

Berkeley Social Welfare

Résumé Guidelines and Work Experience Examples from Admitted MSW Students

Information for Applicants to the MSW Program

Since successful experience in the human services field provides a good test of commitment and aptitude, we seek to admit students who have begun social work or related careers and demonstrate both **professional promise** and **leadership potential**.

- Successful applicants to the MSW Program **direct practice concentrations** will have at minimum the equivalent of one year of full-time (**2,100 hours**) of paid employment or volunteer experience related to social welfare or human services.
- Successful applicants to the **Management and Planning concentration** will have at minimum the equivalent of two years of full-time (**4,200 hours**) of relevant paid employment or volunteer experience.

Applicants to the MSW Program are required to upload to their online admissions application a current résumé highlighting all relevant social work experience, including both paid employment and volunteer experience. **See the following page for guidelines on completing the résumé portion of your admissions application.**

“What kind of experience are you looking for?”

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

Children, Youth and Families

Foster Care Caseworker
Child Development Specialist with children who have experienced trauma
Behavioral Intervention Aide/ Behavioral Therapist for children with disabilities
Teacher (all levels, special needs populations, Teach for America, etc.)
Tutor with at-risk, foster, and probation youth
CASA (Court Appointed Special Advocate) Volunteer
Home Visitor for pregnant women in underserved communities
Bilingual Case Manager in homeless shelter

Older Adults

Volunteer at hospice center
Spanish Outreach Coordinator with Alzheimer's and dementia organization
AmeriCorps Service Coordinator at home for the aging
Communication Coordinator at emergency room of community hospital
Arts and Life Group Leader at home for the aging
Senior Nutrition Program Coordinator at a county Meals on Wheels program
Operations Manager for a fiduciary services provider agency
Summer in the City Intern at a social support agency for senior citizens

Health and Mental Health

Clinical Intern with outpatient mental health program serving Spanish-speaking clients
Bilingual Prenatal Health Family Advocate with public health department
Reproductive Health Assistant with community health agency
Peace Corps volunteer
Night Shelter Coordinator at homeless shelter
Support Group Volunteer for families facing life-threatening illnesses
Research Project Coordinator for smoking prevention program
Case Manager with arts program for youth with mental health concerns
Intern with middle school sex education program

Communities and Organizations

Program Associate for community philanthropy organization
Intern with county office for homelessness studies
Research Associate for public schools
Board Director for Latino community violence agency
Special Event Coordinator and Fundraiser for community youth agency
Peer Educator with sexual assault prevention program
Employment Transition Counselor with transition-age youth

Résumé Guidelines

You may format your résumé however you choose based on your personal preference; however, be sure to follow the “Professional Social Work Experience” template provided below to highlight all relevant professional work or volunteer experience.

Include all work, volunteer, or part-time positions that are specifically related to either your chosen concentration area or to the field of social welfare.

All information listed in the template must be included on your résumé, **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
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- Describe your experience as it relates to the field of social welfare.
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Sample Excerpt

<i>Behavioral Therapist</i> , Center for Autism Los Angeles, California	September 2015 to September 2016 20 hours/week, Total = 1,040 hours
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- 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 autism
- Worked 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 2016 to November 2017 25 hours/week, Total= 1,700 hours
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- Facilitated a weekly parenting skills group with Medi-Cal clients from various age ranges and socioeconomic backgrounds
- Presented safe sex and dating violence prevention curriculums in local public high schools

What Else to Include

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 professional social work.

You may include any other information that you believe is relevant, such as educational background, publications, or additional skills.