**REMOVE THIS NOTE before saving and submitting your field application resume.**

**General Framework for Resume for Field Practicum Application**

Many formats are appropriate for resumes. This information is provided to ensure that your resume contains the basic required information for a social work field practicum application.

**Name**

**Address** (You may wish to include both a local and a home address)

**Local Phone, Cell Phone, Home Phone**

**Email Address** (Use Brockport email **ONLY**)

**Placement Objective:** A broad statement reflecting your area of field placement interest, which incorporates social work values and ethics such as “Seeking an undergraduate social work field placement with a child welfare focus” or “Interested in securing an undergraduate social work field placement that embraces a client empowerment perspective” etc.

**Educational Background** (schools and degrees awarded, area of concentration or focus, GPA, include that you are a student at the College at Brockport, do not include high school)

* The College at Brockport, State University of New York

Major: Social Work Minor: Psychology Anticipated Date of Graduation: May 2020

GPA 3.25

* Monroe Community College

Associates Degree in Human Services Achieved May 2016

**Volunteer/Internship Experience** (Include relevant Volunteer and/or Internship Experiences, Committees, etc.)

**Professional Experience** (Generally, list all jobs in chronological order beginning with the most recent, explain major gaps in employment in your cover letter, list dates of employment, job title, and major responsibilities, accomplishments, or skills utilized/acquired utilizing the following format:

**Company Location Months/Years of Employment**

*Job Title (If you held multiple positions within the same company, number each under same heading above)*

* Job responsibilities (bullet each describing skills used – DO NOT include “I” such as:
* Professional communication via email, phone, and face to face interactions
* Engaged customers while providing excellent customer service
* Maintained a safe and healthy environment (instead of cleaning)

**Certifications Held** (List all relevant certifications, CPR/first aid, drug and alcohol, NARCAN, or any other relevant certifications, ALSO INCLUDE YEAR) **If you do not have any certifications, do not include this.**

**Awards or Honors** (List any and all relevant forms of recognition for your work or service.) **If you do not have any awards or honors, do not include this.**

**Workshops:** If you have presented any workshops/trainings within an agency, or at a conference, you should include this. If you have attended relevant trainings, include under a section titled as **Professional Development Attended**. If you have not, do not include this.

**Additional Skills/Relevant Coursework:** If you have other skills or talents you may want to include these. Examples might include additional languages you speak, computer skills, etc.

***References Available Upon Request***

*REMOVE THIS NOTE FROM FINAL RESUME (You will create a separate document with the same heading as your resume with three references. Please include their name, title/role, employer, how you know them, and how long you have known them, email, and phone number. References can be academic (professors) or occupational (supervisors). (Note: all listings - education, employment, etc. should be ordered most recent first.)*