

TAMMY TROJAN, MSW (Expected 20xx)

Los Angeles, CA 90089 | tammytrojan@usc.edu | 213 - 555 - 5555

SUMMARY: ONLY for career changers or those seeking jobs in non-traditional settings

EDUCATION

University of Southern California

Master of Social Work

Department: Children, Youth & Families; School Settings (PPSC)

Dean's List (optional)

Los Angeles, CA
Expected May 20xx

USC Global Immersion – Philippines

- Conducted research on domestic violence and human trafficking of women

Expected March 20xx

University of California, Davis

Bachelor of Arts, Sociology; Cum Laude

Davis, CA
June 20xx

UC Davis Study Abroad – London, England (optional)

Spring 20xx

SKILLS

Computer: Proficient in Microsoft Word, Access; Familiar with Excel, C++, Website Design

Languages: Fluent: French (written and verbal); Conversational: Italian

TRAININGS

Problem Solving Therapy (PST), Motivational Interviewing (MI), Trauma Focused Cognitive Behavior Therapy (TF-CBT), Cognitive Behavior Therapy (CBT)

CERTIFICATIONS

Basic Life Support (BLS) Certified

Valid until month 20xx

RELEVANT EXPERIENCE

Children and Family Service Center

Clinical Social Work Intern

- Bullet point
- Bullet point
- Bullet point (minimum 3, maximum 5)
- Bullet points begin with an action verb and their purpose is to give examples of the work you did

(For clinical experiences, consider including specifics such as the population, diagnoses/presenting issues, interventions used, groups/psychoeducation and the topics, working in teams, etc.).

Los Angeles, CA
September 20xx - present

National Alliance on Mental Illness (NAMI)

Planning & Development Intern

- Bullet point
- Bullet point (minimum 3, maximum 5)
- Bullet points begin with an action verb and their purpose is to give examples of the work you did

(For non-clinical experience, consider including specifics about the project/program you worked on and what your specific contributions were).

Los Angeles, CA
September 20xx – April 20xx

LEADERSHIP EXPERIENCE

International Social Work Caucus – USC School of Social Work

Chair (20xx– present)

- Bullet point
- Bullet point (minimum 3, maximum 5)
- Bullet points begin with an action verb and their purpose is to give examples of the work you did

(Think about your role in the caucus and what you did – e.g. planning events, fundraising, community partnership building for donations/sponsorship, etc.).

Los Angeles, CA
August 20xx – present

TOMMY TROJAN, MSW (20xx)

Los Angeles, CA | 90089 | 213 – 444 – 4444 | ttrojan@usc.edu

SUMMARY

- Established marketing professional transitioning to social work to [explain your purpose of what you want to do]

EDUCATION

University of Southern California
Master of Social Work
Social Change and Innovation

Los Angeles, CA
Expected May 20xx

University of California, Berkeley (Haas School of Business)
Bachelor of Science, Business Administration

Berkeley, CA
June 20xx

RELEVANT EXPERIENCE

National Alliance on Mental Illness (NAMI)
Planning & Development Intern

Los Angeles, CA
September 20xx – April 20xx

- Bullet point
 - Bullet point (minimum 3, maximum 5)
 - Bullet points begin with an action verb and their purpose is to give examples of the work you did
- (For non-clinical experience, consider including specifics about the project/program you worked on and what your specific contributions were).**

Joe Smith Mental Health Center
Social Work Intern

Inglewood, CA
September 20xx – May 20xx

- Bullet point
 - Bullet point
 - Bullet point (minimum 3, maximum 5)
 - Bullet points begin with an action verb and their purpose is to give examples of the work you did
- (For clinical experiences, consider including specifics such as the population, diagnoses/presenting issues, interventions used, groups/psychoeducation and the topics, working in teams, etc.).**

LEADERSHIP EXPERIENCE

International Social Work Caucus – USC School of Social Work
Chair (20xx– present)

Los Angeles, CA
August 20xx – present

- Bullet point
 - Bullet point (minimum 3, maximum 5)
 - Bullet points begin with an action verb and their purpose is to give examples of the work you did
- (Think about your role in the caucus and what you did – e.g. planning events, fundraising, community partnership building for donations/sponsorship, etc.).**

OTHER WORK EXPERIENCE

Saturn Food Company
National Marketing Manager (2005 – 2011)

Chicago, IL
July 20xx – July 20xx

- Bullet point
 - Bullet point (minimum 3, maximum 5)
 - Bullet points begin with an action verb and their purpose is to give examples of the work you did
- (For previous experiences, identify and prioritize key skills and deliverables that would be transferable to social work and include those as your bullet points).**

The *Quick* Resume Checklist

Put your resume to the checklist test and see how you measure up!

CONTACT INFO

- I have a professional email address.
- My cell phone number is correct and has a professional outgoing message.

SUMMARY

- Only for those who are career changers, seeking non-traditional opportunities, re-entering the workforce or established social work professionals.

EDUCATION

- I spelled out the University name for USC and my undergraduate institution.
- I have Master of Social Work listed on my resume. (*Not Masters in Social Work*)
- I have Bachelor of Arts or Science spelled out on my resume.
- I have my department/option listed on my resume.

SKILLS

- In my 'Skills' section, it only has computer and foreign language skills in it.

TRAININGS & CERTIFICATIONS

- These appear as two separate sections on my resume.
- The evidence based trainings I received from the School or my field/workplace appear in Trainings.
- Only credible certifications of which all hours were completed to become certified are in the Certifications section.

FORMAT/LAYOUT/STYLE/GRAMMAR

- I am using one font style throughout my resume.
- My font size for my resume is 10pt with the exception of my name which will be larger.
- I am using one consistent format for my dates.
- My resume does not have a colorful font.
- My resume does not have a photo on it.
- My resume is no longer than 2 pages.
- My resume has no spelling/grammatical errors.
- My margins are .5 to 1 inch all around.
- My resume does not include references or the line '*References Available Upon Request*'.
- My resume is easy to read, professional and uncluttered.

BULLET POINTS

- My bullet points begin with an action verb and I am using the correct tense (present or past).
- My bullet points are well developed (*succinct, detailed, specific yet concise*)
- I do not have more than 5 bullet points for any experience.

[Your Name]
[Street Address]
[City, ST ZIP Code]
Date (Month, Day, Year)

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Who do you address the letter to?
Dear Hiring Manger or Dear Hiring Committee.
If you have the name of someone, then
address the letter to that person.

Dear [Recipient Name]:

I am applying for [job title] that I found through (give website or name of person if you have a referral). I recently graduated or will be graduating from the University of Southern California with my Master of Social Work degree with a Concentration in [blank] (mention your Option if you have one). End this paragraph with one sentence that states your interest in the company. Do research on the company and find something that they're doing that you relate to or admire that makes you want to work there.

[Read the job description carefully. Identify what the job requires, then ask yourself why you would be effective in that job. Reflect on the experiences in your resume and then write a cohesive summation about how your experiences qualify you for the job and how you would be able to contribute to their organization.]

This is a job opportunity that I am very interested in and would welcome the chance to discuss it in further detail. I can best be reached at [cell phone number] or [email address].

Thank you for your consideration.

Sincerely,

[Your Name]