

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
Minor, Concentration, or Certificate
GPA, if above 3.0

Anticipated Month/Year

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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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?
RECOMMENDED SECTIONS	Sections we highly recommend that you include, but it's okay if you don't have them.
Volunteer Work	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.
Organizational leadership or affiliations	<ul style="list-style-type: none"> • Include title and organization. • Highlight any leadership projects that you took on.

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	<ul style="list-style-type: none"> • Dean’s List, scholarships, honor societies. • Can potentially include in education section.
Relevant Coursework	<ul style="list-style-type: none"> • 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.
Research & Publications	<ul style="list-style-type: none"> • Describe any research projects or papers (use APA format.) • Can include conferences, speaking engagements
HEADER OPTIONS	<p>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.</p> <p>This is the most important section to tailor to each application.</p>
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	Computer Skills	Web Page Design
Teamwork	Public Speaking	Conflict Resolution
Communication	Research	Project Coordination
Writing	Leadership	Community Outreach
Clinical Documentation	Social Media	Marketing
Foreign Languages	Blogging	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	Classified	Diagnosed	Formulated
Achieved	Coached	Directed	Founded
Acted	Collected	Discovered	Generated
Acquired	Communicated	Dispensed	Governed
Adapted	Compiled	Displayed	Guided
Adopted	Completed	Distributed	Headed
Adjusted	Composed	Documented	Helped
Administered	Computed	Drafted	Hired
Advertised	Conceived	Edited	Identified
Advised	Conducted	Educated	Illustrated
Analyzed	Connected	Eliminated	Implemented
Approved	Consolidated	Enforced	Improved
Arbitrated	Constructed	Engineered	Improvised
Arranged	Conserved	Enlarged	Increased
Assembled	Controlled	Established	Influenced
Assisted	Coordinated	Estimated	Informed
Audited	Counseled	Evaluated	Initiated
Authorized	Created	Examined	Innovated
Balanced	Defined	Expanded	Inspected
Budgeted	Delivered	Experimented	Installed
Built	Designed	Extended	Instituted
Calculated	Detected	Facilitated	Instructed
Changed	Determined	Financed	Integrated
Charted	Developed	Forecasted	Interpreted
Checked	Devised	Formed	Interviewed

Invented	Originated	Referred	Solved
Inventoried	Performed	Regulated	Sorted
Investigated	Persuaded	Rehabilitated	Structured
Issued	Planned	Reorganized	Summarized
Judged	Presided	Reported	Supervised
Lectured	Prepared	Represented	Supplied
Led	Produced	Researched	Synthesized
Maintained	Projected	Resolved	Systematized
Managed	Promoted	Resorted	Tailored
Manufactured	Provided	Restructured	Taught
Marketed	Publicized	Reviewed	Tested
Mediated	Purchased	Revised	Trained
Mentored	Realized	Routed	Transcribed
Merchandised	Received	Scheduled	Translated
Modeled	Reconciled	Screened	Tutored
Obtained	Recommended	Secured	Unified
Offered	Recorded	Selected	United
Operated	Recruited	Served	Upgraded
Ordered	Rectified	Serviced	Utilized
Organized	Reduced	Shaped	Wrote