# SCHOOL OF SOCIAL WORK
## UNIVERSITY OF MICHIGAN

## Franken Resume Usage Guide

This guide was developed to help explain and clarify the advice presented on the "Franken Resume" hand out. Our goal is to provide a series of handouts that will help you learn the basics on resume writing and formatting so that we can spend 1-on-1 sessions focused on tailoring your resume to the specific position you are applying for, bearing in mind your unique set of experiences.

## Key

Words = Ways we would typically recommend writing or formatting your resume.
[Words.] = Extra pointers and explanations
~~Words~~ = Ways to write your resume, that we often recommend against.

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## Franken Resume

Your name should be bigger and bolder than the rest of the text so that it is clear that it is your resume.

Your Street Address
Your header should always include your street address, one good phone number, and one good, professional email address to reach you by. Without these four basic pieces of information, your resume is incomplete.

Additionally, there are many ways you can stylize your header. It can be centered like on the "Franken Resume" handout, or you can move the pieces of information around and see what fits and represents you best. Be flexible, but note that the header of your resume should be used on your cover letter and reference sheet as well. Thus, think of this as your own personal letterhead.

## 1-inch margins

One-inch margins should be the minimum size margins used because any smaller would severely decrease the amount of white space present. A balance of white space in a resume is important because it allows the eyes to rest a bit and not feel too stressed or overwhelmed, and this essentially allows your reader to more easily read your resume.

## 11-point font

Similarly, you do not want to go any smaller than 11-point font because if the reviewer of your resume has a physical challenge when reading smaller fonts, then it will become very difficult for the employer to actually read your resume.

## ~~OBJECTIVE~~

More and more, including an objective is not considered necessary or even desired by employers. It is safe to say that a well-written objective will do no harm. A well-written objective is tailored to the specific position, is short, and focuses on what you will bring to your position/agency. It is not a broad or general statement.

## ~~SUMMARY~~

A summary is often a short list of your qualities that you wish to highlight to your prospective employer. If an employer asks for a summary, then by all means include it. Otherwise, we would recommend not including it because it takes up space that you could use to flesh out some of your experiences. Additionally, in a way, it is repetitive, since you are giving a summary of experiences that you are about to flesh out.

## EDUCATION

As a new graduate, your "Education" heading should be at the top of your resume because it emphasizes your credentials. Once you have been in the social work profession for a while, your professional experiences become more important and your education/credentials move to the bottom of your resume.

~~MSW...BA...~~

We often recommend writing out all abbreviations, including your credentials, as it looks more professional.  However, if you are having trouble formatting it in such a way that it will all fit and look neat, then it is okay to use abbreviations for your credentials, as long as it is consistent and you abbreviate the credentials/degrees from all of your education experiences.

~~GPA: 9.0~~

At this point in your career, your degree holds more weight than your GPA to potential employers.

**RELEVANT SOCIAL WORK EXPERIENCE**

You do not have to distinguish between paid and non-paid or field and non-field experience – and really, we would not recommend it.  Section your experience according to what's most relevant to what you want to do, like "Relevant Social Work Experience" and "Other Related Experience." That way, you can highlight the most relevant information first.

| | |
|---|---|
| **Agency** | Start and End Date [can say "Present"] |
| *Position Title* | City, State |

We often recommend leading with the university (and agency when talking about positions held) instead of the degree.  As an example, it is more common to have a degree in social work than a degree in social work from U-M.  Highlighting the university (or agency) first may make you more competitive and give a framework in which to think about your degree (or position).

~~*Volunteer, non-paid, 7 hours per week*~~

This information is often required when applying to school, but is not commonly needed when applying for a job – unless they ask for it.

~~(your)~~

Parentheses are often read like they are a side statement being whispered, and in a resume, you want everything you say to come off as deliberate.

### *~~Intern~~ Personal*

Specify type of intern for position title. "Intern" gets a little redundant and says little about the quality of your experience, so feel free to reference whatever specifiers would help paint a clearer picture of your role.

## <u>YOUR GIGANTIC NAME</u>

On the second page, you do not necessarily need to repeat your whole header, as it takes up too much space and it can make the employer wonder which page is the first page. However, you do want to make sure to have your name and the page number on the second page.

### Tab down

As the advice indicates, when the page break is going to split up your entry in an odd way, tab down or reformat your resume so that you can avoid this.

### <u>OTHER RELATED EXPERIENCE</u>

"Other Related Experience" is a great title for related social work experiences that you have had that are not as directly related to the position you hope to acquire. Additionally, given that this experience is less related, you do not have to spend as much space on it – hence, if you are tight on space, you can cut the entries in this section down to 2-3 bullets (instead of 4-5), for example.

### *~~Volunteer~~ Outreach*

Specify type of volunteer for position title. "Volunteer" gets a little redundant and says little about the quality of your experience, so feel free to reference whatever specifiers would help paint a clearer picture of your role.

### ~~Leading~~ Lead

Avoid using the gerund form of the verb (-ing) and make sure the verb is written in an active voice. Sometimes when trying to ensure using an active verb in the right construction, it is useful to pretend that the bullet point is an "I" and then, this makes it easy to spot and correct.

*~~Supervisor: Name~~*

Including your supervisor's name is often something required when applying to graduate school, however, it is not necessary for most job applications, hence, do not include it unless the employer asks for it.

~~Highlight~~ Emphasize

When you find yourself repeating the same verbs over and over, pay attention, and change it up!

## RESEARCH

Social Workers are from all walks of life and wear many different hats. Depending on the type of job you are looking for and the requirements of the position, your research experience may be very valuable and worth including. More specifically, if you are applying for any type of evaluation role, your research experience would be excellent to include. Thus when including your research experience, be sure to include the professor you worked for, the name of the lab and area of research, the university, the dates, and any publications you may have had. We would recommend that the publications be put in the standard American Psychological Association (APA) format. By using APA format, all of the basic necessary information will already be there and it will allow you to take credit for your work without taking up space to explain it. Additionally, you can bold your name to highlight and take credit for your work.

## SKILLS

The skills section should occur towards the bottom and should feature technological skills, language skills, and, in general, skills that are not normally in the social work realm.

## HONORS

Honors section can go towards the end since you will want to highlight your experiences first as the employer will be more interested in the skills you can contribute versus your honors.

**REFERENCES**

It is commonly not necessary to include references on your resume, or write "References Available Upon Request" at the end of your resume.

However, be sure to have them available if the employer asks for a list of references. This list should be on matching resume paper with your personal letterhead. It is also important for you to contact your references ahead of time and to provide them with information about the position for which you are applying, an updated copy of your resume, and any of your skills or experiences that you would like for them to emphasize.

2 pages

It is now considered standard to use 1-2 pages for your resume; however, for high-level positions, it may be necessary to create a longer resume.

## Additional FAQs
### Should I use a special type of paper?

Yes. Your resume should be on resume paper, which is thicker than typical paper. It is also suggested that it be printed with a laser printer.

Generally, it is not a good idea to select a color other than white or ivory. If you do select a different color, be careful. Some papers, such as those with fine grain flecks, can make it difficult for some readers to read your resume. If creativity and ingenuity is a high priority in the position that you are applying for, you may want to consider a color other than white or ivory.

### Should I put hobbies/interests on my resume?

No. It should only be professional in nature. If an employer asks you to include this on your resume, then you may do so.

### Are there any guidelines to sending an electronic resume?

It is best to create a pdf version of your resume if you are sending it electronically. This helps you to avoid formatting problems if the employer is opening your resume with a different program.

***What is a portfolio and how can I use one?***

A portfolio is a compilation of your works, which demonstrate your skills, strengths, and experiences. It can be in the form of a hard-copy or you can have an electronic version. There are pros and cons to each form. With hard-copies, you keep control of the information and who sees it. However, if an employer asks to keep it to further look at your work, you need to make it easy for them to return it to you. As for electronic versions, they are easy to access at any time. Nevertheless, non-profit agencies may not have the capability to open such a document, and when you have materials on the internet, you must remember that they are accessible to the world.

Individuals use portfolios to supplement interviews, and you can choose which works to share with the employer that you feel will best present your skills for a given position. Since you have limited time in an interview, it is best to speak of your skills/experiences and compliment this with 1 or 2 examples from your portfolio. You can offer to leave your portfolio with your employer but make sure that you include the materials needed to return it to you in the mail.

Of note, it is *especially* important to secure the confidentiality of your clients when presenting examples to a possible future employer. Black-out any unique or specific identifiers, and re-copy the document to ensure that there is no way someone can identify your client. Furthermore, make sure that you have permission from your prior agency to use examples of internal forms and documents.