

GUIDELINES FOR PREPARATION OF PERSONAL RESUME

The following information is an example resume for field education, using Times New Roman, font size 12. This resume needs to be comprehensive in nature and accurately reflect your education, past field placement experience (if applicable), employment up to the last 5 years or last 3-5 work positions you've held, volunteer and/or community service experience, professional affiliations, awards and recognition, and most importantly your field education expectations. It should give an overview of those life experiences that support the contention that you are prepared for a career in social work. **Please limit your resume to 2 pages only.**

[Scroll down to see example](#)

Jane E. Smith
4756 Cass Ave., Detroit, Michigan 48201 (313) 777-9311
E-mail: ab1234@wayne.edu

EDUCATION

Master of Social Work	2013 (current)	Wayne State University, Detroit, MI
Bachelor of Science - Psychology	2006	Wayne State University, Detroit, MI

PAST FIELD PLACEMENTS:

Lafayette Clinic (Second-Year Internship) - September 2011 to April 2012

Provide psychotherapy as primary therapist to individual adults and families in outpatient department. Attend weekly diagnostic conferences and BI-weekly seminars on social service and mental health topics. Participate in Lafayette clinic group research project, focusing on personality disorders; as part of group, conduct weekly two-hour interviews with walk-in patients.

Southfield-Lathrup Counseling (First -Year Internship) - September 2010 to April 2011

Provide support and guidance to individuals and families on outpatient basis. Supervised volunteers for weekly the legal aid program. Provided presentations for Southfield public school child development center focusing on stress management and multi- cultural communication issues. Assisted in development of 8-week support group and participated as co-leader.

EMPLOYMENT HISTORY

Academic Advisor/Alumni Liaison

Wayne State University, School of Social Work, Detroit, MI - May 2005 to August 2010

- Aid in recruitment and retention efforts in the Office of Admissions and Student Services
- Responsible for advising all MSW students and prospective students
- Serve as Liaison to the University of Windsor as part of the WSU School of Social Work's Exchange Program.
- Responsible for coordinating various student support workshop & orientations
- Aid in coordinating graduate certificate program "Social Work Practice with Families & Couples"
- Responsible for site visits recruiting MSW students and on site Information Meetings

Research Assistant

WSU School of Social Work, Detroit, MI - June 2004 to March 2005

- Performed library and community AIDS research to collect and organize data files on computer with necessary cross-referencing.
- Assisted in planning and organizing AIDS education event for all social work students and faculty

-Assisted in the final evaluation of project

PACT Counselor

WSU Parents and Children Together (PACT), Detroit, MI - January 2003 to May 2004

- Provided supportive counseling, concrete assistance, advocacy and referrals for families referred through the Michigan Department of Social Services-Protective Services and Foster Care and prepared juvenile court reports to recommend child placement.
- Received graduate training and supervision through the Sociology Department and Wayne State University in areas of substance abuse, infant mental health, and child development.

COMMUNITY SERVICE:

- 2010 - present Diabetes Education and Wellness student run clinic faculty liaison and volunteer
- 1996-04 Martin Luther King, Jr, Cesar Chaves, Rosa Parks (KCP) College Day Program
- 1999 Coordinated and participated in High School Tutor Program, Sacred Heart Chaldean Church
- 1998-01 Metro Detroit against Sanctions, presenter at teach-in and fund raising events

PROFESSIONAL AFFILIATIONS:

- 1991 - present National Association of Social Workers
- 1998 - present Council on Social Work Education

HONORS and AWARDS:

- 2011 Michigan International Professional Women Award
- 1997- 2008 Merit award from President/Deans Fund
- 1991 Graduate Professional Scholarship Award

FIELD EDUCATION EXPECTATIONS: I look forward to the opportunity to strengthen my clinical skills and to acquire insight and proficiency in providing social work services to diverse populations. I welcome the opportunity to work with a master level social worker as mentor who will guide my professional preparation as a competent social worker.