

WORK EXPERIENCE SUMMARY INSTRUCTIONS

Each applicant is required to submit a professional resume which includes all educational, professional, and volunteer experience. For each volunteer and/or paid experience, include dates (MM/YY-MM/YY), hours per week worked at each position, and the total number of hours worked for each position. For your current employment, total the number of hours as of the end of the week prior to submitting your application.

The resume is an opportunity for an applicant to showcase their paid and/or volunteer experience with an emphasis on any work that has been done in the field of social work. While experience in the field of Social Work is not required to gain admission to the MSW program, it is helpful. NOTE: The resume should be no longer than two pages with 1 inch margins and 12 pt or larger font.

The resume should include the following:

Current Work Experience

Please describe your current or most recent paid employment. Include the following details: company name and location, job title, dates of employment, your tasks and responsibilities, and the number of hours you worked each week. This can include work experience that is not explicitly social work related.

Professional Social Work Experience

Please describe any paid work you have done. Please highlight any social work experience. Include the following details: company name and location, job title, dates of employment, your tasks and responsibilities, and the number of hours you worked each week.

Volunteer Social Work Experience

Please describe any volunteer work you have done in the field of social work or in the helping professions. Include the following details: company name and location, job title, dates of employment, your tasks and responsibilities, and the number of hours you worked each week.

Leadership and/or Advocacy Experience

Please indicate any leadership and/or advocacy experience you have gained. Include the following details: organization/community/agency name and location, length of time and the number of hours you contributed to the activity, your personal tasks and responsibilities, and the overall activity description.

Miscellaneous

Please indicate any professional organizations of which you are a member and/or information on any honors or recognitions (professional or academic) you have received.

Sample Excerpt:

Intern, CSUN Pride Center
Northridge, California

September 2015 to May 2016
20 hours/week, Total = 640 hours

- Provided mentorship to undergraduate staff one-on-one
- Co-facilitated Tuesday Talks student discussion group with one other staff member
- Collected and inputted data for version two of the Campus Pride Index