Attending)</p> <p>"Abnormal Psychology", Massasoit Community College, Stockton, NY, 1992</p>