

YOUR NAME

Best Phone Number | Best Email Address |

HEADER (* change the title to the type of header you choose, do NOT title this section “header.”)

This section is a summary of your key experiences and skills that you are the most experienced in or are most relevant to Social Work. Your summary should state your WHY (Why are you interested in pursuing a graduate education in Social Work?) and how your experiences demonstrate your past and future commitment to the field (in other words, your capacity for sustained effort.) There is more information on types of headers below.

EDUCATION

The University of Texas at Austin
Bachelor of Social Work
Minor, Concentration, or Certificate
GPA, if above 3.0

Anticipated Month/Year

RELEVANT COURSEWORK

- Don't include all classes. Only list classes that are specific to your academic interests or your program.
- Consider classes that demonstrate your academic achievement and potential.
- Write out the entire course title. Don't use the course number.

PROFESSIONAL EXPERIENCE

Position Title - Organization Name (City, State)

Month/Year – Month/Year

- Write these in reverse chronological order (most recent first)
- Use an active verb. Avoid passive language such as ‘duties included’ or ‘helped with’ (see list below)
- 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 numerical metrics (numbers, data, statistic) when you’re able.

Position Title - Organization Name (City, State)

Month/Year – Month/Year

- Focus on experience and skills in: direct client service, communication, human services, interpersonal effectiveness
- Consider transferrable skills to demonstrate your experience: customer service is client service, interpersonal effectiveness is relationship building and teamwork
- Use metrics.
- For the purposes of a graduate school application, include #Hrs/Week, Total # of Weeks for internships

VOLUNTEER EXPERIENCE

Volunteer Title - Organization Name (City, State)

Month/Year – Month/Year

- Include any direct client experience (such as working with community members)
- For the purposes of a graduate school application, include #Hrs/Week

HONORS AND AWARDS (especially those that demonstrate academic achievement or potential)

Name of Award (Year)

Name of Award (Year)

[Your resume should be 1-2 pages. Across all sections, focus on including direct client experiences and/or skills relevant to the program you’re applying for. Check your spelling, grammar, and formatting.]



RESUME SECTIONS

ESSENTIAL SECTIONS	
Name and Contact Information	<ul style="list-style-type: none">• Your name – make it stand out!• Use your own discretion on whether you'd like to include city, state. Do not 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 (ex: an Associate's from a community college.)
Professional Experience	<ul style="list-style-type: none">• Include job title, organization, location, and employment dates.• Don't include your supervisor's name or salary.• Avoid just listing your general tasks, instead frame your experiences in terms of accomplishments, results, and impact.• Consider your transferrable skills – how might your past experiences translate into social work?• Emphasize direct client/customer service, communication skills, human services, interpersonal effectiveness.

RECOMMENDED SECTIONS	Sections we highly recommend that you include, but it's okay if you don't have them.
	<ul style="list-style-type: none">• Include title and organization.

SAMPLE BSW RESUME for GRAD SCHOOL APPLICATIONS

Volunteer Work	<ul style="list-style-type: none"> • Rather than just writing “volunteer” in your title, describe what you did (ex: event volunteer, graphic designer, etc.) • This section is especially helpful if you don’t have a lot of working experience. • Emphasize direct client/community work.
Relevant Coursework	<ul style="list-style-type: none"> • List coursework that is relevant to your program. • Don’t use course numbers, use the full course title.
Honors and Awards	<ul style="list-style-type: none"> • Dean’s List, scholarships, honor societies, awards – particularly those that showcase academic achievement in Social Work. • Can potentially include in education section.
Skills	<ul style="list-style-type: none"> • Can include foreign languages, computer skills, programs/software (ex: Microsoft Office, Social Media, Google Suite, Canva, Zoom.) • Specify your proficiency for each skill. • Be sure to include any social work skills (see list below.)
Research & Publications	<ul style="list-style-type: none"> • Describe any research projects or papers (use APA format.) • Can include conferences, speaking engagements

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. • Highlight any leadership projects that you took on.

HEADER OPTIONS	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 admissions office. This is the most important section to tailor to each application.
Capabilities	

SAMPLE BSW RESUME for GRAD SCHOOL APPLICATIONS

	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 as a Social Worker and WHY you are pursuing social work.
Core Competencies	Typically, this looks like choosing a few keywords to highlight your most important or experienced social work 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.

ACTIVE VERBS

Accomplished	Collected	Displayed	Helped
Achieved	Communicated	Distributed	Hired
Acted	Compiled	Documented	Identified
Acquired	Completed	Drafted	Illustrated
Adapted	Composed	Edited	Implemented
Adopted	Computed	Educated	Improved
Adjusted	Conceived	Eliminated	Improvised
Administered	Conducted	Enforced	Increased
Advertised	Connected	Engineered	Influenced
Advised	Consolidated	Enlarged	Informed
Analyzed	Constructed	Established	Initiated
Approved	Conserved	Estimated	Innovated
Arbitrated	Controlled	Evaluated	Inspected
Arranged	Coordinated	Examined	Installed
Assembled	Counseled	Expanded	Instituted
Assisted	Created	Experimented	Instructed
Audited	Defined	Extended	Integrated
Authorized	Delivered	Facilitated	Interpreted
Balanced	Designed	Financed	Interviewed
Budgeted	Detected	Forecasted	Invented
Built	Determined	Formed	Inventoried
Calculated	Developed	Formulated	Investigated
Changed	Devised	Founded	Issued
Charted	Diagnosed	Generated	Judged
Checked	Directed	Governed	Lectured
Classified	Discovered	Guided	Led
Coached	Dispensed	Headed	Maintained



The DiNitto Career Center | The University of Texas at Austin School of Social Work
SAMPLE BSW RESUME for GRAD SCHOOL APPLICATIONS

Managed	Produced	Reported	Structured
Manufactured	Projected	Represented	Summarized
Marketed	Promoted	Researched	Supervised
Mediated	Provided	Resolved	Supplied
Mentored	Publicized	Resorted	Synthesized
Merchandised	Purchased	Restructured	Systematized
Modeled	Realized	Reviewed	Tailored
Obtained	Received	Revised	Taught
Offered	Reconciled	Routed	Tested
Operated	Recommended	Scheduled	Trained
Ordered	Recorded	Screened	Transcribed
Organized	Recruited	Secured	Translated
Originated	Rectified	Selected	Tutored
Performed	Reduced	Served	Unified
Persuaded	Referred	Serviced	United
Planned	Regulated	Shaped	Upgraded
Presided	Rehabilitated	Solved	Utilized
Prepared	Reorganized	Sorted	Wrote

SOCIAL WORK SKILLS *for your skills section and/or throughout your resume*

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

SAMPLE BSW RESUME for GRAD SCHOOL APPLICATIONS

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

Explore Social Work

Learn about the profession, types of degrees, social work values, as well as understand micro, mezzo, and macro social work practice, specialty occupation profiles and state licensing requirements.

<https://www.socialworkers.org/Careers/NASW-Career-Center/Explore-Social-Work>

RESUME CHECKLIST

Before you submit your resume, make sure you've done these things!

RESUME FORMATTING

- ☐ Review the submission guidelines to make sure your resume is in line with those guidelines
- ☐ Formatting, spacing, punctuation is consistent across the document
- ☐ Spelling and grammar are correct
- ☐ Fonts are basic and easy to read - such as Verdana, Calibri, or Arial
- ☐ Colors that are easy to read
- ☐ Margins are ½ an inch at minimum
- ☐ Page length is 1-2 pages
- ☐ If you used a template (including this one!) adapt it to make it more unique so that it stands out

RESUME CONTENT

- ☐ Tailored the resume for the program you're applying for
- ☐ 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
- ☐ Took off references or "references upon request"

