

RESUME INSTRUCTIONS¹

[Current year in program, e.g. MSW Concentration Year)]

[ProfessionalEmail@gmail.com²] • [Phone number] • [Mailing Address] • [City, State Zip]

FIELD EDUCATION OBJECTIVE³

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

- **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.
- **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.

WORK AND VOLUNTEER EXPERIENCE⁴

Use this section to provide previous employment and volunteer information beginning with your current employer. List in CHRONOLOGICAL order. Emphasize skills and/or experiences you have that would be relevant to field practicum experience and that a potential field agency would be interested to know.

- Some items you may want to include:
 - Previous field placement(s)
 - Volunteer Experiences
 - Languages spoken and written, including level of fluency (including ASL)
 - Research experiences
 - International experiences
 - Software

EDUCATION

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

¹ Be sure to proof your resume for spelling, punctuation, and grammatical errors!

² Provide an email address that is unique and professional. Free email accounts can be obtained through the UNR Help Desk.

³ Your resume should not include personal information. This is a professional document that will be shared with potential field agencies.

⁴ 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.