

## **FORMAT FOR PERSONAL RÉSUMÉ**

Please use the following format when preparing your personal résumé. Your résumé should be comprehensive in nature and accurately reflect your educational and employment history.

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**NAME:** (First) (Middle) (Last)

**CURRENT ADDRESS:** (Street, City, State, County, Zip Code)

**HOME PHONE:** (Area Code & Number)

**CELL PHONE:** (Area Code & Number)

**WORK PHONE:** (Area Code & Number)

**EMAIL ADDRESS:**

**EDUCATION:** (Begin with most recent degree)

1974 M.S.W. Social Work, Wayne State University, Detroit MI  
1970 B.A. Psychology, Alma College, Alma MI

**EMPLOYMENT:** (Begin with most recent work experience giving dates, employer, location and brief description of responsibilities)

May 1982 - September 1983 Child Care Worker, Hawthorn Center  
Northville, Michigan 48000  
(Responsibility for 8 ten year old boys living in Group Home)

Note: Although you include your most recent paid work experience, you are still requested to complete pg. 3 of the School of Social Work Application for Admission to Doctoral Program. This section of the application asks for more details than you need to include in your résumé.

**COMMUNITY SERVICE & VOLUNTEER ACTIVITIES:**

May 1 1992 – June 1993 Child Advocate, Big Brothers/Big Sisters  
Wayne County BB/BS  
Detroit, MI 48000

**HONORS, AWARDS, RECOGNITIONS:**

May 1 994      Child Advocate of the Year – 1 994  
Big Brothers/Big Sisters of Michigan

**ADDITIONAL ACADEMIC EXPERIENCE:** Identify coursework, workshops, lectures, etc. you have attended/completed since attaining your MSW degree that you believe contribute to your preparation for doctoral education and training.

May 1 994                      "Group Work Training for Working with Pregnant Teens"  
Children's Aid Society, Detroit, Michigan