SAMPLE STUDENT RESUME

1234 Sample Street, Reno, NV 89503 • (775) 111-1111 • samplestudent@sample.com
MSW, Concentration Year

FIELD PLACEMENT GOALS

After volunteering internationally and working with children and families, I am committed to pursuing social work as a profession. I am interested in obtaining a field placement that will allow me to advance my understanding of clinical social work through direct practice in a mental health setting as well as develop a strong knowledge base of community resources, community needs, funding opportunities and program development. I'm also interested in learning more about adolescents and substance abuse, addictions, and suicide intervention. My ultimate career goal is to be able to strengthen individuals and families in our community on a daily basis.

HIGHLIGHTS

- Positive, friendly attitude
- Strong organizational and analytical skills
- Capable of working in high-stress environment with patience and professionalism
- Able to establish, pursue, and accomplish goals in a set time frame
- Current member of NASW

RELEVANT SKILLS AND EXPERIENCE

- Previous field placement experience with Washoe County Social Services, Assessment Unit
- One-year volunteer experience with the National Association of Social Workers
- Software: Microsoft Word, Excel, Publisher, Power Point, Access, QuickBooks
- One-year study abroad program completed August 2001-May 2002 in Santiago, Chile
- Languages: Spanish (fluent, both written and verbal)

RELEVANT/RECENT WORK HISTORY

August 2009-Present
Graduate Assistant
University of Nevada, Reno
Reno, NV

- Assist supervisor with grading papers, tracking grades, preparing assignments, word processing/document preparation, PowerPoint preparation, and table/figure compilation;
- Conduct literature searches and locate resources as needed;
- Presented several mini-lectures to an introductory social work course.

January 2006-August 2009
Tutor for ESL Students
XYZ Elementary School
Reno, NV

- Met with children ages 8-12 on a daily basis to assist with daily assignments and homework;
- Developed effective and positive communication skills with children, teachers, staff and parents;
- Assisted children in grasping linguistic and cultural concepts;
- Learned the process of reporting child and abuse and neglect to Washoe County Social Services.

August 2004-May 2005
Sales Associate
XYZ Clothing Store
Reno, NV

- Interacted with customers to ensure a pleasant shopping experience;
- Responsible for customer satisfaction and cash register;
- Maintained cleanliness of service environment;
- Utilized a computerized system to track inventory.

EDUCATION/CERTIFICATIONS

August 2009-Present MSW in progress, University of Nevada, Reno

August 2000-December 2004 B.S., Psychology, University of Nevada, Reno