# Name (Bold Letter)

## *Objective*

(Two to three lines. Statement that show your interest, ability and desire to work in the area of social work)

Example: To obtain a position as an entry level social worker requiring an individual possessing …..

## *Education*

Example: Graduate of Slippery Rock College, (City, State), Spring class of 2003, with a major in …

## *Related Academic Involvement*

(State things done of an extracurricular academic nature that relate to your chosen field of work)

## *Honors/Awards*

(Statement of each major award the area in which awarded or reason for award; year of the award)
Make awards applicable to your degree and/or job objective if possible. Include g.p.a., honor societies, etc.

## *Internships*

(Statement of each internship and show relevance to your job objective if possible. Include the term and year completed)
Place emphasis on working with people in a helping capacity. Show an example of team work and creative thinking.

## *Volunteerism*

(State volunteer work as it relates to your future employment, term and month of volunteer work)

## *Interests/Readings*

(State things you enjoy doing or things you read that relate to future employment)

## *Work Experience*

(Year(s) of employment. Include the name of the firm/company, location, position, and responsibilities)
Most recent employment is stated first. Include no more than three employers.

## *Skills*

(Skills you possess such as computer skills, knowledge of another language, organizational ability, speaking ability)

Street Address
City, State

Phone: 555-555-5555
Fax: 555-555-5555
E-mail: someone@example.com

# Name (Bold Letter)

*Languages*

Place your text here. Delete this text and heading if you don't need them.

*Accreditation*

Place your text here. Delete this text and heading if you don't need them.

*Patents and Publications*

Place your text here. Delete this text and heading if you don't need them.

*Awards Received*

Place your text here. Delete this text and heading if you don't need them.

*Interests and Activities*

Place your text here. Delete this text and heading if you don't need them.

*Hobbies*

Place your text here. Delete this text and heading if you don't need them.

*Volunteer Experience*

Place your text here. Delete this text and heading if you don't need them.

*Computer Skills*

Place your text here. Delete this text and heading if you don't need them.

*Licenses and Certificates*

Place your text here. Delete this text and heading if you don't need them.