



**Department of Social Work**

**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.