

# Berkeley Social Welfare

## Experience and Résumé Guidelines for Applicants to the MSW Program

Applicants to the Berkeley 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.

### What experience is required to be eligible for admission to the Berkeley MSW Program?

- To be eligible for admission to the Berkeley MSW Program, applicants must have the equivalent of **at least one year of full-time (2,100 hours) of paid employment or volunteer experience** related to social welfare or human services, **completed by the time of application.**
- For applicants to the specialization in **Strengthening Organizations and Communities**, the recommended minimum experience requirement is *two years (4,200 hours) completed by the time of application.*

### What kind of experience counts as “experience related to social welfare or human services?”

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**.

We are looking for experience working directly with and on behalf of people and communities in need, including those experiencing social and emotional distress, vulnerable or marginalized populations, and those who are historically under-served.

### Examples of Relevant Experience

**Some examples of paid or volunteer social work experiences that our admitted students had prior to applying to the MSW program include:**

AmeriCorps Service Coordinator at home for the aging  
Arts and Life Group Leader for elderly  
Behavioral Intervention Aide/Behavioral Therapist for children with disabilities  
Bilingual Case Manager in homeless shelter  
Bilingual Prenatal Health Family Advocate with public health department  
Board Director for Latino community violence agency  
CASA (Court Appointed Special Advocate) Volunteer  
Case Manager with arts program for youth with mental health concerns  
Child Development Specialist with children who have experienced trauma  
Clinical Intern with outpatient mental health program serving Spanish-speaking clients  
Communication Coordinator at emergency room of community hospital  
Employment Transition Counselor for youth  
Foster Care Caseworker  
Home Visitor for underserved pregnant women

Hospice Volunteer  
Intern with County Office for Homelessness Studies  
Intern with middle school sex education program  
Legal Advocate for those suffering from discrimination  
Night Shelter Coordinator at homeless shelter  
Peace Corps volunteer  
Peer Educator with sexual assault prevention program  
Program Associate for community philanthropy organization  
Reproductive Health Assistant with community health agency  
Research Associate for public schools  
Research Project Coordinator for smoking prevention program  
Senior Nutrition Program Coordinator at a county Meals on Wheels program  
Social Service Program Manager  
Spanish Outreach Coordinator with Alzheimer's and dementia organization  
Special Education Aide

Substance Abuse Counselor  
 Summer in the City Intern at a social support agency for senior citizens  
 Support Group Volunteer for families facing life-threatening illnesses

Teacher (all levels, special needs populations, Teach for America, etc.)  
 Tutor with at-risk, foster, and probation youth

## Examples of Experience NOT Considered Relevant

Some examples of experience that would NOT be considered relevant for meeting the admission eligibility requirement include:

Administrative Assistant or Office Clerk  
 Animal Shelter Volunteer  
 Babysitter or nanny  
 Data entry  
 Fundraising volunteer

Packing food pantry boxes  
 Research experience that does not include interviews/interactions with subjects  
 Retail or restaurant service work  
 Working only with other college students in a peer capacity

## Résumé Guidelines and Tips

1. Follow the “Professional Social Work Experience” template provided below to highlight all relevant professional work or volunteer experience. All information listed in the template **MUST** be included on your résumé, **including the total hours worked at each position.**
2. Include all work, volunteer, or part-time positions that are specifically related to either your chosen specialization area or to the field of social welfare.
3. 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	Start Date to End Date
Location	Hours per week, <b>Total Hours Worked</b>

- Describe your experience as it relates to the field of social welfare.
- Demonstrate how skills gained, tasks completed, or clientele involved have prepared you for professional social work.

## Sample Résumé 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