

Preparing a Social Work Resume - Generalist Year Placement

In preparation for your first year of practicum MSW internship, it is important to revise your resume to reflect your new social work career path. Here are a few tips to get you started:

- Make sure your contact information (name, cell-phone number, email address) is up-to-date; agencies will use this information to contact you
 - You should use your Simmons email address; If you have not been assigned one yet, please be sure that your email address is professional
 - Make sure your voicemail is not full, and that your greeting is professional
- Make “Education” the first heading on your resume, listing that you are at Simmons University School of Social Work
 - Add that you are an “MSW Candidate,” and put your anticipated graduation year
 - List your educational experiences in reverse chronological order, with Simmons listed first
 - Do not include your grade point average or your high school education
- For “Experience,” consider both your previous work/employment, as well as any volunteer or unpaid experiences
 - You do not need to fit everything on one page if you have a lot of experience, but try to keep descriptions concise and clear
 - If you use bullet-formatting, start each phrase with an “action” verb in the same tense (current experiences should be in the present tense, past experiences should be in the past tense)
 - Do not use more than 3 bullet points per experience
 - If you 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

The Career Services Center is available to all accepted students for resume assistance, even if you haven’t begun taking classes yet. They also have excellent handouts for all aspects of a job search: <http://www.simmons.edu/cec>; (617) 521-2488

Your Faculty Placement Advisor in the Practicum Education Department (who will be meeting with you to discuss the placement matching process) will also be a good resource for reviewing and providing feedback about your resume.