

## YOUR NAME

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

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### 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.

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### 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.

### 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

ESSENTIAL SECTIONS	
Name and Contact Information	<ul style="list-style-type: none"> <li>Your name – make it stand out!</li> <li>Email address and phone number – make sure these are professional and these are accounts you check regularly.</li> <li>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.</li> </ul>
Education	<ul style="list-style-type: none"> <li>Include degree + school (spelled out) and graduation date.</li> <li>Can include certifications, minors, honors, and study abroad.</li> <li>Don't include high school.</li> <li>Don't include institutions you transferred from unless you earned a degree from that institution (ex: an Associate's from a community college.)</li> </ul>
Professional Experience	<ul style="list-style-type: none"> <li>Include job title, organization, location, and employment dates.</li> <li>Don't include your supervisor name or salary.</li> <li>Avoid just listing your job responsibilities, instead frame your experiences in terms of accomplishments, results, and impact.</li> <li>Consider your transferrable skills – how might your past experiences translate into social work?</li> </ul>
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"> <li>Include title and organization.</li> <li>Rather than just writing "volunteer" in your title, describe what you did (ex: event volunteer, graphic designer, etc.)</li> <li>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.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Include foreign languages, computer skills, programs/software (ex: Microsoft Office, Social Media, Google Suite, Canva, Zoom.)</li> <li>Specify your proficiency for each skill.</li> <li>Include any skills that are on the job position description.</li> </ul>
Organizational leadership or affiliations	<ul style="list-style-type: none"> <li>Include title and organization.</li> <li>Highlight any leadership projects that you took on.</li> </ul>

<b>OPTIONAL SECTIONS</b>	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"> <li>• Dean’s List, scholarships, honor societies.</li> <li>• Can potentially include in education section.</li> </ul>
Relevant Coursework	<ul style="list-style-type: none"> <li>• List coursework that could be relevant to the position you’re applying for.</li> <li>• 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.)</li> <li>• Don’t use course numbers, use the full course title.</li> <li>• 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.</li> </ul>
Research & Publications	<ul style="list-style-type: none"> <li>• Describe any research projects or papers (use APA format.)</li> <li>• Can include conferences, speaking engagements</li> </ul>
<b>HEADER OPTIONS</b>	<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

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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

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**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

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Accomplished	Detected	Innovated	Rectified
Achieved	Determined	Inspected	Reduced
Acted	Developed	Installed	Referred
Acquired	Devised	Instituted	Regulated
Adapted	Diagnosed	Instructed	Rehabilitated
Adopted	Directed	Integrated	Reorganized
Adjusted	Discovered	Interpreted	Reported
Administered	Dispensed	Interviewed	Represented
Advertised	Displayed	Invented	Researched
Advised	Distributed	Inventoried	Resolved
Analyzed	Documented	Investigated	Resorted
Approved	Drafted	Issued	Restructured
Arbitrated	Edited	Judged	Reviewed
Arranged	Educated	Lectured	Revised
Assembled	Eliminated	Led	Routed
Assisted	Enforced	Maintained	Scheduled
Audited	Engineered	Managed	Screened
Authorized	Enlarged	Manufactured	Secured
Balanced	Established	Marketed	Selected
Budgeted	Estimated	Mediated	Served
Built	Evaluated	Mentored	Serviced
Calculated	Examined	Merchandised	Shaped
Changed	Expanded	Modeled	Solved
Chartered	Experimented	Obtained	Sorted
Checked	Extended	Offered	Structured
Classified	Facilitated	Operated	Summarized
Coached	Financed	Ordered	Supervised
Collected	Forecasted	Organized	Supplied
Communicated	Formed	Originated	Synthesized
Compiled	Formulated	Performed	Systematized
Completed	Founded	Persuaded	Tailored
Composed	Generated	Planned	Taught
Computed	Governed	Presided	Tested
Conceived	Guided	Prepared	Trained
Conducted	Headed	Produced	Transcribed
Connected	Helped	Projected	Translated
Consolidated	Hired	Promoted	Tutored
Constructed	Identified	Provided	Unified
Conserved	Illustrated	Publicized	United
Controlled	Implemented	Purchased	Upgraded
Coordinated	Improved	Realized	Utilized
Counseled	Improvised	Received	Wrote
Created	Increased	Reconciled	
Defined	Influenced	Recommended	
Delivered	Informed	Recorded	
Designed	Initiated	Recruited	

# SOCIAL WORK SKILLS

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Administration	Limit setting
Advocacy	Listening (active)
Anchoring	Lobbying
Budgeting	Marketing
Case management	Medicating
Clarification	Motivating
Cognitive mapping	Multicultural clinical social work treatment
Collaboration	Neighborhood development
Community organizing	Negotiating
Community support building	Persuading
Coordinating	Personnel recruitment and selection
Court reporting	Planned action system implementation
Crisis intervention	Play therapy
Discharge planning	Policy development
Documenting	Presenting
Educating	Program design/development
Empathizing	Program relations
Gatekeeping	Public speaking
Genograms	Recruiting
Goal setting	Referral
Grant writing	Research
Home visiting	School social work skills
Hospital social work skills	Structuring
Imagery	Summarizing
Insight	Supervising
Information system management	Teaching
Initiating projects	Training
Interagency liaison	Treatment planning
Leading others	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