

First Name Last Name, Credentials (if applicable)

Mailing Address City, State Zipcode

(Area code) Telephone-Number & Email Address & LinkedIn account

Note: *This resume template framework is meant to be a guide. Specifically link your social work experience and show you are uniquely qualified for the position. See Resume Checklist.*

Education

Master of Social Work

Month Year (of Graduation)
or Expected Graduation Date: Month Year

The University of Alabama, Tuscaloosa, Alabama

Current GPA: (if close to a 4.0/4.0)

Minor:

Concentration:

Bachelor Degree

Month Year (of Graduation)
or Expected Graduation Date: Month Year

Institution, City, State

Current GPA: (if close to a 4.0/4.0)

Minor:

Professional Experience

Job Title

Start Month Year-Completion Month Year (or present)

Organization, Location City, State

- 3-5 statements describing your experience (start with action verb)

Note: *List all experience (most recent first): including paid work and internships.*

Volunteer Experience

Title

Start Month Year-Completion Month Year

Organization, Location City, State

- 3-5 statements describing your experience (start with action verb, see *Resume Action Verbs*)

Note: *List all experience post High School graduation (most recent first).*

Awards and Honors (includes Scholarships)

- List with dates and/or years
- A description and/or a statement may be appropriate

Certifications, Activities/Memberships, Leadership Experience, Relevant Skills, Trainings (Customize header with your experience. You may have more than one header.)

- List with dates and/or years
- A description and/or a statement may be appropriate

Two-page resume: *Include your name and page 2 of 2, on the second page.*

References: *Your references are not included on your resume. Create a separate document.*