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.