

## Preparing a Social Work Resume (Generalist Year Placement)

In preparation for your internship, it is a good time to revise your resume to reflect your new social work career path. Here are a few tips to get you started.

1. Make sure your name; address, phone number, cell phone number, and email address are up to date. Agencies will use this information to contact you.
  - You should use your Simmons email address if you have been assigned one. If you have not been assigned one yet, please be sure that your email address is professional.
2. Under EDUCATION: include that you are at Simmons University School of Social Work. Add that you are an MSW candidate and your expected graduation date. You may then add other education information. Simmons should be listed first.
3. You do not need to fit everything on one page if you have a lot of experience. The most important thing is to describe your experiences. The format is up to you.
  - If you choose to use bullets, start each phrase with an "action" verb in the same tense.
  - If you choose to use paragraph style, make sure to use full sentences.
  - Your resume is an agency's first impression of you—a tool used to assess your writing capabilities—make sure to avoid typos and edit carefully.
4. PAST EXPERIENCE: Consider your previous work and/or volunteer experience and identify skills that are transferable to the field.
5. The Career Services Center is available to all students for resume assistance. They also have excellent handouts for all aspects of a job search.
  - <http://www.simmons.edu/cec>
  - (617) 521-2488
6. The Field Faculty who will be interviewing you for the field placement matching process will be a good resource for reviewing and providing feedback about your resume.