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

SAMPLE BSW RESUMÉ for GRAD SCHOOL APPLICATIONS

**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 most experienced in or are most relevant 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, focus on including direct client experiences and/or skills relevant to the program you’re applying for. 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.**
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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.)
* 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.)
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| 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. |

**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”

**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

**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>