YOUR NAME
Best Phone Number | Best Email Address | LinkedIn/Portfolio/Website (if you have one)

HEADER (* change the title to the type of header you choose, do NOT title this section "header.")
This section is a summary of your key experiences and skills that you are the <u>most experienced in</u> or are <u>most relevant</u> to Social Work. Your summary should state your WHY (Why are you interested in pursuing a graduate education in Social Work?) and how your experiences demonstrate your past and future commitment to the field (in other words, your capacity for sustained effort.) There is more information on types of headers below.

EDUCATION
The University of Texas at Austin
Bachelor of Social Work   Anticipated Month/Year
Minor, Concentration, or Certificate
GPA, if above 3.0

RELEVANT COURSEWORK
- Don't include all classes. Only list classes that are specific to your academic interests or your program.
- Consider classes that demonstrate your academic achievement and potential.
- Write out the entire course title. Don't use the course number.

PROFESSIONAL EXPERIENCE
Position Title - Organization Name (City, State)   Month/Year – Month/Year
- Write these in reverse chronological order (most recent first)
- Use an active verb. Avoid passive language such as 'duties included' or 'helped with' (see list below)
- Frame your bullet points as major achievements, strengths, and impacts you've made in the role
- Use past tense for previous positions and present tense for current positions
- Use numerical metrics (numbers, data, statistic) when you're able.

Position Title - Organization Name (City, State)   Month/Year – Month/Year
- Focus on experience and skills in: direct client service, communication, human services, interpersonal effectiveness
- Consider transferrable skills to demonstrate your experience: customer service is client service, interpersonal effectiveness is relationship building and teamwork
- Use metrics.
- For the purposes of a graduate school application, include #Hrs/Week, Total # of Weeks for internships

VOLUNTEER EXPERIENCE
Volunteer Title - Organization Name (City, State)   Month/Year – Month/Year
- Include any direct client experience (such as working with community members)
- For the purposes of a graduate school application, include #Hrs/Week

HONORS AND AWARDS (especially those that demonstrate academic achievement or potential)
Name of Award (Year)
Name of Award (Year)

[Your resume should be 1-2 pages. Across all sections, <u>focus on including direct client experiences and/or skills relevant to the program you're applying for</u>. Check your spelling, grammar, and formatting.]

RESUME SECTIONS

ESSENTIAL SECTIONS	
Name and Contact Information	• Your name – make it stand out! • Use your own discretion on whether you'd like to include city, state. Do not include full address. • Email address and phone number – make sure these are professional and these are accounts you check regularly. • Website (if you have one) - can be a LinkedIn, professional website, or portfolio. Write out the link in case the hyperlink doesn't carry over.
Education	• Include degree + school (spelled out) and graduation date. • Can include certifications, minors, honors, and study abroad. • Don't include high school. • Don't include institutions you transferred from unless you earned a degree from that institution (ex: an Associate's from a community college.)
Professional Experience	• Include job title, organization, location, and employment dates. • Don't include your supervisor name or salary. • Avoid just listing your general tasks, instead frame your experiences in terms of accomplishments, results, and impact. • Consider your transferrable skills – how might your past experiences translate into social work? • **Emphasize direct client/customer service, communication skills, human services, interpersonal effectiveness.**

RECOMMENDED SECTIONS	Sections we highly recommend that you include, but it's okay if you don't have them.
Volunteer Work	• Include title and organization. • Rather than just writing "volunteer" in your title, describe what you did (ex: event volunteer, graphic designer, etc.) • This section is especially helpful if you don't have a lot of working experience. • Emphasize direct client/community work.
Relevant Coursework	• List coursework that is relevant to your program. • Don't use course numbers, use the full course title.

Honors and Awards	• Dean's List, scholarships, honor societies, awards – particularly those that showcase academic achievement in Social Work. • Can potentially include in education section.
Skills	• Can include foreign languages, computer skills, programs/software (ex: Microsoft Office, Social Media, Google Suite, Canva, Zoom.) • Specify your proficiency for each skill. • Be sure to include any social work skills (see list below.)
Research & Publications	• Describe any research projects or papers (use APA format.) • Can include conferences, speaking engagements

OPTIONAL SECTIONS	Other potential sections you may want to consider including. If any of these sections only have one entry, combine with another section if it makes sense to do so.
Organizational leadership or affiliations	• Include title and organization. • Highlight any leadership projects that you took on.

HEADER OPTIONS	Headers are usually included at the top of your resume, below your name. They are used to summarize the key highlights of your experiences, skills, and roles. It can serve as a preview of you who are to the admissions office. This is the most important section to tailor to each application.
Capabilities	Bulleted list, with the most important or relevant items first. Bullet points can make this section easier and quicker to read.
Professional Summary	Short summary, typically 4-5 sentences long. Summaries allow you to tell a narrative, or a story, about who you are as a Social Worker and WHY you are pursuing social work.
Core Competencies	Typically, this looks like choosing a few keywords to highlight your most important or experienced social work skills.
No header	Some people choose not to include a header. It may be because they want to save space, or they feel that their other sections already contain the information that's in the header.

ACTIVE VERBS

Accomplished	Detected	Innovated	Rectified
Achieved	Determined	Inspected	Reduced
Acted	Developed	Installed	Referred
Acquired	Devised	Instituted	Regulated
Adapted	Diagnosed	Instructed	Rehabilitated
Adopted	Directed	Integrated	Reorganized
Adjusted	Discovered	Interpreted	Reported
Administered	Dispensed	Interviewed	Represented
Advertised	Displayed	Invented	Researched
Advised	Distributed	Inventoried	Resolved
Analyzed	Documented	Investigated	Resorted
Approved	Drafted	Issued	Restructured
Arbitrated	Edited	Judged	Reviewed
Arranged	Educated	Lectured	Revised
Assembled	Eliminated	Led	Routed
Assisted	Enforced	Maintained	Scheduled
Audited	Engineered	Managed	Screened
Authorized	Enlarged	Manufactured	Secured
Balanced	Established	Marketed	Selected
Budgeted	Estimated	Mediated	Served
Built	Evaluated	Mentored	Serviced
Calculated	Examined	Merchandised	Shaped
Changed	Expanded	Modeled	Solved
Charted	Experimented	Obtained	Sorted
Checked	Extended	Offered	Structured
Classified	Facilitated	Operated	Summarized
Coached	Financed	Ordered	Supervised
Collected	Forecasted	Organized	Supplied
Communicated	Formed	Originated	Synthesized
Compiled	Formulated	Performed	Systematized
Completed	Founded	Persuaded	Tailored
Composed	Generated	Planned	Taught
Computed	Governed	Presided	Tested
Conceived	Guided	Prepared	Trained
Conducted	Headed	Produced	Transcribed
Connected	Helped	Projected	Translated
Consolidated	Hired	Promoted	Tutored
Constructed	Identified	Provided	Unified
Conserved	Illustrated	Publicized	United
Controlled	Implemented	Purchased	Upgraded
Coordinated	Improved	Realized	Utilized
Counseled	Improvised	Received	Wrote
Created	Increased	Reconciled	
Defined	Influenced	Recommended	
Delivered	Informed	Recorded	
Designed	Initiated	Recruited	

SOCIAL WORK SKILLS *for your skills section and/or throughout your resume*

Administration
Advocacy
Anchoring
Budgeting
Case management
Clarification
Cognitive mapping
Collaboration
Community organizing
Community support building
Coordinating
Court reporting
Crisis intervention
Discharge planning
Documenting
Educating
Empathizing
Gatekeeping
Genograms
Goal setting
Grant writing
Home visiting
Hospital social work skills
Imagery
Insight
Information system management
Initiating projects
Interagency liaison
Leading others

Limit setting
Listening (active)
Lobbying
Marketing
Medicating
Motivating
Multicultural clinical social work treatment
Neighborhood development
Negotiating
Persuading
Personnel recruitment and selection
Planned action system implementation
Play therapy
Policy development
Presenting
Program design/development
Program relations
Public speaking
Recruiting
Referral
Research
School social work skills
Structuring
Summarizing
Supervising
Teaching
Training
Treatment planning
Time limited clinical treatment
Writing

Knowledge Areas for Social Workers
- Knowledge of clinical frameworks or treatment modalities including play therapy, solution focused therapy, brief therapy
- Knowledge of developmental theories, stages of grief and loss, child development theories
- Knowledge of public assistance programs including housing, SNAP program, Social Security, Medicaid, Medicare, Veteran's benefits, Section 504 process
- Knowledge of community resources, social services systems, funding streams

Explore Social Work
Learn about the profession, types of degrees, social work values, as well as understand micro, mezzo, and macro social work practice, specialty occupation profiles and state licensing requirements.
https://www.socialworkers.org/Careers/NASW-Career-Center/Explore-Social-Work

RESUME CHECKLIST

Before you submit your resume, make sure you've done these things!

RESUME FORMATTING

- ☐ Review the submission guidelines to make sure your resume is in line with those guidelines
- ☐ Formatting, spacing, punctuation are consistent across the document
- ☐ Spelling and grammar are correct
- ☐ Fonts are basic and easy to read - such as Verdana, Calibri, or Arial
- ☐ Colors that are easy to read
- ☐ Margins are ½ an inch at minimum
- ☐ Page length is 1-2 pages
- ☐ If you used a template (including this one!) adapt it to make it more unique so that it stands out

RESUME CONTENT

- ☐ Tailored the resume for the program you're applying for
- ☐ All sections are in reverse chronological order
- ☐ Used a variety of active verbs (see verb list below)
- ☐ Framed experiences in terms of accomplishments and impact, quantifying with numbers when able
- ☐ Took off references or "references upon request"