

# SOCIAL WORK & Related Human Services

## Application Letter, Resume & References – Entry-Level Positions

Tailor resumes for each application. Revise headings, order and content to highlight your related strengths.

**Job Scam Protection:** Concerned? Provide only your cell number, email address and/or LinkedIn invitation.

### Kelly Trevena

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

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**Summary:** Highlight your relevant skills, qualifications and experience. Try to note some details, statistics and results.

Highly motivated, resourceful and empathic Social Work graduate with experience in \_\_\_\_\_, seeking position as \_\_\_\_\_. Collaborative team member who \_\_\_\_\_. Commended for \_\_\_\_\_. Demonstrated skills: Needs Assessment, Program Planning, Group Facilitation, Risk Assessment and Interventions, Case Management, Ethics, Intercultural Communication, Collaboration and \_\_\_\_\_.

### Education

**Keyword Summary & Highlights:** Use keywords from the posting to highlight your related strengths.

#### Bachelor of Social Work

University of Regina, Regina, SK

20XX – present  
(completion Apr. 20XX)

#### Scholarships & Awards

**Other Heading:** Honours & Awards

- Youth Leadership Award, Community Builder 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)

- SafeTALK suicide alertness for everyone, Regina Qu'Appelle Health Region 20XX
- Aboriginal Approaches to Career Development, First Nations Centre, Regina 20XX
- Complete record attached

List recent and relevant training. **Option:** Attach a complete list.

**Other Headings:** Professional Skills & Accomplishments, Related Skills & Experience, Relevant Knowledge & Skills

### Relevant Knowledge, Skills & Experience

**Option:** Solid record of related work experience?  
Replace this section with Related Experience.

#### Community Development & Program Planning

- Collaborated with stakeholders to assess community needs for \_\_\_\_\_
- Over \_\_\_ years experience developing and facilitating programs for \_\_\_\_\_
- Analyzed a community needs survey (qualitative and quantitative). Course project: *Title*
- Proposed policy on community development to \_\_\_\_\_. Academic papers: *Title, Title*
- Trained and coordinated 15 volunteers for \_\_\_\_\_
- *Related courses:* \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Briefly note supporting examples, details, statistics and results.

#### Individual & Group Counselling

- Applied counselling theories and skills (e.g., cognitive-behavioural) to assist \_\_\_\_\_
- Interviewed clients to record case history, assess needs and \_\_\_\_\_
- Assisted with supporting clients for concerns related to \_\_\_\_\_ (Mental Health Services volunteer)
- Assessed risk and intervened in crisis situations related to \_\_\_\_\_ (Practicum II)
- Applied CASW *Code of Ethics* and *Guidelines for Ethical Practice* in case studies and practice
- *Related courses:* \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Note titles of selected courses.

#### Communication, Problem Solving, Personal Skills & Attitudes

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

**Customize Resumes:** Analyze each job posting. Identify requirements, sort them into categories and name— use as headings for this section (e.g., Advocacy, Client Support). Describe your related strengths, abilities and experience.

#### Administration

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



## Relevant Experience

Other Headings: Work Experience, Professional Experience

**Volunteer & Community Program Coordinator** (Practicum II)  
Community Services, Regina, SK

Sept. 20XX – present

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

**Educational Assistant** (volunteer)  
Mental Health Services, Regina, SK

Describe your most important tasks.  
Be selective (up to 5 points).

Jan. 20XX – present

- Conduct workshops for youth and adults on building self-esteem and \_\_\_\_\_
- Engage and communicate respectfully and effectively with diverse 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 \_\_\_\_\_
- \_\_\_\_\_

**Skills as Verbs:** Use verbs to describe related skills (e.g., assist, develop, lead, organize).  
Use past tense to describe work that ended. Add supporting details, statistics and examples.

## Other Experience

**Sales Associate**, The Sports Shop, Regina, SK

Summers 20XX & 20XX

**Option:** If you use "Relevant Experience" above, add a section on Other Work Experience.

## Associations & Activities

Other Headings: Interests & Activities, Community Memberships & Activities

### Memberships

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

### Volunteer

- Student Energy in Action for Regina Community Clinic (SEARCH), Regina 20XX – present
- UR International Peer Advisor, University of Regina 20XX – present
- Reconciliation Canada – Public Outreach 20XX – present
- United Way Campaign – Canvasser, Regina, 20XX
- Universal Daycare – Board Member, Regina 20XX – 20XX
- Buffalo Days – Day Trip Attendant, Sunnysdale Homes, Regina 20XX
- \_\_\_\_\_

Many employers review this section for examples of valued personal assets (e.g., teamwork, leadership, communication).

### Interests

- Softball, curling, travel, cultural events, guitar, languages

**References available upon request.**

**Important:** Employers vary on when to provide references. When uncertain, check with the employer.