

# CREATE THE PERFECT SOCIAL WORK RESUME

Your resume should help you to stand out from the crowd.

Your resume needs to be tailored to each job application. This is a guide only, you **MUST** check individual organisation requirements

## Resume-page one

Photos are generally not required on Australian resumes, although other countries may require one.



## Resume - Carrie Jobs

28 Glossop Ave, Burwood Vic 3125, Tel: 0402740672  
Email: carrie.jobs@deakin.edu.au LinkedIn: www.linkedin.com/in/carriejobs

Make sure your voicemail and email address are professional.

### CAREER PROFILE

To begin your resume write a Professional Summary or Profile, a Personal Statement or a Career Objective.

Final year Bachelor of Social Work student with excellent communication and multidisciplinary teamwork skills developed through facilitating support groups, a keen ability to learn and competency within the clinical environment. Placement experience within the hospital environment utilising psychosocial assessment skills, treatment planning and clinical reasoning skills. Demonstrated understanding of social work theory and it's relevance to clinical practice. Eager to build a social work career within acute hospital settings.

### EDUCATION

02/2013 - current

Bachelor of Social Work

Deakin University

Achieved distinction Average  
Awarded Bates Scholarship for academic excellence

List achievements ie. distinction or above, scholarships or awards

### PLACEMENT EXPERIENCE

07/2016 - current

Barwon Health (500 Hours)

- Providing counselling and support to in-patients in the rehabilitation unit under the supervision of a qualified social work practitioner.
- Conducting psychosocial assessments, developed individualised treatment plans and discharge plans with the support of my supervisor.
- Co-facilitating of group activities for in-patients to support mental health including mindfulness exercises and basic physical activity.
- Informal and formal risk assessment of in-patients under the supervision of a qualified social worker including visual sightings of at risk patients.
- Participating in work hand-over meetings and social work staff meetings.
- Shadowing social work practitioners in other hospital areas including Community Health, Oncology and the Barwon Hospital Emergency Department.

Include:  
When, What, Where

03/2015 - 06/2015

Rural Housing Network (500 Hours)

- Provided housing information and advice including assistance with applying for public housing to people experiencing homelessness.
- Assisted clients with crisis accommodation and transitional housing where necessary.
- Referred clients to other support services where necessary such as youth support, drug and alcohol, domestic violence and mental health services.
- Assisted clients to access financial assistance to ensure they could obtain or remain in housing.

### RELEVANT EXPERIENCE

05/2015 - current

Inclusion and Activities Assistant

City of Greater Geelong

- Assist elderly and disabled individuals with activities such as gentle exercise, craft, one to one conversations, crosswords, board games or quizzes to promote mental health and social well being.
- Accompany and assist clients on selected outings and monitor clients, reporting any concerns or issues to staff.

Use dots points and positive language to highlight skills.

10/2013 - 05/2015

Volunteer Family Support Group Facilitator

Self Help Addiction Resource Centre (SHARC)

- Guided support group discussions and encouraged the exchange of ideas and feelings in a constructive and positive environment
- Prevented conflicts from developing and intervened and referred in the case of a crisis

# Resume-page two

Professional development; extra training courses and certificates completed to stay on top of professional practice.

## RELEVANT CERTIFICATES

02/2016 Working with Children Check (current)  
01/2016 Police Check (current)

## PROFESSIONAL DEVELOPMENT

02/2016	Working With Family Violence and Violence Against Women	Australian Association of Social Workers
07/2015	Applied Suicide Intervention Skills Training (ASIST)	LivingWorks Australia
03/2015	Mental Health First Aid	Mental Health First Aid Australia
09/2014	Level 2 First Aid Certificate	St John Ambulance

## EMPLOYMENT

02/2010 - 11/2015 Crew Trainer & Customer Service Hungry Max, Elsternwick

- Trained new employees on store operations, procedures and safety practices.
- Managed customer complaints ensuring customers left satisfied and solutions were within Hungry Max's policies and guidelines.
- Handled large amounts of cash when balancing register at the end of each day.

### Achievements:

- Awarded 'Employee of the Month' in January, June and November 2011.
- Promoted to Crew Trainer June 2014.

Use duties to highlight relevant/transferrable skills. Highlight major projects and achievements.

## VOLUNTARY EXPERIENCE

03/2016 - current General Committee Member Universal Health @ Deakin (Student Club)

- Assist the committee to plan and run events to raise awareness of key global health issues and to promote local and international opportunities to volunteer with organisations supporting these issues.
- Prepare event progress reports for committee meetings.

2014/15 Student Mentor Deakin University

- Guided and advised new Deakin students from a variety of cultural backgrounds in an official capacity.
- Supported new students in their transition to university in Australia.

## PROFESSIONAL MEMBERSHIPS

2013 - current Australian Association of Social Workers Student Member

## EXTRA-CURRICULAR ACTIVITIES

02/2009 - current Tennis Team Member Geelong Tennis Club

## REFEREES

Ms Jillian Don  
Social Worker/Placement Supervisor  
Barwon Health  
TEL: 03 1234 5678  
Email: jillsemail@publichospital.com

Ms Judy Abadia  
Supervisor  
City of Greater Geelong  
TEL: 03 1234 6789  
Email: judy@localcouncil.com.au

Mr Mark Johnstone  
Social Worker/Placement Supervisor  
Rural Housing Network  
TEL: 03 1234 6789  
Email: mjohnstonel@rhn.com

Most professional associations will have student memberships.

Extra-curricular activities show you as a well rounded person and can be used to highlight skills in areas where you may not have work experience.

List at least 2 relevant referees.  
NOTE:  
some jobs will ask for 3. Make sure referees give permission before listing them on your resume.

Include:  
Name  
Position  
Organisation  
Phone No.  
email

# DO'S & DON'TS of RESUME WRITING



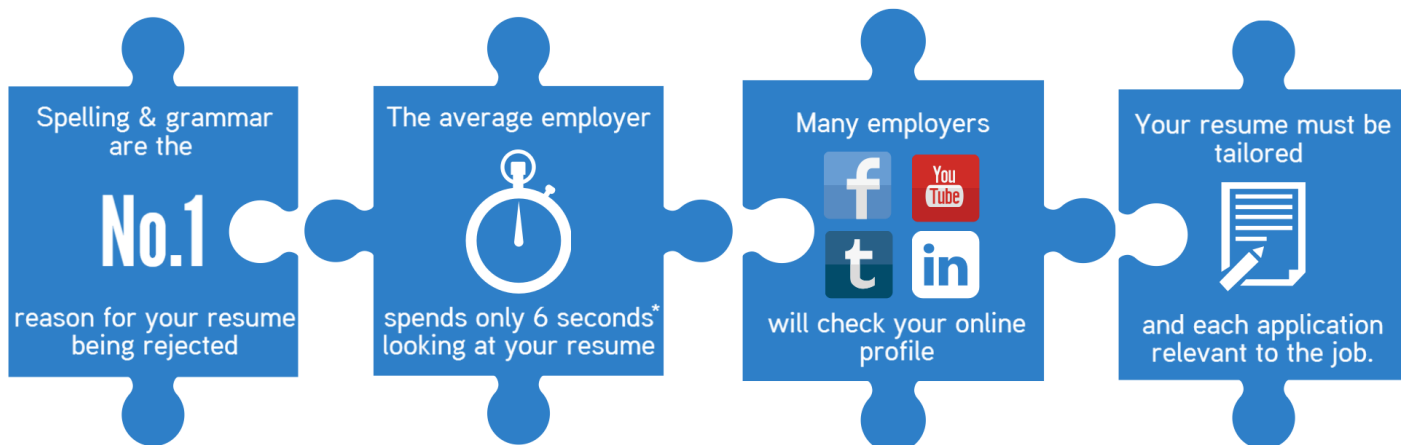
## DO

- Keep your format consistent
- Tailor for each position with your prospective employer in mind
- Place the important information up-front
- Keep resume to 2 pages, unless a length is specified
- Use industry appropriate language
- Use power verbs to strengthen your statements
- Edit and proofread multiple times
- Emphasise transferable skills

## DON'T

- Include anything that might discriminate against you - i.e. date of birth, marital status, race, gender or disability.
- Use jargon, acronyms, technical terms-unless essential
- Lie -employers have ways of checking what you put is true
- Include a photo unless requested.

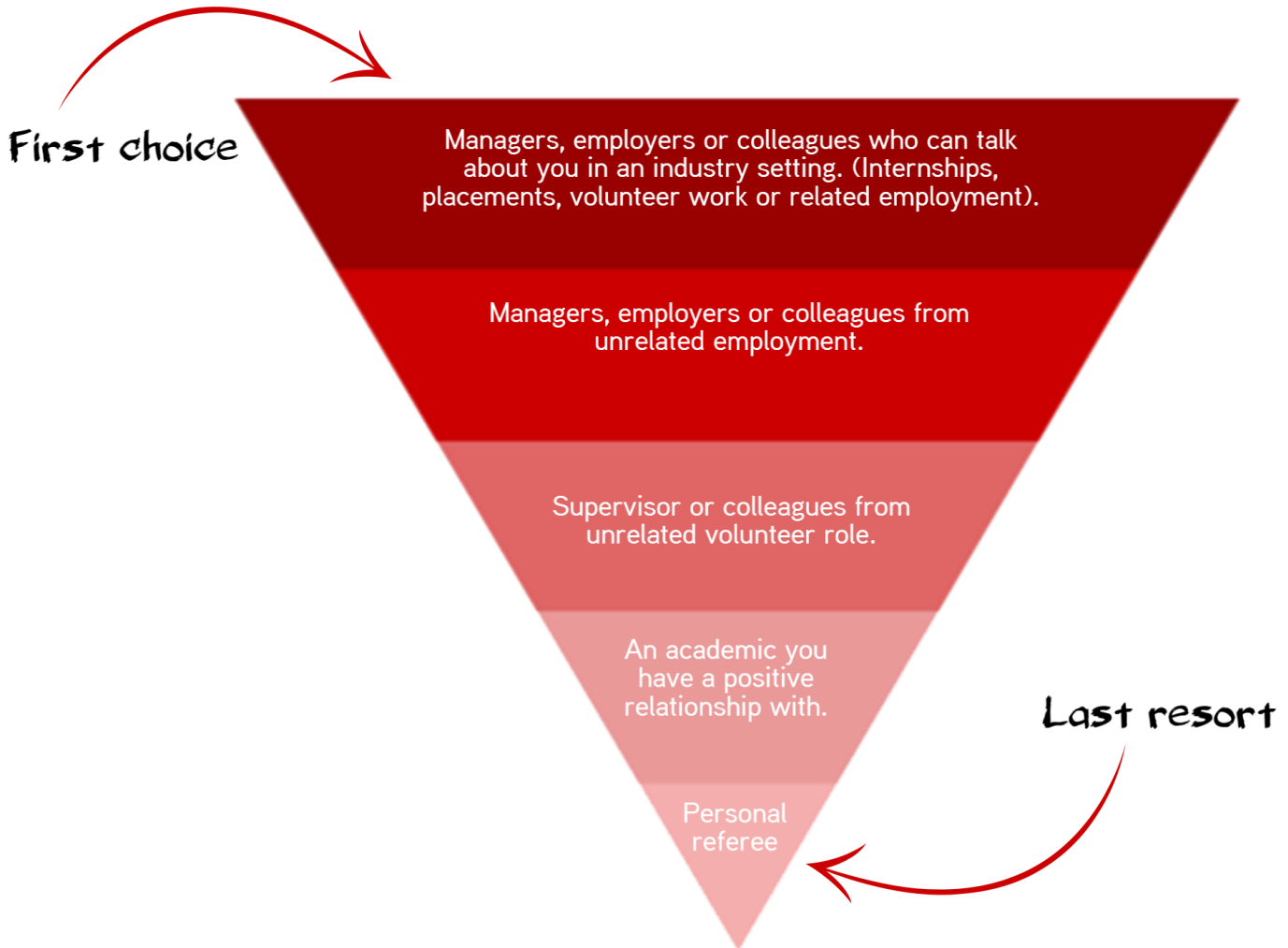
## REMEMBER



# Hierarchy of the best referees

Choose referees who can & will talk about your character and work skills in a positive way.

**REMEMBER** to ask your referees what they will say about you



# Applicant Tracking Systems (ATS)

Applicant Tracking systems are software designed to filter applications based on specific criteria before they're read by a real human. Utilized mostly by big companies and recruitment agencies they're used for written and online applications.

