

CONDENSING YOUR RESUME

Resume writing can feel like it's full of contradictions: I have to demonstrate all of my qualifications for a job posting within 1-2 pages? This document will walk you through some strategies to condense your resume while still conveying a full picture of your experiences.

CLEAN UP YOUR RESUME FORMAT

Take a look at your resume format. Are you maximizing the space while making sure the document is still well organized and easy to read?

- Margins can be 0.5 inch at minimum (top, bottom, left, right.)
- Font sizes are typically 11-12 point
- Consider not using tables – while these can help you make sure that your document is properly aligned, sometimes they don't allow you to use the full space available to you.
- Use single spacing on your document.

CONDENSING EXPERIENCES

Remember, your resume should present an **overview** of your accomplishments and strengths because employers review your resume quickly.

Identifying Relevant Experience

Firstly, you should identify what skills or experiences the hiring manager is prioritizing in the role. Refer to the job posting:

- Read through the entire posting from top to bottom. Are there any skills or experiences you've noticed they've repeatedly mentioned?
- What responsibilities are listed first? Typically, these are the responsibilities that the person in that role would perform most frequently, therefore, are important to demonstrate.
- Based on your understanding of the role, take the perspective of the hiring manager. If you were hiring, what skills or experiences would you be looking for in an applicant?

After you've taken note of what skills, experiences, or knowledge areas you want to emphasize based on the job description – take a look at your resume content.

- Which of your previous experiences align with what the employer is looking for and which do not?
- Which ones would you like to keep or remove based on this information? Why?

Determining relevancy for jobs outside of social work

You may have an experience that is outside of the social work field that you aren't sure if you should include. When you look at those experiences:

- Are there transferable skills from this experience that would be applicable to this job posting?
- Is there a unique skill set or experience I learned from this experience that isn't captured in my other experiences?
- Is this the only experience I have that demonstrates a core skill, experience, or knowledge area needed for this role?

Bullet Points

You may not need to include every task you completed in a job. Review each bullet point the same way you would review each job experience for relevancy.

Repetitiveness

Are there areas on your resume you are repeatedly including the same experiences or skills? Mentioning that you have a certain skill in multiple places can help portray **depth** of experience. Ask yourself: for this particular skill or experience, how much depth do I need to demonstrate?

Job Promotions

Perhaps you were promoted up at a job, but in your new role you retained most of the responsibilities of your previous role. Instead of listing your new and old role separately, you can combine them into one section. It could look something like this:

SAFE Alliance

Operations Assistant (Nov 2023 – present)

Front Desk Attendant (Aug 2023 – Nov 2023)

- Task 1
- Task 2
- Task 3

Older Experiences

Are any of these experiences too old? You may not need to include your earlier jobs anymore if you have more recent jobs now.

USING AN ADDITIONAL EXPERIENCES SECTION

Adding an additional experience section below your experience section could be a great way to showcase your working experience in a more condensed way. The difference between an “additional experiences” section and a “experience” section is that your additional experience section will not have bullet points.

This can be a good option for students who are afraid of having a “gap” in their resume if they remove too many experiences. By adding an additional experience section, you are still keeping a record of your work experience in a smaller space.

Additional Experience

Graduate Assistant, Career Center, University of Texas at Austin

Aug 2023 – Mar 2024

BSW Intern, Office of Disability, Austin Health Department

Jan 2023 – May 2023

Youth Counselor, YMCA

Jun 2021 – Sep 2021