

FUNCTIONAL RESUMES

A functional resume...

- Focuses on skills and competences instead of a chronological work history
- Showcases a diversity of skills and experiences that can't be captured as easily with a traditional chronological resume
- Is advantageous for individuals seeking a career change
- Demonstrates transferrable skills

In a functional resume, experiences are listed under common skills/themes rather than in chronological order. Typically, people will select ~3 skills to focus on. For instance, one skills section may look like this:

Example

Workshops & Facilitation

- Co-facilitate six-week support and educational group for immigrant parents
- Led and designed 2 workshops on career exploration for Social Work students
- Prepared handouts and presentation materials for workshops

Then, job experiences are listed below that without bullet points.

Example

Professional Experiences

- Counseling Intern – Lifeworks (Jan 2025 – current)
- Administrative Associate – Greater Austin Psychological Wellness (Mar 2023 – Mar 2024)
- Mentor – Breakthrough Central Texas (Jan 2020 – May 2020)

You are welcome to add any other sections that you find on a traditional resume (ex: skills, volunteer experience, etc.)

How do I select my skills/themes?

Like on a traditional resume, you'll want to consider these two questions:

- (1) Based on the job description, what skills is the employer looking for?
- (2) What do you consider to be your greatest strengths and competencies?

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 captures the story of your **career journey**, emphasizing the depth and longevity of your experiences. Mention 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.

AREAS OF EXPERTISE

List of areas of expertise – could be skills, frameworks, theories, topics, etc.

EDUCATION

The University of Texas at Austin, Steve Hicks School of Social Work
Master of Science in Social Work

Month/Year – Month/Year

Name of Institution
Bachelor of _____

Month/Year – Month/Year

EXPERIENCE HIGHLIGHTS

THEME/SKILL/EXPERIENCE #1

- With a functional resume, organize your experience by skills rather than chronology.
- Select ~3 skills to focus on.

THEME/SKILL/EXPERIENCE #2

- You can sum up your overall experience in a skill (ex: 5 years of supervisory experience)
- Or you can focus on achievements and impacts you’ve made (ex: I improved our client intake system by introducing new technologies.)

THEME/SKILL/EXPERIENCE #3

- 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 section.

PROFESSIONAL EXPERIENCE (typically without bullet points since you have the above skill sections)

Job Title - Organization Name (City, State)

Month/Year – Month/Year

Job Title - Organization Name (City, State)

Month/Year – Month/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.]

Vy Nguyen

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Professional Summary

Dedicated Social Work professional with extensive experience in supporting immigrant families, planning and organizing educational events, and facilitating workshops. Adept at connecting clients with essential resources, designing support programs, and leading discussions. Passionate about leveraging skills in social services and community engagement to contribute to impactful social work practices.

Social Work

- Support immigrant families on housing services, navigating them through housing options, applications, and referrals
- Connect families with basic needs resources, such as food, clothing, and medical care
- Support immigrant families during times of crisis, offering trauma-informed coaching and listening
- Evaluate issues of students in order to provide appropriate student services
- Assessed needs and prepared support services for persons with developmental and physical disabilities

Planning and Organization

- Designed comprehensive support and educational group
- Developed informational handbook for clients newly immigrated to the United States
- Organized and publicized campus events for university campus and Austin community
- Constructed national newsletter discussing federal issues of disability
- Coordinated major speaking event and distinguished panel to explore disability issues

Workshops & Facilitation

- Co-facilitate six-week support and educational group for immigrant parents
- Led and designed 2 workshops on career exploration for Social Work students
- Prepared handouts and presentation materials for workshops
- Facilitated discussions within small groups and formal settings

Experience

MSSW Intern, Asian Family Support Services of Austin	Aug 2023 – current
Graduate Assistant, Career Center, University of Texas at Austin	Aug 2023 – current
BSW Intern, Office of Disability, Austin Health Department	Jan 2023 – May 2023
Youth Counselor, YMCA	Jun 2021 – Sep 2021

Community Service

The University of Texas Leadership Board, Facilitator, Interviewer, Organizer	Dec 2023 - May 2024
Mortar National Honor Society, Chair of Community Service	Jan 2022 – May 2024

Education

The University of Texas at Austin Master of Social Work	May 2025
The University of Texas at Austin Bachelor of Social Work, Bachelor of Arts in Spanish	Aug 2023

Skills

Social Work Support: Crisis intervention, trauma-informed care, resource linkage
Workshop Facilitation: Group facilitation, educational workshop design, public speaking
Technical Skills: Microsoft Office Suite, Google Workspace, Zoom

RESUME SECTIONS

ESSENTIAL SECTIONS	
Name and Contact Information	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Include job title, organization, location, and employment dates.• Don't include your supervisor name or salary.• Leave off responsibilities.
HEADER OPTIONS	
Capabilities	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.
Professional Summary	Bulleted list, with the most important or relevant items first. Bullet points can make this section easier and quicker to read.
Core Competencies	Short summary, typically 4-5 sentences long. Summaries allow you to tell a narrative, or a story, about who you are.
No header	Typically, this looks like choosing a few keywords to summarize your most important or experienced skills.
	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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Include title and organization. • List in reverse chronological order. • Highlight any leadership projects that you took on.
Honors and Awards	<ul style="list-style-type: none"> • Dean's List, scholarships, honor societies • Can potentially include in education section
Relevant Coursework	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Describe any research projects or papers (use APA format) • Can include conferences, speaking engagements

RESUME STYLE

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	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	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