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## Social Miner

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### EDUCATION

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#### Master of Social Work

The University of Texas at El Paso (UTEP)

**Thesis:** The Perception of Healthy Relationships in Survivors of Abuse

Anticipated: 05/20xx

GPA: 3.76/4.0

**Licenses:** ASWB Examination

08/20xx

#### Bachelor of Social Work

The University of Texas at El Paso (UTEP)

Awarded: 05/20xx

GPA: 3.82/4.0

### RELATED EXPERIENCE

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#### Social Work Intern

*Aurora Mental Health Clinic*

9/20xx-4/20xx

Aurora, CO

- Performed individual, home-based, group, case management, and crisis intervention services to diverse population of children and their families in the Early Childhood and Family Center.
- Addressed clinical issues, such as trauma and loss, and a wide range of mental health issues often compounded by developmental disorders.
- Provided consultation services to teachers, foster care families, and other community service providers on a daily basis.

#### Social Work Intern

*Hispanic Counseling and Referral Services*

9/20xx-4/20xx

El Paso, TX

- Conducted clinical assessment and long- and short-term treatment to primarily Hispanic adult population, including immigrants, refugees, and American-born clients.
- Co-facilitated weekly art therapy groups in treatment program for severely and persistently mentally ill clients; led psycho-educational group for clients recovering from substance abuse.
- Implemented outreach services at the local community center helping 50 people a week.

#### School Liaison and Residential Counselor

*Youth Guidance Association*

6/20xx-5/20xx

El Paso, TX

- Supervised at-risk youth in residential treatment home and public school settings and led weekly after-school study groups and therapy groups.
- Completed accurate and appropriate documentation for all youth according to compliance guidelines.

### ADDITIONAL EXPERIENCE

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#### Preschool Teacher

*Salvation Army Little People Daycare*

12/20xx-5/20xx

El Paso, TX

- Created and taught curriculum one day per week to 18 low-income children ages three to five.
- Supervised class during play and recess activities; led music and art projects.

### SKILLS

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- Proficient oral and written skills in English and Spanish
- Extensive use of Microsoft Word, Excel, and PowerPoint

# CHECKLIST FOR A SUCCESSFUL RÉSUMÉ

## 1. Appearance

- \_\_\_ is pleasing to the eye, invites people to read
- \_\_\_ the format highlights your key information
- \_\_\_ has correct punctuation, spelling, and grammar
- \_\_\_ information is listed from most recent to oldest

## 2. Contact Information

- \_\_\_ is at the top of page
- \_\_\_ includes current and complete contact information
- \_\_\_ includes telephone number with area code
- \_\_\_ includes UTEP or professional email address that you check daily and your [Linkedin URL](#)

## 3. Job Objective (Strategic)

- \_\_\_ is specific and tailored to the job description

## 4. Education

- \_\_\_ [lists current degree you are seeking with anticipated graduation date \(month/year\)](#)
- \_\_\_ includes official university name and location
- \_\_\_ includes academic major (and minor if applicable) you are pursuing

## 5. Experience/School Projects

- \_\_\_ includes paid/unpaid volunteer, internship, co-op experiences or projects completed while in high school (e.g. yearbook, technical projects)
- \_\_\_ includes employer/organization name, job title, city, state and/or country (if not in the U.S.)
- \_\_\_ includes dates of employment (month/year)

### Accomplishment Statements:

- \_\_\_ highlights your accomplishments and contributions to the organization
- \_\_\_ includes relevant work experience and skills that you developed or enhanced while working in that position (e.g. communication, worked in teams, software used)
- \_\_\_ uses action words to describe what you did on the job (e.g. participated, collaborated, managed \ etc.)
- \_\_\_ uses numbers (#), percentages (%), currency amounts (\$), or frequency to quantify what you have done on the job (e.g. Managed five members...)

## 6. Relevant Activities/Memberships

- \_\_\_ emphasizes leadership roles and any officer positions
- \_\_\_ includes school and/or community memberships or activities (sports, orchestra, student government, etc.)
- \_\_\_ includes dates of participation (month/year)
- \_\_\_ includes athletic, fine arts, student council activities

## 7. Skills

- \_\_\_ *includes the languages known and specifies proficiency level (e.g.: Proficient, Fluent, Conversational)*
- \_\_\_ includes software knowledge and specifies the degree of expertise (e.g. expert knowledge in MS Excel; working knowledge of JAVA; proficient in Instagram promotion)

# UTEPEDGE

These Edge experiences can distinguish you and prepare you for leadership and lifelong success.



Consider applying for [student employment, work-study positions](#) or [internships](#) in your field



Consider study [abroad/study away](#)



Get involved with [student organizations and activities](#)

### YOUR NEXT STEPS:

1. Activate your Job Mine account at [utep.edu/careers](http://utep.edu/careers)
2. Have your résumé reviewed every semester by the Career Center ([careers@utep.edu](mailto:careers@utep.edu))
3. Upload your revised résumé to Job Mine



UNIVERSITY CAREER CENTER

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