

## CANDIDATE NAME, MSW

Address  
City, State, Zip Code

Phone #  
Email Address

### OBJECTIVE (OPTIONAL – USE IF APPLYING TO A SPECIFIC POSITION)

### HIGHLIGHT OF QUALIFICATIONS (OPTIONAL – OFTEN USED IN COMBINATION RESUME)

- X years experience in social service positions in hospitals and community health organizations
- Strong written and oral communication skills including fluency in Spanish
- Successfully managed case loads ranging from x to y
- Streamlined intake procedures and implemented process improvements at various organizations

### EDUCATION (INCLUDED ON ALL RESUME FORMATS)

#### Master of Social Work

Florida Atlantic University  
Area of Specialization (include if applicable):  
Honors/Awards (include if applicable):  
GPA (optional):

Expected May 2010  
Boca Raton, FL

#### Bachelor of Social Work

Institution  
Honors/Awards (include if applicable):  
GPA (optional):

December 2008  
City, State

### LICENSURE (INCLUDED ON ALL RESUME FORMATS)

#### Title of License

Expected Month Year

### PROFESSIONAL EXPERIENCE (THE FOLLOWING ARE OPTIONAL FORMATS):

### *CHRONOLOGICAL EXAMPLE*

- \*\* Experiences are listed in reverse chronological order – the most recent one is first
- \*\* You may separate your experiences into multiple sections (such as Social Work Experience and Additional Experience) – each section's entries are ordered separately using reverse chronology
- \*\* If you use a Highlight of Qualifications section a chronological resume becomes a combination resume

### SOCIAL WORK EXPERIENCE

#### Social Work Intern

Organization Title

Month Year – Month Year  
City, State

- **Action verb → What you did → Results achieved**
- Assessed adolescents, approximately 40 per week, for admittance into five different alcohol abuse treatment programs
- Etc.

**FUNCTIONAL EXAMPLE**

- \*\* First you group your experiences and skill sets by functional area
- \*\* Second you list where you completed those experiences

**RELEVANT SKILLS AND ACCOMPLISHMENTS**

**SOCIAL WORK EXPERIENCE**

- o Managed x cases on a monthly basis to .....
- o Conducted sessions on .....
- o Etc.

**COMMUNICATION SKILLS**

- o Excellent communicator and presenter – facilitated over 40 workshops for adolescents
- o Fluent in Spanish and translated over 25 print and on-line documents
- o Etc.

**PROFESSIONAL POSITIONS**

**Social Work Intern**  
Organization Title

Month Year – Month Year  
City, State

**COMBINATION EXAMPLE**

- \*\* First you include the Highlight of Qualifications section shown on page one
- \*\* Second you use the chronological format shown in the Chronological Example

**Tips:**

- o **Other sections** – you can include other sections that highlight your related skills such as:
  - Courses taken – include upper level courses that demonstrate experience related to the position
  - Computer/technology experience – list specific programs and/or technologies
  - Language expertise – indicate level of fluency
  - Memberships/affiliations – include positions held and dates associated with the position and/or membership
- o **Possible aspects to highlight that relate to social work:**
  - Client experience (services provided, # of clients, type and duration of interaction)
  - Management responsibilities (staff, budget, strategic planning)
  - Process or product improvement (increasing service & efficiency, reducing cost, etc.)
  - People skills (cross-cultural experiences, collaboration with other professionals)
  - Personal attributes (ethics, sensitivity to others – may be introduced in cover letter)
  - Type of placements (field practicum, internship)
  - Project management/data collection and reporting
- o **Personal information** – age, family situation, religion, disabilities, political affiliation, race/ethnicity, sexual orientation, etc. **should not** be included on the resume
- o **References** – on a separate page
- o **Length of document** – recommend one page, however if significant experience you can use two pages
- o **Formatting** – 11 point font, ample white space
- o **If you have a two page resume** – do not double-side your resume, no paperclips, no staples; include your name and page number on the second page