

## Michael E. Wayne

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### Professional Profile

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Innovative, results-oriented professional with five years of youth-based service experience. Areas of strengths include developing leadership opportunities for foster care youth, facilitating support groups, and team building.

### Education

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**Master of Social Work** May 20xx  
*Wayne State University, Detroit, MI*

**Bachelor of Social Work** May 20xx  
*Wayne State University, Detroit, MI*

### Professional Experience

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**Social Work Intern** August 20xx – May 20xx  
*Case-Tannen Youth Center – Detroit, MI*

- Provided weekly individual counseling sessions for eight foster care youth, aged 14-20.
- Developed and facilitated three weekly support groups on conflict resolution, which focused on peer mediation.
- Co-coordinated outdoor leadership program, which promoted self-esteem, academic performance, and peer relationships.

**Youth Advocate** October 20xx- June 2xx  
*Global Community Services – Dearborn, MI*

- Facilitated weekly after-school group for youth, aged 14-18.
- Trained five youths as group co-leaders, which developed team-building and leadership skills.

### Professional Affiliations

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**Member** August 20xx – Present  
*National Association of Social Workers*

### Scholarly Achievement and Additional Experience

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**40 Hour Basic Mediation Training Certification** June 20xx  
*Helping Hands Mediation Center – Mt. Clemens, MI*

### Public and Professional Service

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**Volunteer – Youth Services (15 hours per week)** August 20xx – May 20xx  
*Volunteer Detroit – Detroit, MI*

## GUIDELINES FOR PREPARATION OF PERSONAL RESUME

A resume must be comprehensive in nature and accurately reflect all of your work and volunteer experience, awards and recognition. It should give an overview of those employment/educational experiences that support the contention that you are prepared for a career in social work and that your personality is compatible with the helping profession and the Wayne State University School of Social Work.

- This resume sample was designed for use as a **guideline only**. Please use headings applicable to your unique employment/educational experiences.
- Keep copies for future reference and/or your personal files. The School of Social Work Office of Admissions and Student Services cannot provide copies for you.
- The same resume, updated if needed, may be used for field.
- Font size should be between 11-12 points; choose a professional and easy to read font. Times New Roman and Arial are acceptable. Margins typically range between .5 and 1 inch.
- Do not use the following pronouns (e.g. I, my, me, we, our).
- Resumes should not include personal information such as age, relationship status, children, photos, or religion.
- Use reverse chronological order (most recent first).
- While it is ideal to be succinct, people with advanced degrees can go beyond the customary one-page resume. We recommend no more than two-pages for graduate students and no more than three-pages for PhD students.
- Bold, italics, and bullets can be used in moderation to accentuate and break up content.
- **Consistency is essential**; if you italicize a job title and bold the employer's name for one experience, make sure you do the same for all experiences.
- Your resume should be easy to read.
- Do not use abbreviations or informal/unprofessional language.
- Proofread several times to avoid spelling and grammatical errors. Schedule an appointment with a writing coach for review.