

### Step 1: Create a strong resume.

**Your resume is a snapshot of who you are and what you can bring to a field agency.**

Fieldwork is a competitive process, as internship sites are often receiving applicants from multiple Social Work programs. A clear and relevant resume will help you stand out in the application process and be an important resource for you as you build your career. We recommend that you follow the guidelines below for a strong social work resume.

### Step 2: Get resume feedback and schedule a mock interview.

**Catherine Archer, LCPC is the School of Social Work's Career Advisor.**

Schedule an appointment with her to get feedback on your application materials and practice your interview skills. She can be reached at [carcher1@luc.edu](mailto:carcher1@luc.edu) or 773-508-7716, or you can schedule a meeting with her on Handshake.

### Step 3: Apply to fieldwork.

With guidance from your School of Social Work Internship Coordinator, apply for fieldwork, prepare for site interviews, and get ready to land an awesome field internship!

## GUIDELINES FOR MSW RESUMES

### General Resume Tips

- **Stick to 1 page if possible.**  
Your resume should be a snapshot of your experience *relevant to the job you are seeking*, not an exhaustive list of everything you have done. Use narrow margins (can be changed in Word under Page Layout) and single spacing.
- **Resumes are looked at for an average of 6 seconds.**  
Think about what you want to highlight and be strategic about where you put it on the page.
- **Use standardized formatting on your resume.**  
Avoid using multiple columns, images, or colors. Be consistent with your formatting styles.
- **You do not need an objective section when applying for fieldwork.**  
It is already clear that your objective is to obtain a field internship. If you want to keep this section, consider creating a professional summary (2-3 sentences summarizing your skillset and experience) rather than an objective.
- **ALWAYS save and send as a PDF!**  
Certain resume templates or versions of Microsoft Word can be distorted by a reader's viewing software or printer.

### Name and Contact Information

- **Your resume should begin with name and contact information (email, phone, and address).**  
If you do not yet have a local address (for example, if you're moving from another state and you have not yet secured housing), leave off your address for now, rather than listing an out-of-state address.
- **Use your LUC email address when applying for fieldwork.**
- **Make sure your name is big, bold, and stands out!**

## Education

- **List your college education, beginning with undergraduate and including your MSW Degree.**

We recommend listing your studies at Loyola like this:

**Loyola University Chicago, Chicago IL**  
*Master of Social Work, Mental Health Specialization* Expected May 2021

If you are receiving a separate license as part of your MSW studies, list this separately:

**Loyola University Chicago, Chicago, IL**  
*Master of Social Work, Schools Specialization* Expected May 2021  
*ISBE Professional Educator License, School Social Work Endorsement* Expected June 2021  
*Certified Alcohol and Drug Counselor (CADC)* Expected Dec. 2021

If you're attending Loyola for both your undergrad and graduate degrees, list both under the same heading:

**Loyola University Chicago, Chicago IL**  
*Master of Social Work, Children & Families Specialization* Expected May 2021  
*Bachelor of Social Work, Minor in Spanish* Expected May 2020

- **If you attended a college but did not graduate (transfer credits, pre-requisites), do not list it.**
- **Do not list your high school.**
- **If you have a general Associate Degree that transferred into your Bachelor's, do not list it.**  
If your Associate's included relevant training or special skills (ex. Medical Assistant), then it's appropriate to list this.
- **You do not need to list your social work coursework.**  
Coursework may only be relevant if you have taken a specific advanced level class that is uniquely relevant to the internship for which you are applying (*Crisis Intervention; Interventions for Opioid Use Disorder*).
- **If you are listing study abroad information, be specific.**  
Briefly describe what you studied or did while you were there, rather than just listing the place you went.
- **You are not expected to list your GPA.**  
Unless you have a 4.0, you really don't need to include it.

## Experience

- **Use bullet points to describe the work you did at each position.**  
4-6 bullet points is recommended for each position.
- **Highlight and quantify your achievements and skills rather than just restating the job description.**  
Ask yourself: How did you help your clients? Did you create a new program or system based on the needs of a population? Did your skills increase the success of an agency goal? Why was each task helpful or important?

**Howard Brown Health Center** Chicago, IL  
*Social Work Intern* January 2020 – Present

- Provide weekly counseling sessions for LGBTQ youth ages 14-22 using CBT and psychodynamic approaches
- Ensure accurate case notes and confidential client files and submit timely insurance reimbursement forms
- Developed successful new process group for lesbian trauma survivors and lead group of 10 weekly
- Respond to various emergencies using crisis intervention and de-escalation techniques
- Conducted outreach to community restaurants for food drive, resulting in 10% increase in participation

- **Use accurate verb tense and consistent formatting of dates.**  
Use present tense when currently at a position, and past tense when no longer at the position.  
*Month Year* (March 2018 – May 2019) format is recommended for dates rather than using seasons or years only.
- **If you have relevant volunteer experiences, consider listing them in this section.**  
For example, if your work experience is in retail, but you've volunteered at a homeless shelter and a retirement community, you would want to elevate your volunteer experience to make sure the reader notices it.
- **Internships are considered professional experiences; you should list these in this section.**
- **Include collegiate and post-collegiate experiences only.**  
Do not list job experience from high school, unless you do not have enough other experiences to fill a page.

## Volunteer Experience

- **If you're listing volunteer experience as a separate section, you can use the same bullet point format as your work experience, or you can simplify by just listing the organization and date.** You should gauge how much room you have on the page and whether your skills are relevant to the internship for which you are applying. Remember, you don't have to list *everything*, just a snapshot of your relevant experience.
- **Include collegiate and post-collegiate experiences only.** Do not list volunteer experience from high school, unless you do not have enough other experiences to fill a page.
- **Always spell out acronyms.**

## Additional Sections

- **If you have additional sections (Professional Affiliations, Professional Development, Awards), make sure everything you list is relevant to Social Work.** Do not list every training you have ever attended. Highlight a few that are relevant to the role you are applying for.
- **Include computer skills, second language skills, and other relevant skills.** You do not need to state that you are fluent in English. This should be clear if your resume is in English. When listing second languages, rate yourself in terms of proficiency in writing, reading, and speaking.  
  
For computer programs, Microsoft Office, Electronic Medical Record (EMR) Software or Customer Relationship Management (CRM) Software would be appropriate to list here.
- **Avoid listing personal qualities/soft skills such as *empathy* or *problem solving* in this section. These should be reflected in your experiences.**
- **Do not list your references on your resume, and do not state that they are available upon request.** If a site wants your references, they will ask for them. When they do, submit your references as a separate document.

## RESUME SUPPORT RESOURCES

**Catherine Archer, LCPC**  
**School of Social Work Career Advisor**

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773-508-7716

You can also schedule a meeting with her on Handshake.

**[SocialWorker.com: 10 Essential Tips for Your Amazing Social Work Resume](#)**

**[Indeed: 8 Resume Do's and Don'ts](#)**

**[SocialWorker.com: Action Verbs for your Social Work Resume](#)**

**The Career Development Center has walk-in hours on both campuses.**

Check their available hours at <https://www.luc.edu/career/advisingdrop-inhours/>.