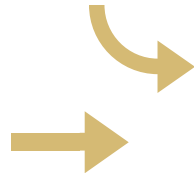


MARKETING YOUR CAREER: GSSW RESUME GUIDE

HEADER

1. Your name should be the largest element (size 14-16)
2. Your header should match in your cover letter
3. Be sure to have a professional email address and update your voicemail message



PROFESSIONAL SUMMARY

Optional. A quick way to highlight summary of key skills related to position



EDUCATION

GPA is optional. Only include it if it is above a 3.5 and you feel comfortable doing so



EXPERIENCE

Tailor headings based on experience. For Example:

Human Services Experience

Community Organizing Experience

Clinical Experience

Experience with Children & Families



ADDITIONAL SECTIONS

Based on the job description and your own experience, pick and choose which sections and experiences feels most relevant

Name	
Denver, CO (xxx) xxx-xxxx email@gmail.com Linkedin.com/yourname	
KEY QUALIFICATIONS	
<ul style="list-style-type: none"> • Directly address qualifications requested in the job/internship posting • Use keywords from the posting or website to show "fit" • Customize for each position based on what you want to market about yourself • Exp: <i>2 years case management experience for families in crisis at Rhonda's House including weekly group therapy</i> 	
EDUCATION	
University of Denver	Denver, CO
Master of Social Work (MSW)	May 2020 (expected)
Concentration in Health & Wellness	GPA: 3.5
Relevant Coursework (only include courses directly relevant to the position you're applying for)	
University of Vermont	Burlington, VT
Bachelors of Science in Psychology	May 2012
Minor in Women's Studies	GPA: 3.7
SOCIAL WORK EXPERIENCE	
Agency Name	City, State
Job Title	May 20xx – October 20xx
<ul style="list-style-type: none"> • Most relevant bullet listed first. Refer to order of qualifications listed on job description (Exp: if position is looking for someone with 1:1 counseling experience, highlight this in your first bullet) • Bullet point formula: Action verb + skill set + result. Check out the Action Verb list for inspiration! • Include numbers as often as possible (number of people, products, budgets managed, time periods, efficiency % improved, etc.) 70% of well-rated resumes show quantified impact. • Exp: <i>Facilitated group counseling sessions on a weekly basis (up to 15 participants) for adolescent males (ages 12-16) on topics related to bullying and self-confidence</i> 	
Mass General Hospital	Boston, MA
Family Social Work Intern	September 20xx-May 20xx
<ul style="list-style-type: none"> • Provided individual and family counseling, therapy, and psycho-education to at-risk youth and their families • Coordinated care and treatment for 36 families in partnership with director of program • Designed and wrote treatment and family services assessment plans • Conducted and properly documented home visits as needed • Co-facilitated bi-weekly Parenting therapeutic group curriculum for groups up to 25 individuals 	
ADDITIONAL WORK EXPERIENCE (optional)	
Fogelsville Elementary School	Allentown, PA
Substitute Teacher	August 20xx-May 20xx
<ul style="list-style-type: none"> • Include positions you've held that are not directly social work, but still show transferable skills OR explains large gaps in your resume (Exp: working with various populations, designing programs, fundraising, managing budgets, customer services, etc.) 	
VOLUNTEER EXPERIENCE (optional)	
Agency name, title	November 20xx-February 20xx
<ul style="list-style-type: none"> • 1-2 bullet points about your tasks & skills gained 	
TRAININGS, CERTIFICATIONS, & PROFESSIONAL DEVELOPMENT (optional)	
<ul style="list-style-type: none"> • Agency name, title of training or certification (xx hours) 	Date completed
HONORS & AWARDS (optional)	
<ul style="list-style-type: none"> • Substitute Teacher of the Year Award recipient 	May 20xx

TOP TIPS

1. Save your resume & cover letter in PDF format: firstname lastname
2. Use 'Narrow Margins' and font size 10-12 to maximize space
3. Use keywords from the job description & website to show "fit"
4. Keep number of bullets, fonts, and formatting consistent throughout
6. You CAN exceed one page if your experience warrants it (2 pg. max)