

Myron B. Thompson School of Social Work MSW Program
MSW APPLICATION RESUME GUIDELINES

Your resume will give you an opportunity to share information about yourself in a brief, easy-to-read style and should be composed and formatted carefully. Below is a sample of the preferred arrangement. While it is not necessary for you to arrange your resume exactly as the sample, it is necessary that you include all the information listed.

Print on white paper and limit your resume to two pages or less.

PERSONAL DATA

Name, address, phone number, e-mail

EDUCATION

Schools, Colleges, Universities, their locations, and the dates you attended.

Identify your degree(s) and major and minor.

EMPLOYMENT

List your work experience in chronological order including military service. Provide a brief job description and give beginning and ending dates for each position.

VOLUNTEER EXPERIENCE

List your volunteer service in social work or related fields.

Provide a brief description and give beginning and ending dates for each position.

SPECIAL SKILLS AND ATTRIBUTES

List skills or attributes that enhance your ability to work with others.

For example: Fluent in a foreign language, ethnocultural background or experiences, research or training, residence or travel outside your own country, interdisciplinary involvement, civic/group/fraternal experience, or experiences with economically, socially, or educationally disadvantaged people.

PROFESSIONAL AFFILIATIONS AND HONORS

Membership in professional associations.

Publications, awards, academic honors from your college or university.