*SAMPLE MSW RESUMÉ for PRACTICUM + JOB APPLICATIONS - The DiNitto Center*

**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, Steve Hicks School of Social Work

Master of Science in Social Work Anticipated Month/Year

Minor, Concentration, or Certificate

GPA, if above 3.0

Name of Institution

Bachelor of \_\_\_\_\_\_\_\_ Month/Year – 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 a strong action verb
* 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, frequency of task, 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
* Specify what you did in your volunteer role if relevant or able in the volunteer title - if the title by itself already conveys what you did in the role or it was a short-term experience, you don’t need bullet points

**HONORS AND AWARDS**

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
* Soft Skills: personal attributes and interpersonal capabilities that enable you to effectively interact with others and navigate various social and professional situations
* Social Work Skills, see list below

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

**RESUME SECTIONS**

|  |  |
| --- | --- |
| **ESSENTIAL SECTIONS** |  |
| Name and Contact Information | * Your name – make it stand out!
* City and state of residence, don’t 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.
 |
| 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.
 |

|  |  |
| --- | --- |
| **HEADER OPTIONS** | These 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. |
| 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.  |
| 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. |

|  |  |
| --- | --- |
| **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.
* List in reverse chronological order.
* Rather than just writing “volunteer” in your title, describe what you did (ex: event volunteer, graphic designer, etc.)
* You can choose whether to expand on this experience or not (as in, include bullet points) depending on the job position you’re applying for. You may want to expand if your volunteer experience is similar to the work you may be doing at that job.
 |
| Skills | * Include foreign languages, computer skills, programs/software that you know how to use.
* You can specify your proficiency for each skill.
* Make sure to include any skills that are on the job position description.
 |

|  |  |
| --- | --- |
| **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.
* List in reverse chronological order.
* Highlight any leadership projects that you took on.
 |
| Honors and Awards | * Dean’s List, scholarships, honor societies
* Can potentially include in education section
 |
| Relevant Coursework | * List coursework relevant to the position you’re applying for.
* 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 | * Describe any research projects or papers (use APA format)
* Can include conferences, speaking engagements
 |

**RESUME CHECKLIST**

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

**RESUME FORMATTING**

* Your formatting, spacing, punctuation is consistent across the document.
* Your spelling and grammar are correct.
* You’ve chosen fonts and colors that are easy to read.
* If you used a template, you’ve adapted it to make it more unique so that it stands out.
* Your resume is 1-2 pages.

**RESUME CONTENT**

* You tailored the resume for the job or program you’re applying for, including any skills or experiences that were mentioned in the position description.
* You used a variety of action verbs.
* You’ve framed your experiences in terms of accomplishments and impact, quantifying with numbers where you’re able.
* You’ve chosen fonts and colors that are easy to read.
* If you used a template, you’ve adapted it to make it more unique so that it stands out.
* Don’t include 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

**SOCIAL WORK SKILLS**

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