

Franken Resume

Your Street Address • City, State Zip • Best Number to Reach You • Best Email Address

[Use 1-inch margins all around and no smaller than 11-point font.]

OBJECTIVE

~~Inspirational one-sentence statement regarding your desire to work there...~~

[Your cover letter will achieve this, which makes this entry repetitive.]

SUMMARY

~~Snapshot of your skills that you will later present in your bullet points...~~

[You will already be talking about these skills in your position entries, which makes this repetitive and generally not a good use of limited resume space.]

EDUCATION [Lead with this]

Name of Graduate School MSW Master of Social Work	Location City, State Date of Graduation or Expected Graduation
Concentrations/Majors/Minors/Foci International Experience Foreign City, Country	GPA: 9.0 Dates

Name of Undergraduate School BA Bachelor of Arts in Psychology	Location City, State Date of Graduation
Concentrations/Minors/Foci	GPA: 4.0

RELEVANT SOCIAL WORK EXPERIENCE

Agency <i>Position Title</i>	City, State Start and End Date [can say "Present"]
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~~Volunteer, non-paid, 7 hours per week~~

- Be sure to format all of these entries in the same format to make it easy to read.
- It is standard to put these entries in reverse chronological order.
- Using tables to format the sections will make it difficult to update later.
- Do not use bullet points for the position entry; only use them for talking about your experiences at that agency.
- Use bullet points in lieu of talking about ~~(your)~~ experiences in paragraph style.

Agency Intern Personal Counseling Intern	City, State Start and End Date
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~~Part-time, paid, 25 hours per week~~

- Have more than 1 bullet point per position.
- Within each section, be sure to have roughly the same number of bullet points per entry so that one job does not look significantly more or less important than another.
- Try to edit out "hanging words" like in the previous bullet point to maximize the space and polish up the writing to the best of your ability.

YOUR GIGANTIC NAME

[In case page 2 gets lost from page 1. Do not include the rest of the header as it is redundant and a waste of valuable space better spent on your experiences.]

- Bullet point lines should be 1-2 lines maximum – be concise!

[Tab down if the pages are going to awkwardly break up your position entry.]

OTHER RELATED EXPERIENCE

Agency

City, State

Volunteer Outreach Program Volunteer

Start and End Date

Full-time, paid, 40 hours per week

- **Leading** Lead with an active verb and, if the position is over, then be sure that all your verbs are in the past tense.
- Highlight what you did and your accomplishments versus your roles or what you were “responsible for.”
- Consider the “What/When/How/Why” questions when writing your bullet entries.

Agency

City, State

Position Title

Start and End Date

Part-time, paid, 20 hours per week

Supervisor: Name

- **Highlight** Emphasize the range or diversity of your experiences to avoid being repetitive when you have had similar positions.
- Instead of saying, “Assisted” or “Helped,” consider what you did to assist or help, and highlight the work involved and take credit for your work.
- Not everyone will know what P.O.W.E.R.R. or DBT is, so spell out all acronyms.

RESEARCH

Where you got the experience – school or agency

Research Lab Title

Start and End Dates

Your Title, Professor

City, State

Any posters or publications you have can go in APA format. If you presented at a conference, you add on: “Poster session at the Name of Association at the Name of Conference, City, State”

SKILLS

- Technological Skills!
- Language Skills!
- Art Skills! Oh My!

HONORS

[This is best at the end, so that you can highlight your direct experiences first, which is most pertinent when applying for a position.]

~~REFERENCES or “References available upon request.”~~

YOUR GIGANTIC NAME

[In case page 2 gets lost from page 1. Do not include the rest of the header as it is redundant and a waste of valuable space better spent on your experiences.]

[Going up to 2 pages is a standard maximum at this point in your career!]