

Michael E. Wayne

227 Woodbridge Avenue - Detroit, MI 48201 - 313-867-5309 - mewayne@email.com

Professional Profile

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

Master of Social Work May 20xx
Wayne State University, Detroit, MI
Expected Licensure – August 20xx

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

Professional Experience

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

Member August 20xx – Present
National Association of Social Workers

Scholarly Achievement and Additional Experience

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

Public and Professional Service

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

Portfolio/References available upon request

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, 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 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.