



Sally Social Work

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EDUCATION

Bachelor of Social Work Anticipated: 05/20XX
The University of Texas at El Paso (UTEP) Overall GPA: 3.75/4.00 | Major GPA: 4.00/4.00

Honors and Affiliations

Dean's List – Fall 20XX, Spring 20XX and Fall 20XX

Licensure: LCSW Certification, February 20XX

RELEVANT EXPERIENCE

Counseling Intern El Paso, TX
Brown Health Center 06/20XX – Present

- Develop guidelines for weekly meetings with diversity groups
- Ensure accurate case notes and confidential files are secured
- Co-facilitate three counseling sessions per week

Intern

The Women's Safe Place El Paso, TX
06/20XX – 03/20XX

- Reach out to community agencies in order to maximize resources and referrals for clients
- Organize, prepare, and present seminars to high school students on domestic violence and lead discussions to raise awareness
- Maintain records, documents, and statistic reports on a weekly basis
- Conduct play groups for 10 children living in the shelter

Case Manager Assistant

The Teen Clinic El Paso, TX
08/20XX – 10/20XX

- Provided individual case management to children and adolescents, including pregnant teens and foster parents on a daily basis
- Collaborated with the Department of Health and Human Services regarding treatment and placement of children in foster care

VOLUNTEER EXPERIENCE

Fundraiser El Paso, TX
Big Brothers Big Sisters of El Paso 07/20XX – 12/20XX

- Increased contributions by \$500 by leading a team of eight volunteers to organize new monthly community fundraiser activities
- Wrote and sent letters of thanks to donors weekly
- Developed a network of contacts via LinkedIn to identify potential donors

SKILLS & CERTIFICATIONS

- Proficient in MS Word and Power Point
- Working knowledge of Spanish
- Extensive use of MS Excel, Noble Justice
- Human Resources Specialist Certification from Coursera

Accomplishment Statements

Accomplishment Statements are the statements in the experience section of your résumé that highlight your relevant skills, abilities, and/or contributions to an organization. Statements should include an action and a result listed with bullet points.

Start with a verb to emphasize a skill (result) then add how you accomplished the result (action).

It is important to tailor your statements to the job description and include measurable data as much as possible.

See examples of accomplishment statements in the “Experience Section” on page one.

Job Description

1. Read and analyze the job description
2. Identify the required skills listed for the job
3. Match your experiences to the skills listed in the job description

Measurable Data

**Quantify when possible using:
numbers, percentages, dollar amount(s), or
time frames**

Action Words

Verbs that strongly promote your skills and accomplishments

Critical Thinking/ Problem Solving

Analyze	Increase
Assess	Integrate
Compare	Measure
Determine	Organize
Devise	Research
Diagnose	Supervise
Evaluate	Synthesize
Execute	Verify

Communication (Oral/Written)

Address	Express
Author	Interpret
Share	Persuade
Convey	Present
Network	Promote
Demonstrate	Review
Draft	Speak
Edit	Write
Negotiate	Respond
Connect	

Teamwork/Collaboration

Assist	Organize
Brainstorm	Orient
Calculate	Plan
Collaborate	Process
Consolidate	Schedule
Construct	Supervise
Demonstrate	Support
Envision	Unite

Technology

Access	Implement
Analyze	Integrate
Calculate	Install
Coordinate	Launch
Deliver	Maintain
Design	Manage
Develop	Troubleshoot
Engineer	Organize
Program	

Leadership

Administer	Guide
Assess	Manage
Clarify	Mentor
Create	Motivate
Delegate	Oversee
Encourage	Recruit
Establish	Supervise
Facilitate	Train
Direct	

Professionalism/ Work Ethic

Achieve	Exceed
Act	Handle
Adapt	Improve
Evaluate	Implement
Deliver	Produce
Demonstrate	Reach
Drive	Simplify
Establish	Work

Career & Self-Development (Confidence/Advocacy)

Advise	Defend	Inform	Facilitate
Advocate	Diagnose	Master	Supported
Coach	Enhance	Negotiate	Guide
Communicate	Expand	Consult	Pursue

Equity and Inclusion

Celebrate	Engage	Empower
Communicate	Identify	Validate
Discuss	Interact	
Educate	Understand	

Updated 8/23