

Revise for each application. Change the sections (order, titles) to best present what you offer (e.g., skills, experience).

KELLY TREVENA

Job Scam Protection: When concerned, give a cell number, email address and/or LinkedIn invitation.

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OBJECTIVE

Position as _____
Position in _____ utilizing _____

Optional Section: Job Objective, Goal, Target Position

Check Junk Mail: Don't miss important emails.

Margins: 1" (2.54 cm) margins all around.

EDUCATION

Note the position or area: e.g., Position in Immigration Services...
Describe your related strengths, experience and potential contribution.

Bachelor of Social Work

University of Regina, Regina, SK

20XX – present
(completion Apr. 20XX)

Scholarships & Awards

- Youth Leadership Award, Community Builds Community Foundation, Regina 20XX
- Entrance Scholarship, Youth Leadership, Regina 20XX

Social Work Associations - Memberships

- Saskatchewan Association of Social Workers (SASW) – Student Member 20XX – present
- Social Work Student Society (SWSS) – Member, University of Regina 20XX – present

Professional Development & Certificates (selected)

Heading Option: Continuing Education

- Risk Assessment and Intervention Certificate, Family Services, Saskatoon 20XX
- Aboriginal Approaches to Career Development, First Nations Centre, Regina 20XX

Optional Section: Professional Skills & Accomplishments, Relevant Skills & Experience, Profile of Knowledge & Skills

RELEVANT KNOWLEDGE, SKILLS & EXPERIENCE

Community Development & Program Planning

- Collaborated with stakeholders to assess community needs for _____
- ___ years experience developing and facilitating programs for _____
- Analyzed survey results utilizing qualitative and quantitative methods. Course project: *Title*
- Proposed policy on community development. Academic papers: *Title, Title*
- Trained and coordinated 20 volunteers for _____

Include some examples, details and statistics.

Individual & Group Counselling

- Interviewed clients to record case history, assess needs and _____
- Counselling clients for concerns related to _____ (volunteer)
- Assessed risk and intervened in crisis situations (Practicum II)
- Applied CASW *Code of Ethics and Guidelines for Ethical Practice* in case studies and practice
- *Related courses:* _____

Note titles of relevant courses.

Communication, Personal Skills & Attitudes

Heading Option: Communication, Teamwork & Self-Management

- *Languages:* English and Cree (basic)
- Applied awareness of intercultural diversity and anti-oppressive practice
- Demonstrated critical thinking and sound judgment (course case analyses, Practicum I & II)
- Self-motivated, _____ and _____
- _____

Customize Resumes: Analyze each job posting. Identify the requirements, sort them into categories and name – use as headings to structure this section (e.g., Advocacy, Policy Analysis). Write statements about your related strengths and experience.

Administration

- Prepared intake reports (20-30), maintained case documentation and _____ (Practicum II)
- *Computer:* Microsoft Office (Excel, PowerPoint, Word), Internet

Other Headings: Relevant Experience, Work History, Employment History

WORK EXPERIENCE

Volunteer & Community Program Coordinator (Practicum II)

Sept. 20XX – present

Community Services, Regina, SK

- Recruit and train volunteers for immigrant employment support programs
- Collaborate with stakeholders to identify community needs and plan programs for _____
- Assess program applicants and, as needed, refer them to appropriate programs and services
- _____

Educational Assistant (volunteer)

20XX – present

Mental Health Services, Regina, SK

- Conduct workshops for youth and adults on building self-esteem and _____
- Communicate respectfully with adults who have a mental illness (e.g, depression, bipolar disorder, schizophrenia)
- Assist with planning Mental Health Awareness Week

Work Experience Coordinator (Practicum I)

Sept. – Dec. 20XX

Youth Employment Centre, Prairie Human Resources, Regina, SK

- Planned and implemented two work experience programs for _____
- Provided support to youth participating in _____
- Communicated with employers, probation officers, teachers and counsellors regarding _____
- _____

Verbs & Skills: Use verbs to describe your skills (e.g., assist, develop, lead, organize).
Use past tense for work that has ended. Include some details, statistics and examples

Sales Associate

20XX & 20XX

The Sports Shop, Regina, SK

(summers)

- Provided courteous and efficient service in a fast-paced retail store (50+ customers/day)
- Respectively handled returns and resolved customer complaints

Option: If you use “Relevant Experience” for the above section, include an “Other Work Experience” section here.
Note only the position, employer, location and date: Cashier, Prairieland Foods, Regina, SK 20XX – 20XX

Other Headings: Associations & Activities, Memberships & Community Activities

MEMBERSHIPS & ACTIVITIES

Memberships

- Community Justice Association – Student Member, Regina 20XX – present
- _____

Volunteer

- Student Energy in Action for Regina Community Clinic (SEARCH), Regina 20XX – present
- South East Daycare – Board Member, Regina 20XX – present
- United Way Campaign – Canvasser, Regina, 20XX
- Buffalo Days – Day Trip Attendant, Sunnyside Homes, Regina 20XX
- _____

Interests

- Softball, curling, travel, piano and guitar, languages

References available upon request.

Reference Lists: If in doubt about when to provide references, check with the employer.