*The DiNitto Career Center  Steve Hicks School of Social Work*

SAMPLE BSW RESUMÉ for JOBS, PRACTICUM, and INTERNSHIPS

**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 brief summary of your key experiences and skills. Include titles/roles, experiences, and skills that you are either most experienced in or are most relevant for the jobs you are applying for. 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

**PROFESSIONAL EXPERIENCE**

*Job Title* - Organization Name (City, State) Month/Year – Month/Year

* Write these in reverse chronological order, most recent first
* Use an active verb for each item (see list below)
* Avoid passive language such as ‘responsible for’ or ‘duties included’ or ‘helped with’

*Job Title* - Organization Name (City, State) Month/Year – Month/Year

* 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 numeric metrics – data, statistics, etc.
* There’s no hard rule for number of bullet points, but people commonly use 3-5 per experience.

**VOLUNTEER EXPERIENCE**

*Volunteer Title* - Organization Name (City, State) Month/Year – Month/Year

* Can be paid or unpaid experience – don’t need to specify which
* If the title by itself already conveys what you did in the role, you don’t need bullet points

**ORGANIZATIONAL LEADERSHIP OR AFFILIATIONS**

*Leadership Title* - Organization Name Month/Year – Month/Year

* Discuss a project that you worked on in this position
* Talk about any transferrable skills you gained from this leadership role

**HONORS AND AWARDS**

Name of Award (Year)

Name of Award (Year)

**SKILLS**

* Language Skills: any languages you can speak and how proficient you are in them
* Technology Skills: any software or programs you know how to use
* Art Skills: art programs you know how to use, visual or digital mediums you’re familiar with

[Keep your resume to 1-2 pages. Make sure your formatting is consistent. Check your spelling and grammar.]

**RESUME SECTIONS**

|  |  |
| --- | --- |
| **REQUIRED SECTIONS** |  |
| Name and Contact Information | * Your name – make it stand out!
* 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 job responsibilities, instead frame your experiences in terms of accomplishments, results, and impact.
* Consider your transferrable skills – how might your past experiences translate into social work?
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| --- | --- |
| **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.)
* Bullet points to describe what you did are not necessary, but may be helpful to include if your volunteer work is relevant to what you’re applying for.
 |
| Skills | * Include foreign languages, computer skills, programs/software (ex: Microsoft Office, Social Media, Google Suite, Canva, Zoom.)
* Specify your proficiency for each skill.
* Include any skills that are on the job position description.
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| Organizational leadership or affiliations | * Include title and organization.
* Highlight any leadership projects that you took on.
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|  |  |
| --- | --- |
| **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. |
| Honors and Awards | * Dean’s List, scholarships, honor societies.
* Can potentially include in education section.
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| Relevant Coursework | * List coursework that could be relevant to the position you’re applying for.
* It’s an opportunity to showcase other competencies that you have that may not be included in your other sections (ex: you are a Social Work major but want to include that you’ve taken a Computer Science course for a tech position.)
* Don’t use course numbers, use the full course title.
* This section could be particularly helpful for graduate school applications, positions in education, or positions that are looking for competency in a specific subject area.
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| Research & Publications | * Describe any research projects or papers (use APA format.)
* Can include conferences, speaking engagements
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|  |  |
| --- | --- |
| **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 hiring manager.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.  |
| Core Competencies | Typically, this looks like choosing a few keywords to summarize your most important or experienced skills. Core competencies are typically soft skills. Technical skills are included in the “skills” section. |
| 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. |

**TRANSFERRABLE SKILLS**

Think of transferrable skills as skills you can bring into any position, regardless of the field. They demonstrate how your previous experience will make you successful, even if your experience doesn’t *seem* relevant.

Transferrable skills are especially helpful to include if you’re early career or transitioning into a new field. They are usually incorporated into the existing sections of your resume and don’t need their own.

For instance, you may work as a server at a restaurant. In this role, you are practicing customer (client!) service, conflict management, teamwork, time management, multi-tasking, and more. These are all skills you’ve learned from being a server that would be highly applicable to **any** job!

Some examples of transferrable skills:

Customer Service

Teamwork

Communication

Writing

Clinical Documentation

Foreign Languages

Computer Skills

Public Speaking

Research

Leadership

Social Media

Blogging

Web Page Design

Conflict Resolution

Project Coordination

Community Outreach

Marketing

Volunteer Coordination

**RESUME CHECKLIST**

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

**RESUME FORMATTING**

* Formatting, spacing, punctuation are consistent across the document (choose either to put a period at the end of each bullet point OR not to include – don’t do both.)
* Spelling and grammar are correct
* Fonts are basic and easy to read - such as Verdana, Calibri, or Arial
* Colors are easy to read
* Margins are ½ an inch at minimum
* Page length is 1-2 pages
* If you used a template, adapt it to make it more unique so that it stands out (meaning this template too!)

**RESUME CONTENT**

* Tailored the resume for the job or program you’re applying for, including any skills or experiences that were mentioned in the job position description
* 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
* Left off references or “references upon request”

**REMEMBER!**

What you choose to include (content) and how you include it (structure and organization) should depend on what kind of story you want to convey to the hiring manager. You should always tailor your resume to each job you apply for.

* Is the position with an organization that values service? Expand on your volunteer work.
* Will the position work a lot with collecting and evaluating data? Talk up your research experience.
* Is the agency highly collaborative? Talk about working in teams for classes, student organizations, or jobs.

**ACTIVE VERBS**

Accomplished

Achieved

Acted

Acquired

Adapted

Adopted

Adjusted

Administered

Advertised

Advised

Analyzed

Approved

Arbitrated

Arranged

Assembled

Assisted

Audited

Authorized

Balanced

Budgeted

Built

Calculated

Changed

Charted

Checked

Classified

Coached

Collected

Communicated

Compiled

Completed

Composed

Computed

Conceived

Conducted

Connected

Consolidated

Constructed

Conserved

Controlled

Coordinated

Counseled

Created

Defined

Delivered

Designed

Detected

Determined

Developed

Devised

Diagnosed

Directed

Discovered

Dispensed

Displayed

Distributed

Documented

Drafted

Edited

Educated

Eliminated

Enforced

Engineered

Enlarged

Established

Estimated

Evaluated

Examined

Expanded

Experimented

Extended

Facilitated

Financed

Forecasted

Formed

Formulated

Founded

Generated

Governed

Guided

Headed

Helped

Hired

Identified

Illustrated

Implemented

Improved

Improvised

Increased

Influenced

Informed

Initiated

Innovated

Inspected

Installed

Instituted

Instructed

Integrated

Interpreted

Interviewed

Invented

Inventoried

Investigated

Issued

Judged

Lectured

Led

Maintained

Managed

Manufactured

Marketed

Mediated

Mentored

Merchandised

Modeled

Obtained

Offered

Operated

Ordered

Organized

Originated

Performed

Persuaded

Planned

Presided

Prepared

Produced

Projected

Promoted

Provided

Publicized

Purchased

Realized

Received

Reconciled

Recommended

Recorded

Recruited

Rectified

Reduced

Referred

Regulated

Rehabilitated

Reorganized

Reported

Represented

Researched

Resolved

Resorted

Restructured

Reviewed

Revised

Routed

Scheduled

Screened

Secured

Selected

Served

Serviced

Shaped

Solved

Sorted

Structured

Summarized

Supervised

Supplied

Synthesized

Systematized

Tailored

Taught

Tested

Trained

Transcribed

Translated

Tutored

Unified

United

Upgraded

Utilized

Wrote