

Professional Resume Outline

Resumes should be typed and limited to two (2) single-sided pages. Applicants should follow these guidelines in formatting the resume:

Use one-inch margins, 12-point type with Times or New Times Roman font.

Personal data: Name, address, phone number, email address

Educational experience: Institutions and the dates you attended; Academic degrees awarded, including majors and minors

Work experience: A list of all positions listed in chronological order, beginning with the most recent, with a 2-3 line job description for each

All beginning and ending dates for each position

Indication of whether the position was full-time or part-time

Volunteer experience: A list of all positions listed in chronological order, beginning with the most recent, with a 2-3 line job description for each

All beginning and ending dates for each position

Professional affiliations and honors from your school, profession, or community:

List of any memberships in professional organizations and service groups

List of honors or special awards received.

List of Liberal Arts Courses Taken

Specify the courses you have taken in the following content areas. No specific course is

Criminal Records Statement

The Department of Social Work expects students with prior convictions to inform the Director of Field Education of such convictions **prior to placement**. Laws governing work with children and other issues of moral turpitude preclude persons with criminal convictions from working in certain agencies or situations. Students who fail to inform the Director of Field Education of a prior conviction and the conviction becomes known to the Department of Social Work, **the student in question will be dropped from the field agency**. Thus, all applicants must complete, sign and return this form (including any required statement of explanation) with the application. PLEASE TYPE OR PRINT.

Name _____

Address _____

1. Have you ever been expelled, suspended or placed on probation by any secondary school or college you have attended, for reasons of academic dishonesty or because of