

## STUDENT RESUME FORMAT

(Student Name)

(School Address)  
(Telephone Number)  
(E-Mail)

(Permanent Address)  
(Telephone Number)  
(E-Mail)

### PROFESSIONAL OBJECTIVE

State your learning goals. Identify the challenges, opportunities, experiences you would like to address during your field placement.

### EDUCATION

Major, minor (if you have one).  
GPA (optional), expected graduation date. Training or courses specifically related to agency's purpose.

### ACADEMIC HONORS AND AWARDS

Highlight or omit

### WORK AND VOLUNTEER EXPERIENCE

Prepare a chronology of work and volunteer experiences. Highlight skills you have developed that transfer to social work. Use action verbs when describing work functions.

### COLLEGE ACTIVITIES

Activities on campus, SSWA membership, other campus groups.

### SKILLS

Identify skills you have developed that might be useful in practice (e.g. computer skills, foreign or sign language, art, etc.)

### REFERENCES

Provide three references and their addresses and telephone numbers. References should consent to serve in this capacity. References should be able to speak about your knowledge, skills, interests, and/or character.