

STUDENT RESUME FORMAT

(Student Name)

(School Address)

(Telephone Number)

(E-Mail)

(Permanent Address)

(Telephone Number)

(E-Mail)

PROFESSIONAL OBJECTIVE

State your learning goals. Identify the challenges, opportunities, experiences you would like to address during your field placement.

EDUCATION

Major, minor (if you have one). GPA (optional), expected graduation date. Training or courses specifically related to agency's purpose.

ACADEMIC HONORS AND AWARDS

Highlight or omit

WORK AND VOLUNTEER EXPERIENCE

Prepare a chronology of work and volunteer experiences. Highlight skills you have developed that transfer to social work. Use action verbs when describing work functions.

COLLEGE ACTIVITIES

Activities on campus, SSWA membership, other campus groups.

SKILLS

Identify skills you have developed that might be useful in practice (e.g. computer skills, foreign or sign language, art, etc.)

REFERENCES

Provide three references and their addresses and telephone numbers. References should consent to serve in this capacity. References should be able to speak about your knowledge, skills, interests, and/or character.