

# Resume Basics

Your resume is not a static document. It may be used to apply for jobs/internships, scholarships, graduate/professional programs, or for networking. The key is to tailor your document to highlight your relevant qualifications for each situation. The following sample is meant to present a single, possible style. Your resume should reflect your own interpretation, style, and experience. Consider the following when creating your resume:

## SPECIAL CONSIDERATIONS

- Length: Depending on your experience, your resume can be one to two pages
- Unique Sections:
  - Be sure to include volunteer experiences, coursework, and internships that may apply to the population you are interested in working with.
  - If you enter an accredited graduate program, you may want to consider any certifications and eventually your license.

## ORGANIZATION & LAYOUT

- Organize content according to what is required and relevant to the position or program.
- Use margins (.5 to 1-inch), sections, or columns to balance and organize your content.
- Balance the content of your resume using left and right justification, spacing, and tab settings to draw attention to relevant information – remember consistency is key.

## FONTS & STYLE

- Use a font that is clear and easy to read at-a-glance.
- Adjust the size (10-12 pts, typically) based on the font.
- Incorporate style elements like **bold**, *italics*, CAPITALIZATION, and underline to draw attention to the most important parts of your resume.
- Each style element should emphasize a single type of information.

## SECTIONS & CONTENT

- Create section titles that market your experiences and align with what an employer or program is looking for.
- Select what you choose to include (ex. education, certifications/licensure, experiences, knowledge, skills, community outreach, leadership, etc.) based on what is required and relevant within the job/program description.
- List section information in reverse-chronological order with the most recent, relevant content first.
- Format your content to make it easily accessible to the reader - it is much easier to skim bullet points for information than paragraphs.
- Be concise but thorough – do not ramble or use irrelevant “filler” words.

# Name

LinkedIn URL

City, State

Phone

Email

## EDUCATION

### **Bachelor of Science in Social Work and Sociology**

*University of Wisconsin-Stevens Point (UWSP)*

December 2023

Stevens Point, WI

- Minor: **Criminal Justice**
- GPA: 3.08

## SOCIAL WORK EXPERIENCE

### **Case Management Intern**

*Salvation Army*

June 2023 – Present

La Crosse, WI

- Conduct weekly case management sessions with program participants.
- Utilize ServicePoint management system as a case management and tracking tool to ensure all data is entered for continued care.
- Collaborate with a team of social workers to provide care for homeless individuals in the greater La Crosse area.
- Shadow full-time case managers to learn how to develop discharge plans for individuals exiting the program.

### **School Base Case Manager**

*Plover School District*

September 2022 – May 2023

Plover, WI

- Developed relationships with a variety of professionals across the district to coordinate care and accommodations for middle and high school students.
- Discussed care plans with students, parents, teachers, and professional social workers to develop and update plans as necessary.
- Maintained accurate documentation and notes to ensure proper care.

## SOCIAL WORK SELECTED COURSES

### **High Security Prisons and Recidivism**

*Criminal Justice, UWSP*

Spring 2022

Stevens Point, WI

- Researched the correlation between high security prison practices and potential for recidivism using a meta-analysis of peer-reviewed literature.
- Constructed an argument for reducing time spent in isolation prior to reintegration into the public based on research findings.
- Presented findings to a class of 23 peers.

## COMMUNITY INVOLVEMENT

### **Mentor**

*Big Brothers Big Sisters*

October 2021 – Present

Stevens Point, WI

- Mentor 9 yr-old child on a weekly basis regarding homework, involvement, and friendships to provide support.
- Plan educational experiences such as virtual museum visits to increase cultural engagement.

### **Hall Representative**

*Pray Simms Hall Council*

October 2020 – March 2022

Stevens Point, WI

- Planned social and developmental events for 140+ residents to create a strong community.
- Founded marketing committee and recruited 5 members to promote collaborative residence hall events.