

# BSW Resume Writing Guide



*At the most basic level, a resume should be one page, formatted consistently, evenly spaced, easy-to-read, and free of grammar, spelling and punctuation errors. A well-written resume reflects your brand, communicates your qualifications, and answers the question: “Why should I hire you?”*

## FIRST AND LAST NAME

Phone: (000) 000-0000 | Email: [username@ramapo.edu](mailto:username@ramapo.edu)  
LinkedIn Profile or e-Portfolio link

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### PROFILE or SUMMARY

Develop an authentic and distinctive expression of one's brand in three to five phrases. Identifies the opportunity (role, industry and/or position) sought and summarizes the skills and accomplishments detailed in the resume.

### EDUCATION

**Ramapo College of New Jersey**, Mahwah, NJ, *Month Year End*

School of Social Science and Human Services

Bachelor of Social Work – Concentration or Minor

GPA: 3.X / 4.0

*Honors and Awards: Dean's List, Honor Societies, Scholarships (Optional)*

*Relevant Courses: (Optional)*

**Institution Name**, City, ST, *Month Year Start – Month Year End or Month Year End*

Degree conferred (if applicable)

### CERTIFICATIONS (Optional)

Skills are listed in order of relevance, grouped by type and concisely detailed within each type (e.g. Languages: JavaScript, SQL, HTML).

### ACADEMIC PROJECTS or RESEARCH (Optional)

### RELEVANT EXPERIENCE (Optional)

**Most Recent Organization**, City, ST, *Month Year Start – Month Year End or "Present"*

Title

- Bullet points begin with action verbs, are listed in order of importance, detail accomplishments and quantifiable results, are free of first person references, contractions or abbreviations.

### WORK EXPERIENCE

**Most Recent Organization**, City, ST, *Month Year Start – Month Year End or "Present"*

Title

- Bullet points begin with action verbs, are listed in order of importance, detail accomplishments and quantifiable results, are free of first person references, contractions or abbreviations.

**Previous Organization**, City, ST, *Month Year Start – Month Year End*

Title

- Bullet points begin with action verbs, are listed in order of importance, detail accomplishments and quantifiable results, are free of first person references, contractions or abbreviations.

### EXTRACURRICULAR ACTIVITIES or VOLUNTEER EXPERIENCE (Optional)

**Organization Name**, City, ST, *Month Year Start – Month Year End or "Present"*

Position

- Bullet points detail all involvement with organizations, activities and volunteer work which reflect the qualifications highlighted in the job description or mission of the employer.

### PUBLICATIONS (Optional)

### CONFERENCE PRESENTATIONS (Optional)

## ACTION VERBS: DEMONSTRATE WHAT YOU HAVE ACHIEVED

### IMPACT: Communicating the difference you made in your role

#### ***Accomplishment***

|              |          |           |            |             |           |
|--------------|----------|-----------|------------|-------------|-----------|
| Accomplished | Competed | Executed  | Obtained   | Resulted    | Solicited |
| Achieved     | Earned   | Generated | Produced   | Resolved    | Succeeded |
| Attained     | Ensured  | Instilled | Published  | Revitalized |           |
| Awarded      | Exceeded | Mastered  | Recognized | Sold        |           |

#### ***Improvement***

|              |            |             |              |              |  |
|--------------|------------|-------------|--------------|--------------|--|
| Accelerated  | Eliminated | Improved    | Restored     | Strengthened |  |
| Automated    | Enhanced   | Increased   | Restructured | Transformed  |  |
| Consolidated | Expanded   | Reduced     | Simplified   | Treated      |  |
| Corrected    | Expedited  | Reorganized | Streamlined  | Upgraded     |  |

### COMPETENCIES: Communicating your ability, proficiency or knowledge

#### ANALYTICAL

##### ***Analyze and Evaluate***

|             |            |            |             |              |              |
|-------------|------------|------------|-------------|--------------|--------------|
| Analyzed    | Clarified  | Derived    | Formulated  | Recommended  | Systematized |
| Assessed    | Classified | Determined | Interpreted | Reported     | Tested       |
| Calculated  | Compared   | Diagnosed  | Prescribed  | Summarized   | Upgraded     |
| Catalogued  | Compiled   | Estimated  | Organized   | Standardized |              |
| Categorized | Critiqued  | Evaluated  | Rated       |              |              |

##### ***Financial***

|           |          |            |            |            |            |
|-----------|----------|------------|------------|------------|------------|
| Adjusted  | Audited  | Calculated | Controlled | Figured    | Netted     |
| Allocated | Balanced | Compiled   | Disbursed  | Financed   | Projected  |
| Appraised | Budgeted | Conserved  | Estimated  | Forecasted | Reconciled |

##### ***Research***

|            |              |              |            |          |         |
|------------|--------------|--------------|------------|----------|---------|
| Collected  | Examined     | Gathered     | Located    | Reviewed | Tracked |
| Conducted  | Experimented | Identified   | Measured   | Searched |         |
| Defined    | Explored     | Inquired     | Modeled    | Studied  |         |
| Detected   | Extracted    | Inspected    | Observed   | Surveyed |         |
| Discovered | Found        | Investigated | Researched | Tested   |         |

##### ***Technical***

|             |            |            |            |              |          |
|-------------|------------|------------|------------|--------------|----------|
| Assembled   | Converted  | Fabricated | Programmed | Resolved     | Tested   |
| Built       | Debugged   | Installed  | Proved     | Restored     | Upgraded |
| Coded       | Designed   | Maintained | Rectified  | Specified    |          |
| Computed    | Diagnosed  | Operated   | Regulated  | Standardized |          |
| Constructed | Engineered | Printed    | Repaired   | Systematized |          |

#### COMMUNICATION

##### ***Interpersonal***

|            |           |             |           |           |  |
|------------|-----------|-------------|-----------|-----------|--|
| Advised    | Consulted | Interviewed | Moderated | Responded |  |
| Arbitrated | Conferred | Mediated    | Listened  | Suggested |  |

##### ***Promote and Influence***

|              |           |            |            |             |  |
|--------------|-----------|------------|------------|-------------|--|
| Advertised   | Convinced | Influenced | Persuaded  | Recruited   |  |
| Communicated | Elicited  | Marketed   | Promoted   | Represented |  |
| Contacted    | Enlisted  | Motivated  | Publicized | Solicited   |  |

##### ***Verbal and Written***

|             |           |           |            |            |           |
|-------------|-----------|-----------|------------|------------|-----------|
| Addressed   | Composed  | Discussed | Instructed | Outlined   | Specified |
| Articulated | Condensed | Drafted   | Interacted | Reconciled | Spoke     |

**Verbal and Written (Continued)**

|           |              |            |             |            |            |
|-----------|--------------|------------|-------------|------------|------------|
| Authored  | Corresponded | Edited     | Interpreted | Reinforced | Translated |
| Briefed   | Debated      | Expressed  | Lectured    | Reported   | Wrote      |
| Clarified | Delivered    | Formulated | Negotiated  | Presented  |            |
| Conveyed  | Described    | Informed   | Notified    | Proposed   |            |

**LEADERSHIP****Lead and Manage**

|              |             |             |             |             |             |
|--------------|-------------|-------------|-------------|-------------|-------------|
| Administered | Conducted   | Directed    | Executed    | Led         | Represented |
| Appointed    | Contracted  | Developed   | Headed      | Managed     | Strategized |
| Approved     | Controlled  | Enforced    | Hired       | Overhauled  | Supervised  |
| Assigned     | Coordinated | Ensured     | Hosted      | Oversaw     | Trained     |
| Authorized   | Decided     | Established | Implemented | Prioritized |             |
| Chaired      | Delegated   | Evaluated   | Instituted  | Recruited   |             |

**Plan and Organize (Events/People)**

|             |             |          |           |            |           |
|-------------|-------------|----------|-----------|------------|-----------|
| Anticipated | Convened    | Obtained | Prepared  | Recorded   | Scheduled |
| Arranged    | Coordinated | Ordered  | Processed | Registered | Verified  |
| Contacted   | Logged      | Planned  | Purchased | Reserved   |           |

**Plan and Organize (Data/Things)**

|              |              |           |           |              |              |
|--------------|--------------|-----------|-----------|--------------|--------------|
| Consolidated | Grouped      | Merged    | Organized | Routed       | Systematized |
| Distributed  | Implemented  | Monitored | Planned   | Standardized | Updated      |
| Eliminated   | Incorporated | Obtained  | Regulated | Structured   | Verified     |
| Filed        | Logged       | Ordered   | Reviewed  | Submitted    |              |

**TEAMWORK****Administrative Support and Customer Service**

|             |             |             |            |           |           |
|-------------|-------------|-------------|------------|-----------|-----------|
| Aided       | Collected   | Explained   | Maintained | Processed | Scheduled |
| Answered    | Coordinated | Filed       | Offered    | Provided  | Served    |
| Arranged    | Distributed | Greeted     | Ordered    | Purchased | Supported |
| Catalogued  | Emailed     | Handled     | Organized  | Recorded  | Tabulated |
| Categorized | Ensured     | Informed    | Performed  | Received  |           |
| Collated    | Expedited   | Implemented | Prepared   | Resolved  |           |

**Collaborate and Build Relationships**

|              |           |            |             |         |             |
|--------------|-----------|------------|-------------|---------|-------------|
| Collaborated | Consulted | Cooperated | Coordinated | Liaised | Reached out |
|--------------|-----------|------------|-------------|---------|-------------|

**INTIATIVE****Create and Modify**

|           |                |             |            |          |            |
|-----------|----------------|-------------|------------|----------|------------|
| Authored  | Conceptualized | Formed      | Integrated | Produced | Visualized |
| Began     | Constructed    | Formulated  | Introduced | Revamped |            |
| Built     | Created        | Founded     | Invented   | Revised  |            |
| Changed   | Customized     | Generated   | Launched   | Shaped   |            |
| Combined  | Designed       | Illustrated | Modified   | Staged   |            |
| Conceived | Established    | Initiated   | Originated | Updated  |            |

**Help and Guide**

|           |             |             |            |               |             |
|-----------|-------------|-------------|------------|---------------|-------------|
| Advocated | Cared for   | Coordinated | Guided     | Referred      | Supplied    |
| Aided     | Contributed | Ensured     | Intervened | Rehabilitated | Supported   |
| Assisted  | Cooperated  | Furthered   | Offered    | Served        | Volunteered |

**Teach and Mentor**

|           |              |             |                |            |         |
|-----------|--------------|-------------|----------------|------------|---------|
| Adapted   | Counseled    | Encouraged  | Familiarized   | Modeled    | Taught  |
| Advised   | Demonstrated | Evaluated   | Individualized | Motivated  | Trained |
| Clarified | Educated     | Explained   | Instructed     | Simplified | Tutored |
| Coached   | Enabled      | Facilitated | Mentored       | stimulated |         |

*Adapted from Boston University Center for Career Development*

## PROFILE/SUMMARY STATEMENTS TUTORIAL AND EXAMPLES

A profile/summary is an authentic, distinctive expression of your personal brand.

Your profile statement should:

- Identify who you are and the opportunity (role, industry, position) sought
- Summarize the skills and accomplishments detailed in the resume
- Contain targeted keywords relevant to the qualifications outlined in the job description(s)

**\*TIP: Try writing your Profile Statement last!\***

### SAMPLE 1:

Passionate, collaborative Social Work major with strong dedication and experience in adolescent support in classrooms settings, while providing a safe and welcoming environment to learn. Strong communicator, organizer, and problem solver. Seeking field placement. Competent with Google Suite (Docs, Forms, Sheets and Slides), and MS (Word, Excel and PowerPoint).

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### SAMPLE 2:

Social Work graduate seeking an Addiction Counselor position. Meticulous, critical thinker with practical knowledge of developmental theories and behavioral strategies. Strong verbal and written communication. Proficient in MS (Word, Excel, PowerPoint and Project).

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### SAMPLE 3:

Social Work major dedicated to serving and engaging underserved communities. Proven experience increasing awareness of and donations to local non-profit organizations. Collaborative in nature, equally able to manage projects independently. Seeking a Community Outreach Specialist position.

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### SAMPLE 4:

Dynamic, highly motivated Social Work major seeking fieldwork placement. Empathetic, positive collaborator and mental health advocate motivated to work in the Services industry. Exceptional communication, rapport building and counseling skills.

Career Services | [www.ramapo.edu/cahill](http://www.ramapo.edu/cahill)  
Pathways Programs | [www.ramapo.edu/pathways](http://www.ramapo.edu/pathways)



**Career Center (C209)**

(201) 684-7444

[careercenter@ramapo.edu](mailto:careercenter@ramapo.edu)

Hours: M-F: 8:30am-4:30pm

Summer Hours: M-Th: 8:00am-5:15pm

**ASB Career Center (ASB 513)**

(201) 684-7675

[careercenter@ramapo.edu](mailto:careercenter@ramapo.edu)

Hours: M-F: 8:30am-4:30pm

Summer Hours: M-Th: 8:00am-5:15pm