The purpose of this guide is to serve as a resource for social work related careers. Although not all-encompassing, this manual includes supplemental information to assist Berkeley Social Welfare master’s students in the process of planning their work-life blends in becoming dynamic leaders in the field of social work. As a career management tool, this guide outlines a number of co-curricular activities along with tips and techniques for making informed career choices. Berkeley Social Welfare master’s students can use this guide to aid in discovering scope of competence, to define their professional practice, to understand emerging and relevant knowledge, and find avenues for continuing education.
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two year action plan

YEAR ONE

☐ Log into HAVjobs and create a profile.

☐ Read the MSW Program Manual including information about UC Berkeley’s Principles of Community, Program Competencies, and Ethical Standards & Obligations.

☐ Check out student organizations and opportunities for leadership on campus to build your skills repertoire.

☐ Take a self-assessment of your skills, interests, and values that can be translated into targeted activities such as field and volunteer work.

☐ Update your resume and cover letter! Schedule an appointment with career services or upload your resume to HAVjobs for a quick review.

☐ Review the Social Welfare calendar of events and create a list of activities that will build on your professional interests.

☐ Thinking about summer? Launch a spring search for jobs, internships, courses, and other opportunities to confirm your interests and skills.

YEAR TWO

☐ Revise your professional portfolio including your resume, cover letter, references, and other letter of interest.

☐ Expand your network! Create a LinkedIn account and join the Berkeley Social Welfare page. Consider attending a related conference, training, or professional event.

☐ Revist your self-assessment. Visit career services to ensure you are on target to achieve your career goals and for support in launching your job search.

☐ Participate in Employer Information Sessions to find out about upcoming opportunities.

☐ Interested in licensure? Attend the Licensure Information Session to get the scoop!

☐ Prepare for interviews! Visit an Interview Preparation Workshop for support on acing the interviews.

☐ Review and join a professional association aligned with your interests.

☐ Sign up for the Berkeley Social Welfare Alumni List-Serve to stay connected and get our jobs list.
about careers in social work

The social work profession promotes social change, problem solving in human relationships, and the empowerment and liberation of people to enhance well-being. Utilizing theories of human behavior and social systems, social work intervenes at the points where people interact with their environments. Principles of human rights and social justice are fundamental to social work.

Social work in its various forms addresses the multiple, complex transactions between people and their environments. Its mission is to enable all people to develop their full potential, enrich their lives, and prevent dysfunction. Professional social work is focused on problem solving and change. As such, social workers are change agents in society and in the lives of the individuals, families and communities they serve. Social work is an interrelated system of values, theory and practice.

Nonprofit Sector

This sector includes organizations that work to fill gaps left by government and business sectors by directly or indirectly working with communities. Unlike businesses which exist to make money for their owners or shareholders, nonprofit organizations exist to promote a cause or to provide a public service. It’s okay for nonprofits to earn a profit, but those profits are re-invested in the organization, rather than disbursed among stakeholders or pocketed by other owners as business profits are (Idealist.org, 2013).

Government Sector

Also known as the “public sector,” the patchwork of Federal, state, and local governments all around the United States are some of the nation’s largest employers. Government employment can have a valuable impact on the lives and future of citizens and residents, as government workers frequently work on substantial projects. The public sector also includes Education, Health Care, Public Transit, and other public services organizations.

Corporate or For Profit

The for-profit sector (giant corporations, local businesses, mom-and-pop stores) serves a very select constituency: their owners, shareholders, and consumers. As the name implies, for-profits operate to make a profit. Employees and owners work to make money and shareholders invest money in order to make returns. However, the recent explosion of socially responsible business practices has raised awareness of the impact that business decisions can have on society and the environment, creating what is commonly called “multiple bottom lines,” drawing the connection between profit, people, and the environment.
describing common social work career skills

**POWER WORDS**

**Administrative**
- Budgeted
- Charted
- Collected
- Coordinated
- Compiled
- Documented
- Managed
- Organized
- Planned
- Prepared
- Reviewed
- Solicited
- Supervised
- Trained

**Advocacy**
- Advocated
- Arranged
- Composed
- Demonstrated
- Developed
- Implemented
- Motivated
- Organized
- Participated
- Utilized

**Assessment**
- Attended
- Assessed
- Collaborated
- Conducted
- Defined
- Diagnosed
- Established
- Gathered
- Identified
- Interviewed
- Probed

**Communication**
- Addressed
- Arbitrated
- Arranged
- Authored
- Corresponded
- Developed
- Directed
- Drafted
- Edited
- Enlisted
- Facilitated
- Formulated
- Influenced
- Interpreted
- Lectured
- Mediated
- Moderated
- Motivated

**Negotiated**
- Persuaded
- Promoted
- Publicized
- Reconciled
- Recruited

**Counseling**
- Assisted
- Co-facilitated
- Counseled
- Designed
- Determined
- Discussed
- Educated
- Explained
- Facilitated
- Fielded
- Intervened
- Linked
- Located
- Referred
- Served
- Supported

**Management**
- Administered
- Analyzed
- Assigned
- Attained
- Chaired
- Contracted

**Consolidated**
- Coordinated
- Delegated
- Developed
- Directed
- Evaluated
- Executed
- Improved
- Increased
- Organized
- Oversaw
- Planned
- Prioritized
- Produced
- Recommended
- Reviewed
- Scheduled
- Strengthened
- Supervised

**Research**
- Analyzed
- Collected
- Designed
- Developed
- Interpreted
- Presented
- Published
- Researched
- Wrote
where our students work:

**Settings**

Administration and Research  
Education and Training  
Customer & Personal Service  
Community and Social Services  
Healthcare Services  
International and Foreign Affairs  
Law and Government  
Psychology & Development  
Social Justice & Diversity  
Sociology and Anthropology  
Therapy and Counseling  
Research Education  
Program/Project Management  
Consulting  
Operations  
Human Resources

**Organizations**

Alzheimer’s Services of the East Bay  
Bay Area Community Resources  
County of San Mateo  
Covered California  
East Bay Agency for Children  
East Bay Asian Local Development Corporation  
FDNY Counseling Services Unit  
Frontier Behavior Health, Portland, OR  
Hamilton Family Residences and Emergency Center, San Francisco, CA  
Health Care Agency: Alcohol and Drug Abuse Services and Dependency Drug Court  
Health Research for Action  
International School of Management, Paris, France  
Jewish Family and Children’s Services  
La Clinica de la Raza  
Rutgers University, New Jersey  
Sunny Hills Services, Hayward, CA  
Thunder Road Adolescent Treatment Center, San Leandro, CA  
UCSF/SF General Hospital  
United Way of the Bay Area  
Valley Presbyterian Hospital, Van Nuys, CA
the social work resume

Writing an effective resume is the key to your job search. It serves as your marketing tool—a resume provides a prospective employer with a snapshot of your experience and illustrates what skills you bring to the table. It is often your first contact with an employer and can lead to an interview. The number one goal of producing a top-notch resume is to get the interview! Because resumes are often scanned, not read, it is important to produce a professional document that clearly outlines how you can benefit a company and why you should be considered for a position.

Profiles, Summaries, and Objectives

Often seen at the top of a resume, serves as a synopsis or review of your qualifications. This statement typically includes some key words or phrases that are industry specific, attention grabbing, and accomplishment focused. Where you will find an explicit statement of intent in an Objective, Profiles and Summaries lean toward capitalizing on skills with an implied purpose for applying. Profiles and Summaries should include information about special skills, approaches/techniques, populations served, and areas of expertise.

Education and Training

This section includes all educational and professional preparation: degrees, certifications, and licensures. You can also include special projects (research or thesis) or courses taken. In some cases you can include participation in student groups, scholarships and awards, or GPA. This section can be placed interchangeably with the Experience section—lead with Education if you are a current student or new graduate. Lead with Experience when you have had a few experiences in the field.
Experience

Provide brief and targeted statements of experience. The use of bullet points is preferred by most employers because information is easily read in outline form rather than full text. Focusing on your accomplishments is the most effective way to display your experience. Consider the context of your work situation, what actions were taken or solutions implemented, and the results/outcomes of those actions.

Other Sections

Other academic or work related experiences can be included on a resume such as special recognitions, volunteer work, presentations, professional memberships, and other jobs that may be somewhat relevant. Sections can be titled Additional, Volunteer Work, Other Work Experience, Awards and Recognitions, etc…
SKILLS/QUALIFICATIONS

- MSW candidate with a background in health and human services and Basic Life Support certification
- Well-rounded educationally with coursework in research methods, psychology, and policy
- Knowledgeable in SPSS, EHR, Adobe, SQL, Quickbooks, HTML, Java

EDUCATION

UNIVERSITY OF CALIFORNIA, BERKELEY, BERKELEY, CA Expected May 2013
Masters in Social Welfare, Health Services
  - Myrtle Lytle Fellowship Award, Fall 2012
  - Communications Coordinator, Social Justice Symposium 2011

MILLS COLLEGE, OAKLAND, CA May 2010
Bachelor of Arts, Psychology

EXPERIENCE

CENTERS FOR DIALYSIS CARE, SAN LEANDRO, CA October 2010-present
Social Work Intern
  - Gained practical experience in hemodialysis setting by conducting interviews with clients and attending multidisciplinary team meetings
  - Established familiarity with local resources in the community
  - Completed client survey/interviews and documented on DiProton system
  - Learned importance of confidentiality in maintaining records of clients

Human Services Paraprofessional (Senior Programs) April 2008-September 2010
  - Conducted home needs assessment to schedule needy clients for chore and homemaker services
  - Documented home-delivered meals on SAMS computer system
  - Collaborated with program manager and social services supervisor to maintain county grant for chore services
  - Coordinated activities through the educational and socialization committees to enhance programs that served homebound clients

COMMUNITY RESOURCE CENTER, UNION CITY, CA July 2006-March 2008
Case Planner/Anger Management Facilitator/Parenting Skills Workshop Facilitator
  - Provided direct service to clients via family therapy, group work, or casework
  - Responsibilities included the assessment of family and client needs
  - Ensured the safety of children and conduct investigations in accordance with DHHS mandates
  - Evaluated the impact of services on the client and their family and implement coping mechanisms
  - Maintained progress notes and family assessment plans for (15) families
  - Spearheaded and co-facilitated quarterly anger management and parenting skills workshops

VOLUNTEER/COMMUNITY SERVICE

Scout Leader, Alameda Island Girl Scouts, Alameda, CA (2005-present)
America Reads Tutor, Mills College, Oakland, CA (2003-2006)
Leilah Green
student@berkeley.edu

PROFILE
2nd year MSW with fluency in English and Spanish. Effective in building long-term relationships with key partners, clients, and families to support the wellbeing of underserved children and youth. Mentor and Advocate with a background working in public child welfare; implements behavior-focused and other psycho-educational tools to provide therapeutic support.

EDUCATION
University of California, Berkeley Expected May 2015
MSW, Child & Family Services, Title IV-E Recipient

California State University, East Bay December 2011
BA, Human Development, Early Childhood Development

SOCIAL SERVICE EXPERIENCE
Marshall Elementary School, School Social Work Intern, Castro Valley
- Conduct comprehensive assessments, treatment plans, and interventions to provide individual therapy to a diverse population of students.
- Facilitate social skill groups with 5th-6th graders to improve social and academic performance.
- Participate in SST, 504, and IEP meetings with families to facilitate effective student success plans.

Seneca Family of Agencies, Family Support Counselor, San Jose April 2013-May 2014
- Provide behavior-focused mental health support to 15-17 year old clients and their caregivers.
- Implement individual and group activities that encourage social development and mental health.
- Collaborated with educational placement to provide in-class support and tutorial aid.
- Participate in treatment reviews, program staff meetings, and IEP meetings when necessary.
- Completed documentation: in-take forms, Medi-Cal/mental health notes, and incident reports.

Court Appointed Special Advocate (CASA), Advocate/Volunteer, San Leandro January 2013-Present
- Provide support and advocate for the mental health and emotional well-being, medical and dental needs, and educational rights of 16 and 19 year old sibling dependents to encourage reunification with family or find a stable permanent home.
- Have 10-15 hour monthly visitations with youth consisting of outings and relationship building, and attend semi-annually court hearings.
- Maintain and work with youth’s child welfare worker, therapist, foster parents and group home, attorney, teachers, and anyone else pertaining to the case.
- Write monthly logs and comprehensive court reports in regards to evaluating the cases.

Latino Advisory Committee on Crime, Board Director, Oakland
- Organized workshops on domestic violence, gangs and violence, youth and parent relationships to increase awareness on Latino rights.
- Educated families and individuals about obtainable services and programs such as immigration informational centers, violence prevention, mental health services assistance, and teen pregnancy support.
- Hosted monthly discussion forums with the Chief of police and other community constituents to improve relationships and increase interaction between the Latino community and law enforcement.
SUMMARY

Community Mental Health Social Worker with expertise in providing case management services to underserved children, youth, and families in milieu. Culturally responsive counselor with Bilingual-English fluency; incorporates Narrative Therapy and social justice advocacy to support clients.

EXPERIENCE

Y TEAM MENTAL HEALTH PROGRAM, Richmond, CA
Mental Health Counselor Intern, September 2013-May 2014
- Conducted intake, assessments, and individual therapy to serve the biopsychosocial and mental health needs of children & families in West Contra Costa County.
- Facilitated wrap-around case management and mental health support to students and their families from a school-based location.
- Collaborated with an interdisciplinary team and several partner organizations to provide mental health services, counseling, and physical health services to adolescents with limited access to healthcare in an after school enrichment program.

LA CLINICA de la RAZA, Oakland, CA
Social Work Intern, October 2012-May 2013
- Provided a full range of culturally sensitive behavioral health assessment, treatment and case management services to child recipients of Medi-Cal facing mental health concerns.
- Collaborated with school personnel and other service providers as ASCEND as a part of a school-based program.
- Consulted with teachers regarding identification of mental health issues, managing student's behavioral issues, and classroom coaching of students.

WEST COAST CHILDREN’S CLINIC, Oakland, CA
STAT Counselor, October 2010-July 2012
- Provided screening, stabilization and transitional services to children taken into protective custody by Alameda County Child Protective Services.
- Facilitated informal observations, supportive play and conversations with admitted clients to determine immediate support or intervention needed and to collect important information which can aid in locating a stable placement.

EDUCATION

UNIVERSITY OF CALIFORNIA, BERKELEY
MSW, Community Mental Health
May 2014

VANDERBILT UNIVERSITY
BA, Human and Organizational Development
Minor in Sociology
June 2008

TRAININGS & CERTIFICATIONS

Berkeley Social Welfare Field Program
Motivational Interviewing, January 2014

Y Team Mental Health Program
Therapy with Foster Youth Didactic Training, January 2014

American Heart Association
Basic Life Support Certification, Expiration: August 8, 2016

oskih@student.edu | 510-555-2233
5000 Bear Lane, Berkeley, CA 94720
Joe Zappata
SF Bay Area | jzap@berkeley.edu | 510-555-1000

Adult-focused mental health care for patients with complex medical conditions

Social Work and Aging Experience

Kaiser Permanente, San Rafael, CA 2012 – present

Behavioral Health Psychiatric Social Work Intern

- Conduct thorough psychosocial, mental status, and suicide risk assessments for adult patients with behavioral and mental health needs receiving dual-diagnosis or critical care
- Collaborate cross-professionally with hospital staff, county and community agency service providers to facilitate holistic patient care
- Provide psychoeducation to patients and families regarding depression, substance abuse, trauma, grief and loss, and stress due to hospitalization in order to facilitate discussions about coping, harm-reduction strategies, and increasing insight and self-efficacy
- Employ motivational counseling, guided imagery and progressive muscle relaxation techniques, and cognitive behavioral concepts to encourage patients to take positive actions on their own behalf
- Offer referrals to community agencies for substance abuse programs, mental health and counseling resources, shelters and homeless resources, transportation assistance, and a variety of support groups

Alta Bates Medical Center, Richmond, CA 2011-2012

Medical Social Work Intern

- Provided resource referral, crisis intervention, advocacy, and psychosocial intervention for a wide variety of adjustment-to-illness and psychosocial problems for a predominantly elderly population and their families, over the phone and in person
- Special project: Coordinated and staffed Domestic Violence Awareness and Teen Dating Violence Awareness tables as outreach effort; successfully engaged approximately 240 Kaiser members and staff

SF – Marin Food Bank, San Francisco, CA 2006-2011

Program Coordinator

- Provided support to member agencies in assigned neighborhoods to improve/expand/sustain food distribution programs and optimize utilization of Food Bank services
- Facilitate outreach in neighborhoods to identify, recruit and train community-based organizations to establish food programs
- Administered Food Bank program policies, procedures, information collection, reporting and evaluations
- Communicated program information with agency representatives and Food Bank staff

Volunteer Experience

- Volunteer Counselor, CARE Community Clinic, San Rafael, CA
- Board Member, Berkeley Humane, Berkeley CA

Education

University of California – Berkeley 2012

MSW, Direct Practice in Aging Services

University of San Diego, San Diego, CA 2003

BA, Recreation Services
JO SMITHSON

21123 Skippieloo Street
Berkeley, CA 94704
jsmithson@email.net
510-655-9654

MSW with a background in the management and planning of research initiatives within client-serving programs. Expertise in the planning, implementation, and evaluation of social services programming; utilize research findings to improve processes. Data analysis with proficient use of SAP Business Objects Crystal reporting tool, Efforts to Outcomes databases, SPSS statistical software, and other test database functions. Direct service and milieu experience with homeless, youth, LGBTQ, and prison populations.

EDUCATION

University of California, Berkeley
MSW, Concentration in Management and Planning
Expected May 2014

University of California, Santa Cruz
BA, Sociology with Honors
1999

EXPERIENCE

Sunny Hills Services/BAYC – Our Space LGBTQ Youth Center | Hayward & San Anselmo

MSW Program Facilitation and Evaluation Intern / Management Consultant
2013-Present

Research and Analysis
• Conduct program evaluation of the Youth Acceptance Collaborative in conjunction with the Alameda County Social Services Agency-Program Evaluation and Research Unit.
• Design Access database to correlate County data on more than 1000 visits to the Assessment Center with Our Space program-specific data on approximately 54 youth in order to examine the needs and strengths of client population.
• Conduct detailed case file reviews of 10 LGBTQ foster youth, collecting and analyzing hundreds of data points.
• Interview program staff and five LGBTQ former foster youth and examine interview results.

Management Functions
• Design and implement logic models for Our Space programming and provide input for program improvement.
• Identify funding streams and coordinate efforts to generate funding through grant writing and donor relations.
• Develop user interface for agency-wide Line of Sight tool enabling program directors to input program data and visualize outcomes essential to efficacy of services and organizational strategic objectives.

Direct Services to Clients
• Provide clinical case management, intake, and support services to Our Space youth using evidence-based engagement and intervention strategies, including motivational interviewing, mindfulness, and CBT. Work with an average of 12 youth per week and independently conduct an average of 6 intakes per month.
• Maintain Our Space Community Center as a safe and affirming environment, in partnership with LGBTQ youth.

Seneca - Strategic Initiatives and Performance Improvement Department | Oakland

MSW Strategic Planning and Performance Evaluation Intern
2012-2013

Research and Analysis
• Researched and analyzed data for program planning and proposals for child welfare, juvenile justice, and education systems, implementing evidence-based practices.
• Located and organized clinical data for program evaluation projects.

Management Functions
• Prepared policy briefs and program specification summaries.
• Conducted a needs assessment regarding departmental and programmatic collaboration.

OTHER EXPERIENCE

Graduate Student Researcher, UC Berkeley Center for Social Service Research
2013-present

Youth Support Volunteer, YEAH! Homeless Youth Shelter, Berkeley, CA
2012-2013

Domestic Violence Advocate, Walnut Avenue Women’s Center, Santa Cruz, CA
1997-1999
KERRIANNE MARIE WISE

PROFILE
- Skilled in multi-level social, emotional, and behavioral interventions with children
- Demonstrated collaboration and leadership with key stakeholders including teachers, administrators, and families
- Conversationally fluent in written and oral Spanish

EDUCATION AND CREDENTIALS
UC Berkeley, Masters in Social Welfare (MSW) Expected: May 2014
- Pupil Personnel Services Credential (PPSC)
- Coordinator, Peer Support Group Program
- Admissions Assistant, Berkeley Social Welfare Student Services

Whitman College, Bachelor of Arts in Psychology May 2010
- Resident Advisor, Fine Arts House (facilitated collaborative living community)
- Admissions Team Member, Senior Admissions Intern

SCHOOL-BASED EXPERIENCE
Fairmount Pre-K and Elementary School, SFUSD, San Francisco, CA PPSC School Social Work Intern Sept 2013-Present
- Assess children in a Spanish-immersion program for a variety of social-emotional, familial, and behavioral concerns.
- Implement micro-mezzo level interventions, including individual therapy, skill-based and emotional support groups, teacher consultation, behavior plans, restorative practices and mediation, and class-wide social-emotional curricula.
- Collaborate with a team of administrators and support staff to evaluate and improve school climate and culture. Utilize skills in motivational interviewing to engage and empower adult stakeholders, including teachers and parents.

Center for Autism and Related Disorders, Los Angeles, CA Behavioral Therapist Sept 2011-May 2012
- Effectively implemented Applied Behavioral Analysis (ABA) therapy to teach communication skills, social skills, adaptive skills, and behavior management on an individual basis with children of all ages and skill levels diagnosed with autism.
- Collaborated with a clinical team, a supervisor, and clients’ families to collect data on, assess effectiveness of, and execute individualized changes to ABA interventions on a client-by-client basis.

Sharpstein Elementary School, Walla Walla, WA Intervention Specialist/ Americorps Volunteer Sept 2010-July 2011
- Utilized skills in counseling, social-emotional education, and group facilitation to teach social skills, behavior management, and academic content to children in informal and formal school settings.
- Trained school staff in and advocated for the implementation of school-wide use of evidence-based social-emotional curriculum.

OTHER RELEVANT EXPERIENCE
Brighter Beginnings, Oakland, CA MSW Intern Sept 2012-May 2013
- Provided strengths-based and solution-focused linkages and referrals, emotional support, life skills education, and parenting education to pregnant and parenting teenagers and their children through individual, home-based case management and skill-based educational groups.

Community Engagement Liaison Summer 2013
- During extended summer employment, sought increased responsibilities by writing curricula, recruiting and expanding membership, and training a new facilitator for the Alumni Leadership Academy, an empowerment program for transition-age young adults.

Hidden Villa, Los Altos Hills, CA Summer Camp Counselor Summer 2012
- Designed and implemented a social justice/social skill-based curriculum for youth ages 10-12, addressing emotion management, conflict resolution, prejudice and discrimination, and bullying. Mentored other staff by advocating for mission-focused activities, including creating, facilitating, and training staff in a prejudice-reduction intervention.
A Curriculum Vitae, commonly referred to simply as a “CV”, is primarily used in the United States when applying for academic, education, scientific, or research positions. Where a resume is intended to help one highlight their professional identity, the CV is intended to demonstrate one’s scholarly identity. When applying for international employment (e.g., Europe, Middle East, African, or Asia), expect to submit a CV rather than a resume. Some international employers may expect to read personal information that would never be included on an American resume, such as date of birth, nationality, and place of birth. US Employment and Fair Labor laws do not apply outside of the country.

Some common differences between the CV and resume are as follows:

- **Length:** the CV is a detailed synopsis of your background and skills including summaries of all educational and academic backgrounds, teaching and research experience, publications, presentations, awards, honors, affiliations, and more. The document can far exceed the 2 page limit some would recommend for resumes.

- **Structure:** Both CV and resume include basic details such as the applicant’s contact information, education, skills, and experience. In addition to the basics, the CV includes research and teaching experiences, publications, grants and fellowships, professional associations and licenses, awards and other information relevant to the position to which you are applying. APA formatting standards are recommended for listing publications.

**Honors and Awards (Grants, Fellowships, and Patents, etc.)**

Place this section near the top of the CV (unless there are few, then list later or omit). This is a great place to list research-related and dissertation-supported grants, fellowships, awards, and patents. In some cases “Research Grants” will be a separate section.

**Clinical Experience**

Specify what type of clinical experience and where obtained (Social Work Clinical Experience). Provide as much detail about therapies, techniques, and modalities used. Note if you were under supervision, and by whom. The amount of hours may also be included.

**Research Experience**

Briefly describe postdoctoral, doctoral, and other research. Include the name of the institution, professor/primary investigator, project, and dates. Also, note any of your contributions.
Teaching Experience
Where you place this section depends on the target institution (i.e. a small teaching college) as well as your strengths as a candidate. The basic information should include: Where, What, When you have taught and your titles (i.e. teaching fellow or lecturer).

Publications and Presentations
Where you place this section depends on the strength of your publication record. If substantial, it may come first. If too lengthy or short, list at the end of the CV. Some candidates will separate this category into two sections: Publications and Papers and Presentations. Avoid listing abstracts in this section - Abstracts should be its own section.

Related Professional Experience
Use this category for any experience that is related to reaching, research, and administration (i.e. conference organizing, tutoring, and committee work). Also, include any other related work experience.

References
List references at the end of the CV, including: Full name, Title, Institutional address, Telephone/email/fax. Three references are expected, but you may add more if their evaluations would add significant information. Make sure your references know that they are listed and have a current copy of your CV.
Rebecca A. Matthew

EDUCATION

Ph.D.
University of California, Berkeley, School of Social Welfare, Expected: December 2013
Dissertation Title: (Re)Centering the discourse and practice of caring labor: The intersection of feminist thought and cooperative childcare.
Dissertation Committee: Jill Duerr Berrick (Chair); Susan Stone; Susan Holloway (Education); Catherine Leviten-Reid (Cape Breton University, Canada)

M.S.W.
University of California, Berkeley, School of Social Welfare, May 2009
Concentration: Children and Families
Received Pupil Personnel Services Credential

M.P.H.
University of North Carolina at Chapel Hill, School of Public Health, August 2005
Concentration: Health Behavior & Health Education
Master’s Paper: A Qualitative Study of Relationship-Establishment among Researchers, Practitioners, and Communities: A Behavioral Taxonomy

B.A. in Psychology
University of South Florida, August 2002
Honors Thesis: Associations among Depression, Self-Efficacy, Social Support, Diabetes Adherence, and Glycemic Control

RESEARCH INTERESTS

Community and Social Development
Poverty and Social Inequality
Cooperatives and the Social Economy
Quantitative and Qualitative Methods

TEACHING INTERESTS

Community Well-Being & Social Change: Theory & Practice
Poverty & Inequality
Human Behavior and the Social Environment
Research Methods

RESEARCH EXPERIENCE

Data Analyst
Nirguna Life Corps Program, Oakland, CA, 2008 – 2010
Effects of Daily 15-Minute Yoga Protocol on Academic and Psychosocial Measures in Inner City Classrooms.
Principal Investigator: Bidyut Bose, Ph.D.
Data Analyst
Public Health Institute, Oakland, CA, 2006 – 2007
From the Mouths of Leaders: Challenges and Opportunities to Increase Health Professions Workforce in California – Sponsored by the California Endowment
Principal Investigator: Kevin Barnett, Dr.PH

Data Analyst
University of North Carolina, Chapel Hill, NC, 2006 – 2007
HEALTHY STUDY – Funded by the National Institutes for Health
Principal Investigators: Joanne Harrell, Ph.D. & Allan Steckler, Dr.PH

Process Evaluation Coordinator/Data Manager
University of North Carolina, Chapel Hill, NC, 2005 – 2006
HEALTHY STUDY – Funded by the National Institutes for Health
Principal Investigators: Joanne Harrell, Ph.D. & Allan Steckler, Dr.PH

Research Associate
American Institutes for Research, Chapel Hill, NC, 2002 – 2004
Consumer Assessments of Health Plans – Funded by the Agency for Health Care Research & Quality
Principal Investigator: Steve Garfinkel, Ph.D.

TEACHING EXPERIENCE

Teaching Assistant
MSW Program, School of Social Welfare, University of California at Berkeley, Spring 2010
SW 282B: Social Welfare Research

Teaching Assistant
MSW Program, School of Social Welfare, University of California at Berkeley, Fall 2009
SW 282A: Social Welfare Research

Teaching Assistant
Undergraduate Program, School of Social Welfare, University of California at Berkeley,
Summer 2009
SW 112: Social Welfare Policy

Teaching Assistant
MPH Program, School of Public Health, University of North Carolina at Chapel Hill
Fall 2004
HBHE 250: Research Methods

SOCIAL WORK EXPERIENCE

MSW Intern
Bay Area Community Resources, Richmond CA, 2008 – 2009

MSW Intern
Oakland High School Wellness Center, Oakland CA, 2007 – 2008
cover letters

A cover letter is to a resume what a preface is to a novel. It explains why you are sending your resume; what makes you a competitive candidate. A professional document, it persuades an employer to look at your resume by highlighting important elements in your background. It is targeted and individualized incorporating elements from the prospective job description as they relate to your experience. The letter has three parts: an Introduction, Body of Qualifications, and a Closing. The cover letter is also an opportunity to list salary requirements, indicate ways to reach you, and ways in which you will follow up. Make sure to include if you have been referred to the company by an employee or acquaintance of the company/organization.

Greeting

As often as possible, address the cover letter to the hiring manager. If you don’t know the recipient’s gender-identity, write “Dear First Last”. If a name is not provided, write “Dear Hiring Manager”.

Opening Paragraph

Introduce yourself to your reader (not, “Hi, my name is Sal Social Worker”, rather something like: “I am a MSW candidate at Berkeley School of Social Welfare writing to apply for ”). Specify the position for which you’re applying. State where you saw it posted. Mention the contact that referred you – with their permission – if the employer knows them. You might briefly summarize your specific qualifications for or interest in the position.

Middle Paragraph(s)

Use the position description/job announcement as your guide to focus on one or two specific examples from your resume that demonstrate you have the skills the employer seeks. Don’t repeat long sections of your resume. Highlight the most relevant skills/experiences and emphasize accomplishments and results that relate to the position. Use terms and a language style to the field. Show you’ve researched the organization, but don’t recite facts and figures from their website. Connect what you know about the organization to your experience.

Your goal with the letter is to show where the match is between you, the position, and this organization. What is it about their mission, clients, programs, services, and so forth that attracts you? By now, the recipient should clearly understand what you’d add to the organization, be convinced of your enthusiasm for the position, want to read your resume, and talk with you. Make your skills and qualifications obvious, not implied, to the reader.
Closing Paragraph

You might briefly summarize your qualifications and interest in the position, but avoid direct repetition from the above. Don’t give a long list of skills; instead, you might mention the most important two or three. Offer a next step: Will you be calling to arrange an in-person or phone interview? Be in the area on a certain day and follow up to meet? Do you look forward to hearing from the employer? Thank the employer for considering your application.

Salutation

Sign off with “Sincerely”, rather than “Best”, “Yours” or anything too casual.

Signature

If submitting an application packet through postal mailing, leave four spaces between the salutation and your printed name; sign your name in dark ink in that space. If your application is emailed, either double space between closing and name without a signature OR insert an electronic signature.
Dear Ms. Jones,

Upon the recommendation of a faculty member, Jess Lewis, I am interested in obtaining the pre-MSW Child Welfare internship for the 2013-2014 school year. As a Title IV-E MSW student at UC Berkeley, I am very confident in my abilities to perform successfully in this position.

This past year, I have interned at East Bay Children’s Law Offices (EBCLO). As a Youth Advocate Social Work Intern, I have had very close exposure to the dependency court process, as well as clinical processes. I have managed a caseload containing both dependency cases and non-minor dependents, of which I have worked on with both Dependency Attorneys and other Youth Advocate Social Workers. EBCLO has given me experience in writing psychosocial reports, conducting developmental assessments, using evaluation tools, and interviewing clients during home or school visits. Within this internship, I have gained experience working with dependents, biological parents, legal guardians, and foster parents. I firmly believe interning at EBCLO has taught me the skill set needed to be successful as a Child Welfare Intern in San Francisco County.

I am extremely interested in interning with San Francisco County’s Family & Children’s Services Division for a number of reasons. My professional goals are in line with opportunities that San Francisco County has to offer, as I am interested in learning and becoming involved with the Fatherhood Initiative. My experience working with fathers has taught me that their presence matters & I would be extremely interested in learning ways in which child welfare workers engage fathers’ participation into existing formal systems and services. In addition to working with fathers, I am very interested to shadowing a child welfare worker in the Emergency Response Unit (ERU).

Although ERU is my preference, I feel that gaining experience in all departments of child welfare will be critical to becoming a well-rounded child welfare professional. My professional values align with San Francisco’s mission to “promote the well-being and self-sufficiency among individuals, families and communities” so closely that I believe that San Francisco will be the right fit for next year’s internship.

Although my resume is a good summary of my experience, I look forward to meeting with you in person to further discuss my experience and learning interests. I can be reached at 559-760-6530 at your convenience. Thank you for your time and consideration.

Sincerely,

Jack Student
To: ajones@hospital.org
Subject: Hospital Case Manager position
Attach: pjames_resume.docx

Dear Ms. Jones,

I am interested in applying for the Case Manager position that you are currently looking to fill. I possess a Master’s Degree in Social Work from an Accredited School of Social Work and a registered Associate clinical Social Worker. In addition I hold Basic Life Support and CPR certifications. I have worked within a variety of settings with diverse individuals providing me with numerous and valuable experiences. My career has given me the ability to independently conduct assessments and provide help to a wide variety of individuals from various socio-economic, cultural, ethnic, educational and other diversified backgrounds.

My ability to utilize community resources and provide education to those in need is essential for a Social Worker. Thinking outside the box in order to meet any unique needs that may come up unexpectedly requires an immediate reassessment and the ability to execute prompt action. Being able to think fast on my feet is part of the advance skill set that I bring to the table.

The advanced assessment and treatment skills I’ve developed helps prepare families with a wide range of social, emotional, and health related problems. I have collaborated with health care professionals such as doctors, nurses, case managers and spiritual care advisors. I have evaluated the social and emotional needs of families to determine the types of services needed. My experience in hospitals and community clinics has allowed me to implement a range of advanced social work methods in working with families, individuals and groups demonstrating my mature skills in casework with even the most difficult clients and their families. Additionally, I am proficient in collaborating with the relevant interdisciplinary teams, committees, and utilizing community resources to most appropriately meet the needs of the clientele.

While my resume and credentials attest to my professional qualifications, I have many additional personal experiences that support my knowledge and sensitivity. I offer commitment, excitement, organization, passion and professionalism: qualities that are necessary for providing leadership and promoting a positive work environment and client relationship.

After you have had a chance to review my employment history and responsibilities, I would welcome the opportunity to discuss further the Case Manager position and what I have to offer.

Sincerely,
Penny James
Something as simple as a Thank You note can make a huge impact on your career. Make sure to show appreciation for those who have helped you along the way; whether they’ve written a recommendation letter for you, provided you with advice, or interviewed you for job.

It is recommended that Thank You notes are personalized - whether handwritten or emailed. Note something memorable about your interaction. Send Thank You notes within a week of connecting with the recipient.

To: JulieSS@cjoffice.gov

Subject: Informational Interview - 10/05

Dear Julie,

It was so nice to catch up with you over coffee. Congratulations, again, on your new position, and I wish you well.

Thank you so much for taking the time out of your busy schedule to talk with me about your career path. Your work with youth involved in the criminal justice system is truly inspiring; the information you provided is extremely helpful in thinking about my next steps.

If it is okay with you, I would like to stay in touch to reach out to you in the case that I have questions in the future. Again, thank you for meeting with me.

Sincerely,

Ana
To: ntobias@school.org
Subject: Internship Interview 09/02/2013

Dear Ms. Tobias:

It was a pleasure meeting you to talk about the Social Work Intern position. The internship, as you presented it, seems like a good match for my skills and qualifications and an opportunity to grow in the field. The use of restorative justice techniques and approach to interdisciplinary collaboration confirm my desire to be a part of your team.

As I mentioned when we met, I have a background working with underserved youth involved in the juvenile justice system. My passion for serving this population, as well as my ability to encourage and advocate for others, demonstrates my capacity to excel in this position.

I understand that you have another week of interviews before a final decision is made. In the meantime, I am happy to provide you with any other details or documentation to help facilitate your decision.

Thank you,

Jack Student

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Dear Mr. Atwater,

Thank you for the opportunity to discuss the Social Worker II position with Alameda County. I enjoyed hearing from the two workers, Amy and Matt, about working in your department. Their expressions of dedication to their clients were inspiring.

In addition to your team, I was impressed by your commitment to ensuring the complex network of services is made available to clients. As advocate for access to services, this commitment resonates highly.

I appreciate the time you took to interview me. I am very interested in working with you and I look forward to hearing from you soon.

Best,

Sally Social Worker
An Informational Interview is an opportunity for job seekers to connect with and get advice from professionals about their career, a field of interest, organizational culture, and other information about professional pursuits. This meeting is not an opportunity to ask for a job, rather, its purpose is to gain insight and gather information that may help job seekers in making career decisions. Benefits include: finding out what it’s like to work in a particular job or organization, planning next steps for your career, and practicing your interview skills without the pressure of a formal interview. Conducting an informational interview is also a way to expand your network!

Although the purpose of conducting an interview is not to ask for a job, having a conversation with professionals in the field is dual-fold, and may result in a referral or job offer. So, have a game plan and prepare to make a positive impression.

Preparing for an Informational Interview

Research the company, (and the interviewer).
Prepare at least 5 key questions before the informational interview.
Dress to impress, even if the company culture is lax.
Express your gratitude throughout.
Be prepared to answer why you’ve requested this meeting.
Remember, this is not an interview!

Requesting an Informational Interview

Informational Interviews can be requested by phone, in-person, or email. Email requests may be the best option for busy professionals. Requests should include: who you are and some qualities, why you’re reaching out, and the “ask.” Here’s an example email request:
Dear Mr. Keith,

I am a student at the University of California, Berkeley, studying Social Welfare and finishing up my junior year. Since taking a course on child welfare in urban settings, I have been interested in pursuing graduate studies, and a career, in child welfare. Your agency has played a major role in informing policy and creating programs to serve families in East Oakland, and I would love the opportunity to meet with you about these efforts.

As a student, I've had the opportunity to engage in a field training and service learning project in East Oakland neighborhoods, one of which was partnered with your organization. Would you be available for 20-30 minutes to talk about your organization and your role there?

Your support and any further insights would be greatly appreciated.

Sincerely,
Cal Student

Sample Questions

Tell me about yourself. How did you position yourself for your current role?
What does your job entail? What is a typical day like for you?
What is the culture like in this organization?
What is the most enjoyable part of your job? What are some challenging aspects of your job?
What type of education, training, and experience is necessary for students pursuing this field?
Do you have any advice for me as I consider this career path?
What are some necessary qualities and attributes of individuals in this profession?
What other kinds of organizations hire people to perform the functions you do here? Do you know of other people whom I might talk to who have similar jobs?

After the Informational Interview

- Offer to stay in touch and ask for referrals.
- Follow up with a “Thank You” note.
- Keep the interviewer informed about your progress.
employment references

Unless instructed to do so, references should not be listed on your resume, rather, prepared as a separate document and given to an employer upon request. A reference list typically includes 3-5 professional or academic connections that have the ability to provide a strong and accurate voucher of your qualities and skills. Types of references include: former supervisor, co-worker, former classmate, professor or instructor, counselor or advisor, or community leader. Personal references (i.e. family, friends, etc...) are not usually requested in professional settings.

Always ask before listing someone as a reference and keep your references updated on positions for which you will be applying. Always bring a list of references to a job interview.

SALLY SOCIAL WORKER
120 Haviland Hall #7, Berkeley, CA 94720 | sworker@berkeley.edu | 510-700-0000

REFERENCES

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salary history

In the case that an employer requests a salary history as a part of your application, list the salaries from your most recent and relevant positions on a separate document. Indicate your title and length of time worked, organization, and salary. You may display salary as an annual amount or by range. If listing a range, indicate starting pay to current, or ending, salary.

An employer may request that you include your salary requirements in the cover letter. In this case, it is recommended that you indicate a salary range that meets your minimum requirements, address your market value, and meets the employer’s needs.

Oski Humanitarian

SF Bay Area, CA | oski@student.edu | 510-555-2233

**SALARY HISTORY**

**Title of position** (Years worked)
Name of organization
Ending Salary or salary range

**Social Work Intern** (2013-2014)  
Kaiser Permanente Richmond  
Stipend: $2,500/semester

**Integrated Behavioral Health Assistant** (2012-2013)  
La Clinica de la Raza  
Unpaid

**STAT Counselor** (2009-2012)  
West Coast Children’s Clinic  
Ending Salary: $41,802/year