

## GUIDELINES FOR PREPARATION OF PERSONAL RESUME

Please complete the following outline, using Time New Roman, font size 12. This resume needs to be comprehensive in nature and accurately reflect all of your work and volunteer experience, awards and recognition. It should give an overview of those life experiences that support the contention that you are prepared for a career in social work and that your personality is compatible with the helping profession and the Wayne State University School of Social Work.

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

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**HOME ADDRESS:** Street, City, State, County, Zip Code (include Country if not United States citizen)

**TELEPHONE:** Area Code and Phone Number

**EMAIL:** Complete email address

**EDUCATION:** Begin by indicating most recent degree. For example:

M.A.	Fine Arts	University of Michigan, Ann Arbor, MI	1974
B.A.	English,	Alma College, Alma, MI	1970

**EMPLOYMENT:** Begin with your most recent work experience, including dates, name(s) of employer(s), job location(s) and a brief description of employment responsibilities. For example:

May 1982 – September 1983	Child Care Worker, Hawthorne Center Northville, Michigan 48000 (Responsible for boys living in group home)
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**COMMUNITY SERVICE & VOLUNTEER ACTIVITIES:** For example:

May 1982 – June 1985	Child Advocate, Wayne County Big Brothers/Big Sisters Detroit, Michigan 48000
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**HONORS, AWARDS, RECOGNITIONS:** For example:

May 1984	Child Advocate of the Year – 1984 Big Brothers/Big Sisters of Michigan
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**ADDITIONAL ACADEMIC EXPERIENCE:** Identify those recently attended workshops, lectures, seminars, etc., that contribute to your social work knowledge and skills. For example:

May 1984	“Group Work Training for Use with Adjudicated Pregnant Teens” Children’s Aid Society, Detroit, Michigan 48202.
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**PAST FIELD WORK PLACEMENT(S):** List previous field education (practicum) experiences you have completed. For example:

September 1982 – May 1983	Boys and Girls Club of Metropolitan Detroit Detroit, Michigan 48208. Provided group and individual case-management services for eight teenage girls and their families.
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**FIELD EDUCATION EXPECTATIONS:** Identify your learning goals for the impending academic year, listing knowledge and skills you would like to obtain and/or strengthen.

*Note: Keep copies for future reference and/or your personal files. The School of Social Work Office of Admissions and Student Services cannot provide copies for you.*