# RESUME INSTRUCTIONS

[Address, City, State, Zip] • [Phone number] • [Email Address\*] [Current year in program (i.e. MSW, Concentration)]

\*Provide an email address that is unique and professional. Free email accounts can be obtained through gmail.com.

#### FIELD PLACEMENT GOALS

Answer the following questions to outline your desires and goals for field education:

What are your professional accomplishments?

What past educational, volunteer or work experiences led you to social work as a profession?

What are your social work learning interests?

Areas of interest may be forensic social work, clinical social work, children and families, medical social work, etc. Please refer to your field application for specific areas of learning.

Your resume should not include personal information. This is a professional document that will be shared with potential field agencies.

What are your long-term career aspirations?

Provide a short statement about how this experience will help you reach your long-term career goals.

### **HIGHLIGHTS**

- This section gives you an opportunity to highlight your unique strengths and abilities at a glance.
- Think about what you want someone to know instantly from glancing at your resume.
- Formatting note: To delete a bullet, click the section so that the cursor is to the right of the bullet you want to delete, then hit the Enter button.

#### RELEVANT SKILLS AND EXPERIENCE

- Emphasize skills and/or experiences you have that would be relevant to field.
- Some items you may want to include:
  - Previous field placement(s)
  - Volunteer experiences
  - o Languages spoken and written and level of fluency (including ASL)
  - Research experiences
  - o International experiences
  - o Software

## **RELEVANT/RECENT WORK HISTORY**

Use this section to provide previous employment information beginning with your current or employer. List in chronological order.

[Month, Year – Month, Year]

[Position Title]

[Employer]

[City, State]

 [Duties/Responsibilities]: Highlight primary activities or those that a potential field agency would be interested to know.

Your resume should be no more than one page. If you have a great deal of work history, provide only recent work history or those experiences that you feel are relevant to field.

#### **EDUCATION/CERTIFICATIONS**

Provide current degrees and/or credentials you may hold. You do not need to include your high school diploma.

[Month, Year – Month, Year] [Degree, Institution, City, State]

[Month, Year – Month, Year] [Scholarship information]

[Month, Year - Month, Year] [Credential/Certification]

Be sure to proof your resume for spelling, punctuation, and grammatical errors!