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 <u>most experienced in</u> or are <u>most relevant</u> 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

ACTIVE VERBS

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
Charted	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

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

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.