**RÉSUMÉ AND PERSONAL STATEMENT**

**General Framework for a Résumé for Field Placement Application**

There are many formats that are appropriate for résumés. This information is provided to ensure that your résumé contains the basic required information for a social work field placement application.

**Contact Information:**

Name, address, daytime and alternate phone numbers, e-mail address.

**Placement Objective:**

A broad statement reflecting your area of field placement interest.

 *Example*: "Seeking a social work field placement with child welfare focus" or "I am interested in securing a community-based placement that embraces a client-empowerment perspective," etc.

**Educational Background:**

Schools and degrees awarded, area of concentration or focus, GPA (optional); include that you are a social work student at Nazareth College.

 *Example*: Nazareth College of Rochester, B.S. with a concentration in Social Work

 Anticipated Date of Graduation: May 2013

**Certifications:**

List all relevant certifications; this can include CPR or other first aid, drug and alcohol, or any other relevant certification.

**Awards or Honors:**

List all relevant forms of recognition for your work or service.

**Work Experience:**

List all jobs in chronological order beginning with the most recent; list dates of employment, job title, and major responsibilities, accomplishments, or skills utilized/acquired. It is important to include internships in this category.

**Volunteer Experience:**

Include relevant volunteer experience.

**Workshops:**

If you have presented any workshops or trainings within an agency or at a conference, you should include these.

**Additional Skills:**

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** (some agencies will require references)

**Personal Statement**

For what reasons have you chosen social work as a career? What strengths would you bring to the profession? How would you be an asset to your field placement agency and the profession of social work? *(limit 500 words)*

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