***\*Resume: Please use the below template to format your resume. Insert all relevant work, education and volunteer experience under the appropriate headings in this document. Resumes not in this format will not be accepted.\****

**Your Name**

Address ⚫ City, State, Zip Code ⚫ Phone Number ⚫ Email address

**Personal Profile**

Enter career goals, professional interests, strengths, etc., here

Enter career goals, professional interests, strengths, etc., here

Enter career goals, professional interests, strengths, etc., here

**Education**

School Name – School City, State

Degree Expected, Degree Expected Date

Major, Minor or Concentration

Overall GPA, Major GPA

School Name – School City, State

Degree Expected, Degree Expected Date

Major, Minor or Concentration

Overall GPA, Major GPA

**Professional Experience**

**Position Title**

Agency Name, City, State, Phone, URL

Start month/year – End month/year, Total Months, hours/week

Supervisor name/email (*indicate if supervisor has an MSW)*

List primary tasks performed

List primary tasks performed

**Position Title**

Agency Name, City, State, Phone, URL

Start month/year – End month/year, Total Months, hours/week

Supervisor name/email (*indicate if supervisor has an MSW)*

List primary tasks performed

List primary tasks performed

**Position Title**

Agency Name, City, State, Phone, URL

Start month/year – End month/year, Total Months, hours/week

Supervisor name/email (*indicate if supervisor has an MSW)*

List primary tasks performed

List primary tasks performed

**Volunteer Experience**

**Position Title**

Agency Name, City, State, Phone, URL

Start month/year – End month/year, Total Months, hours/week

Supervisor name/email (*indicate if supervisor has an MSW)*

List primary tasks performed

List primary tasks performed

**Position Title**

Agency Name, City, State, Phone, URL

Start month/year – End month/year, Total Months, hours/week

Supervisor name/email (*indicate if supervisor has an MSW)*

List primary tasks performed

List primary tasks performed

**Position Title**

Agency Name, City, State, Phone, URL

Start month/year – End month/year, Total Months, hours/week

Supervisor name/email (*indicate if supervisor has an MSW)*

List primary tasks performed

List primary tasks performed

**Activities and Memberships**

*Include campus and community activities, such as professional organizations, committees, boards, task forces, student organizations, leadership roles, projects, etc.*

Organization, Position, Year(s)

Organization, Position, Year(s)

**Research and Publications/Conference Presentations**

List research interests, research experience, publications, and conference presentations

List research interests, research experience, publications, and conference presentations

**Honors, Awards, and Recognitions**

List honors, awards, and recognitions

List honors, awards, and recognitions