

Resume Guidelines

The following information provides guidelines for completing the resume portion of the application. You may choose to utilize any template based on your personal preference; however, be sure to follow the template provided below for any professional work or volunteer experience. All information listed in the template must be included on your resume, ***including the total hours worked at each position***. There are no page limits, but it is anticipated that most applicants will be able to cover the relevant information in one to three pages.

Professional Social Work Experience Template

Position Title, Organization Location	Start Date to End Date Hours per week, Total Hours Worked
<ul style="list-style-type: none">Describe your experience as it relates to the field of social welfare.Describe your experience as it relates to the field of social welfare.Describe your experience as it relates to the field of social welfare.	

Sample Excerpt

<i>Behavioral Therapist</i> , Center for Autism Los Angeles, California	September 2011 to September 2012 20 hours/week, Total = 1,040 hours
<ul style="list-style-type: none">Utilized Applied Behavioral Analysis (ABA) therapy to teach communication, social, and adaptive skills on an individualized basis with children of all ages who have been diagnosed with autismWorked with parents and families from a variety of cultural backgrounds to teach appropriate behavior management techniques for their children	

<i>Health Advocate</i> , Healthy Families United Los Angeles, California	June 2012 to November 2013 25 hours/week, Total= 1,700 hours
<ul style="list-style-type: none">Facilitated a weekly parenting skills group with MediCal clients from various age ranges and socioeconomic backgroundsPresented safe sex and dating violence prevention curriculums in local public high schools	

(Note: Please only include work, volunteer, or part-time positions that are specifically related to either your concentration of choice or to the field of social welfare. See the following page for some examples of experiences that previously admitted students listed on their resumes. Feel free to include positions that may not be traditionally viewed as social work experience if you are able to demonstrate how skills gained, tasks completed, or clientele involved have prepared you for social welfare work.)

Other Guidelines

- Please review your resume to confirm that your total hours of experience as of December 3, 2013 meet the minimum requirements for admission into the program. Applicants to the direct practice concentrations must have at minimum a cumulative total of one year of experience (2,100 hours). Applicants to the Management and Planning concentration must have at minimum a cumulative total of two years of experience (4,200 hours).
- You may include any other information that you believe is relevant, such as educational background, publications, or additional skills. *Doctoral applicants should also consider including any research or teaching experience.*

Work Experience Examples from Admitted MSW Students

Below you will find a list of examples of social work experiences that our admitted students had prior to applying to the MSW program. Please note that the list is by no means exhaustive, and that these experiences range from part-time volunteer work to paid, full-time employment.

Successful Direct Practice applicants have at minimum a total of 2100 hours (the equivalent one year, full-time experience), and successful Management and Planning applicants have 4200 hours (two years full-time experience).

<p>Child and Family Services</p> <ul style="list-style-type: none"> ◆ Bilingual Case Manager in homeless shelter ◆ Behavioral Intervention Aide/ Behavioral Therapist for children with disabilities ◆ Teacher (all levels, special needs populations, Teach for America, etc.) ◆ Program Associate for community philanthropy organization ◆ Home Visitor for pregnant women in underserved communities 	<p>Child and Family Services: Title IV-E</p> <ul style="list-style-type: none"> ◆ Foster Care Caseworker ◆ Child Development Specialist with children who have experienced trauma ◆ Board Director for Latino community violence agency ◆ Tutor with at-risk, foster, and probation youth ◆ CASA (Court Appointed Special Advocate) Volunteer
<p>Community Mental Health</p> <ul style="list-style-type: none"> ◆ Research Project Coordinator for smoking prevention program ◆ Case Manager with arts program for youth with mental health concerns ◆ Clinical Intern with outpatient mental health program serving Spanish-speaking clients ◆ Night Shelter Coordinator at homeless shelter ◆ Intern with middle school sex education program 	<p>Health Services</p> <ul style="list-style-type: none"> ◆ Intern with international AIDS conference ◆ Bilingual Prenatal Health Family Advocate with public health department ◆ Reproductive Health Assistant with community health agency ◆ Peace Corps volunteer ◆ Support Group Volunteer for families facing life-threatening illnesses
<p>Gerontology</p> <ul style="list-style-type: none"> ◆ Arts and Life Group Leader at home for the aging ◆ Communication Coordinator at emergency room of community hospital ◆ Volunteer at hospice center ◆ Spanish Outreach Coordinator with Alzheimer's and dementia organization ◆ AmeriCorps - Service Coordinator at home for the aging 	<p>Management and Planning</p> <ul style="list-style-type: none"> ◆ Research Associate for public schools ◆ Peer Educator with sexual assault prevention program ◆ Intern with county office for homelessness studies ◆ Special Event Coordinator and Fundraiser for community youth agency ◆ Employment Transition Counselor with transition-age youth