

PREPARING A SOCIAL WORK RESUME

(For Students Entering YR II Internships)

- Please make sure your name, address, phone number, and your Simmons email address are up to date. Make sure your voicemail is not full and your greeting is professional.
- Under Education: indicate that you are at Simmons University School of Social Work. You can add “MSW Candidate” and expected graduation date, then add other education information. Simmons should be listed first. If you are in a certificate program, list this as well.
- Under each category or heading (education, employment, volunteer experience, etc.) always put your experiences in chronological order with your most recent experience first.
- You don’t need to fit everything on one page. Of utmost importance is a good description of your first MSW internship. The format is up to you. If you use bullets, then each phrase should start with an "action" verb in the same tense. If you use paragraph style, use full sentences. Please remember, your resume is a writing sample for agencies so be sure to edit it carefully, and have someone else proofread it.
- When describing your first MSW internship include all perspective learning opportunities, even if they have not occurred yet. They will have occurred by the time you start in September. Be sure to also include:
 - The agency name, department, location and dates of internship
 - Your title (social work intern)
 - Brief description of the agency or program (i.e. residential program for adults with severe persistent mental illness)
 - Your duties (e.g.: case management, assessments, treatment planning, individual, group, or family work)
 - Type of clients served: age range, diagnosis or presenting problem, cultural/racial diversity
 - Describe any special projects, special skills, or training
- The [Career Education Center](#) is available to all students for resume assistance. Make an appointment as early as possible as appointments fill up quickly.
- Your FLA and/or Field Instructor are excellent resources for checking a draft of your resume.
- Review the resume example for additional guidance.

You will be asked to upload your resume in Tevera and may receive feedback to change your resume.