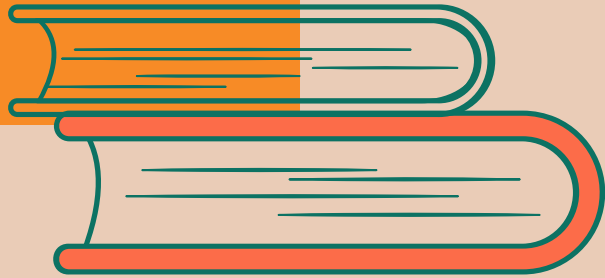




The University of Texas at Austin
Steve Hicks School of Social Work
DiNitto Career Center

Resume Workshop






01

Welcome & Introductions



DiNitto Career Center

The DiNitto Career Center (DCC) is a one-stop shop for career advising serving social work students and alumni at all stages of the job market exploration. We support students in:

- 
- Career exploration
 - Job preparation
 - Workshops and events
 - 1:1 coaching
 - Writing consultations
 - ... and more!




Today's Session

Format

- “Lecture” style

What we'll cover

- 
- General resume structure and sections
 - Reading and using a job description
 - Transferrable skills

02



Background

What is a resume?





What is a resume?

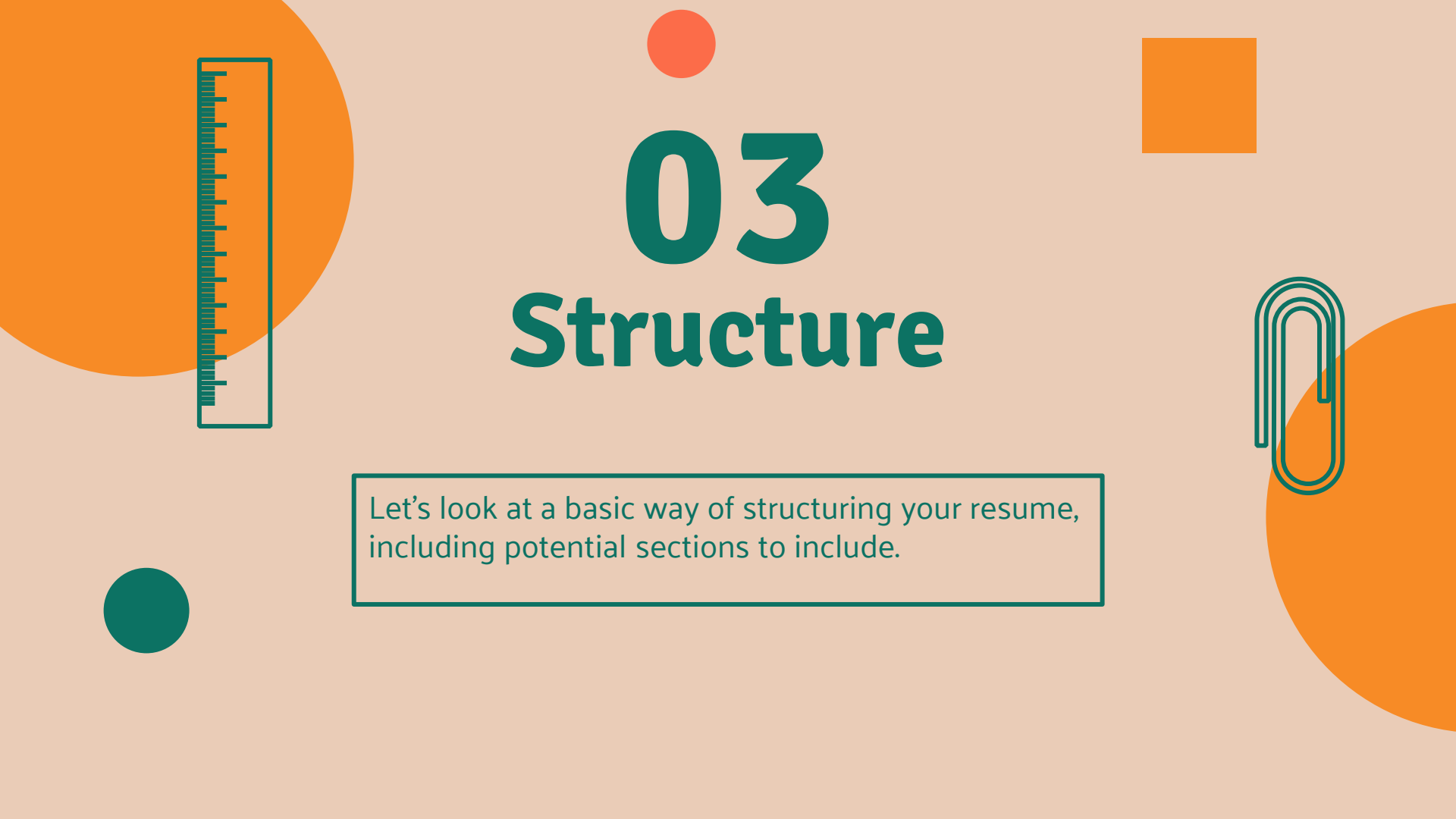
- Your resume is a marketing tool that **highlights your relevant experiences and skills**.
 - The **goal** of your resume is to help you secure an interview.
 - On average, an employer spends 6 to 7 seconds looking at a resume.
- 
- 



Basic Guidelines

- **Tailor your resume** for each job you apply for.
- **Emphasize accomplishments and impacts**, not general job responsibilities.
- **Write about what you have.** As in, don't worry so much if you don't have certain experience or skill.
- Demonstrate how your **skills and experiences** are **relevant** and **will help you succeed** in the job.







03 Structure

Let's look at a basic way of structuring your resume, including potential sections to include.



Formatting

- 1-2 pages
 - Easy to read font and colors
 - Margins 0.5 inch (at minimum)
 - Formatting, spacing, and punctuation are consistent
 - Spelling and grammar are correct
 - Submit as PDF to retain formatting
- 
- 



General Resume Outline

- 
- Name & Contact information
 - Header
 - Education
 - Experience
 - Volunteer work
 - Skills

These sections + the order of the sections are **not required** but are most commonly used.





YOUR NAME

Best Phone Number | Best Email Address | LinkedIn/Portfolio/Website (if you have one)

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.



Header Options (*name this section by header type, not “header.”)

- Professional Summary: narrative/story style
- Capabilities: list style
- Core Competencies: key word style
- No header



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
- Avoid passive language such as ‘responsible for’ or ‘duties included’ or ‘helped with’

Job Title - Organization Name (City, State)

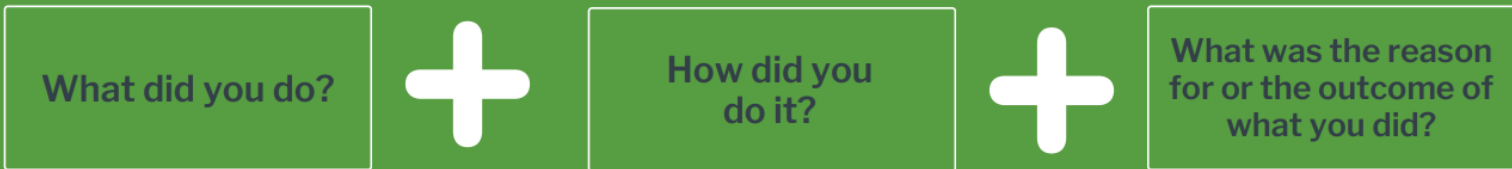
Month/Year – Month/Year

- 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.
- 

Bullet Point Formula





in other words...





Example: Using the Bullet Point Formula

Teaching Assistant – Daycare Center

- Watches kids
 - Assists with activities
 - Keeps classroom clean
- 
- 



Example: Using the Bullet Point Formula

Techniques Used:

What you did

Impact you made

Using Numbers

Action verbs

Teaching Assistant – Daycare Center

Create a safe environment for 15+ youth aged 6 to 8 by monitoring recreation time

Prepares instructional handouts twice a week to ensure class activities run smoothly

Maintains organized classroom space by ordering and cataloging supplies





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)

Include these if you have them, but don't sweat it if you don't.




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
- 



Matching your skills and experience to the job description.



04

Job Description



What is a job description?

It's not *just* a list of job responsibilities.

It's the employer telling you:

- Here is what we're looking for in an applicant.
- These are the values of our organization.



Using the job description

Treat the description almost like a checklist. For each skill or experience they're looking for, have you added that to your resume or cover letter?

But don't feel disheartened if you don't check every single item off the list.

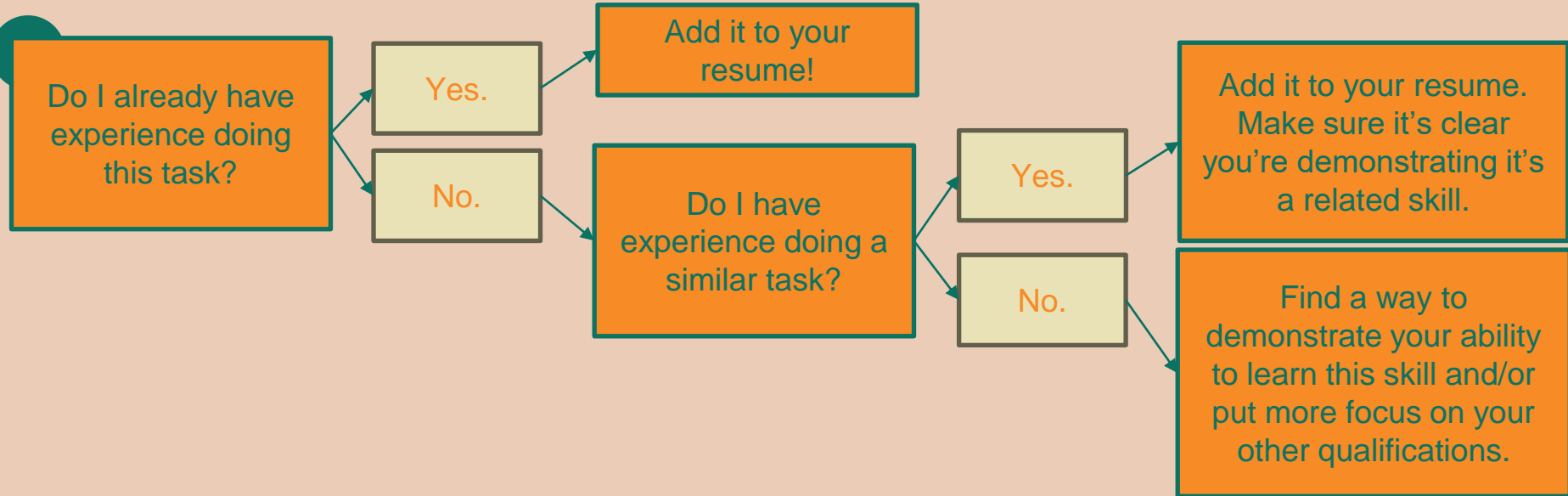
Typically the responsibilities you will do most frequently or are most important to the role will be listed on top – focus on these.





Matching your experience to the job description

As you look through the job description, ask these questions as you go through each responsibility or qualification:



05

Transferrable Skills

Consider the strengths that you ALREADY have!





What does it mean to have a
“Social Work” resume?






Transferrable Skills

Transferrable skills demonstrate how your previous experience will make you successful in a new role, even if your experience doesn't *seem* relevant.



Everyone has something that they can bring into their next position.


Transferrable skills may also show that you may be **more qualified** than you initially realized.






Transferrable Skills

Perhaps you're interested in a **client advocate** position and you want to demonstrate how your experience as a **barista** will make you successful.



Barista	Client Advocate
Customer Service	Client Service
Mediation / Conflict Resolution	Supporting clients during times of crises or emergency
Organization	Maintaining files
Money Management	May not be relevant unless the role requires purchasing of supplies.
Time Management	Managing working with several clients at once while completing other job duties







What are some of your transferrable skills?



Make a list of some of your transferrable skills.

- Communication skills including public speaking, knowledge of a foreign language, presentation development, writing and clinical documentation
 - Leadership and supervisory experience
 - Experience in desktop publishing, newsletter writing, web page design
 - Social Networking, blogging, social media
 - Mediation skills / conflict resolution / negotiation skills
 - Project development, coordination, management, and evaluation
 - Community outreach, marketing, public relations
 - Volunteer recruitment or coordination
- 
- 



Thanks!

Do you have any questions?
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