

[First Name] [Last Name], Credentials [BSW, MSW Candidate]  
[Mailing Address] | [City], [State] [Zipcode]  
[(Area code) XXX-XXXX] | [Email Address] | [LinkedIn URL]

**Note:** *This resume template framework is meant to be a guide. Create your own Word document.*

## Professional Summary

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*1-3 sentences.*

## Education

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**Master of Social Work** [Month] [Year] or Anticipated: [Month] [Year]  
The University of Alabama, Tuscaloosa, Alabama  
Current GPA: (if close to a 4.0/4.0)  
Minor:  
Concentration:

**Bachelor Degree** [Month] [Year] or Anticipated: [Month] [Year]  
Institution, City, State  
Current GPA: (if close to a 4.0/4.0)  
Minor:

## Professional Experience

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**Job Title** [Month] [Year] – [Month] [Year] **OR** [Month] [Year] – Present  
Organization Name, City, State

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

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

## Volunteer Experience

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**Title** [Month] [Year] – [Month] [Year] **OR** [Month] [Year] – Present  
Organization Name, City, State

- 2-3 statements describing your experience (start with resume action verb)

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

## Awards and Honors (includes Scholarships)

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- List [Month] [Year] **OR** [Year] **OR** [YEAR] – [YEAR] **OR** [YEAR] – [Present]

**Note:** *List all experience post High School graduation (most recent first). When relevant, include a description.*

## Certifications, Activities/Memberships, Leadership Experience, Relevant Skills, Trainings

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**Note:** *Customize header with your experience. You may have more than one header.*

- List [Month] [Year] **OR** [Year] **OR** [YEAR] – [YEAR] **OR** [YEAR] – [Present]

**Note:** *List all experience post High School graduation (most recent first). When relevant, include a description.*