**Social Work Resume Template**

Career, Mentoring, and Professional Development Center

Shippensburg University of Pennsylvania

career@ship.edu ∙ www.ship.edu/career ∙ 717-477-1484

 **Name**

Contact Information (Address, Phone number, Email address)

**Online Portfolio Available at: www.webaddress.com**

**EDUCATION/TRAINING** (TRAINING is optional)

**Bachelor of Social Work**, Expected Graduation month/year

Minor: (if applicable)

Shippensburg University, Shippensburg, PA

Accredited by the Council on Social Work Education (CSWE).

QPA: (list if noteworthy; 3.0+)

 **Possible subheadings under Education: \***Study Abroad; Honors; Relevant Coursework**\***

**LANGUAGES:** (include level of proficiency)

**PROFESSIONAL INTERNSHIPS**

**Title,** Organization(dates involved)

City, State

* Describe duties/responsibilities
* Be specific
* Use “buzz” words related to the field
* Begin each bullet with an action verb; No personal pronouns

**PUBLIC RELATION EXPERIENCE
Title** (for Community Service, your Job Title may be “Volunteer”), Organization, (dates)City, State

* Describe duties/responsibilities
* Be specific
* Use “buzz” words related to the field
* Begin each bullet with an action verb; No personal pronouns

**WRITING PROJECTS (or PUBLICATIONS)**

* Title of project, date
* Title of project, date

**Campus Leadership/Involvement** (Highlight any leadership roles or positions held)

**Leadership Role,** Organization(dates)

**COMMUNITY SERVICE** (more passive involvement such as Blood drives, Relay for Life, marathons)

Organization (dates); Organization (dates); Organization (dates); Organization (dates);

**Professional references and portfolio available upon request**

**Other Possible Headings to Incorporate In Resume**; (possibly subheadings); Military History; Professional Development/Conferences Attended; Professional Memberships/Affiliations; Community Service/Involvement; Media Equipment/Skills; Graphic Design Experience; Media-Related Experience (Print/Electronic); Research Projects

**Social Work Resume Example**

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career@ship.edu ∙ www.ship.edu/career ∙ 717-477-1484

**Aven Bittinger**

Contact Information: 408 Lancaster Drive, Shippensburg Pa 17257 Phone: 123-456-7890 Email: aboas.ship.edu

**EDUCATION**

**Bachelor of Social Work**, Expected Graduation May 2021

Minor: Gerontology

Shippensburg University, Shippensburg, PA

Accredited by the Council on Social Work Education (CSWE).

GPA: 3.44

**PROFESSIONAL INTERNSHIPS**

**Counseling Intern**, Healthcare Partners (May 2020 – August 2020)

Harrisburg, PA

* Provided weekly individual counseling sessions for LGBTQ youth ages 14-22 using person-centered, CBT, and psychodynamic approaches
* Developed and led successful new weekly process group for lesbian trauma survivors
* Ensured accurate case notes and confidential client files and coordinated team to submit timely insurance reimbursement forms

**Case Management Intern,** Sicua Social Services (May 2019 – August 2019)

Harrisburg, PA

* Managed caseload of 25 clients with dual diagnoses by providing housing, public assistance, and healthcare referrals
* Initiated new client record keeping process that decreased inefficiency and improved administrative operations for team of 32 staff
* Recorded and transcribed all meeting minutes into digitized format for easy reading.

**Communications Intern,** Pennsylvania Local Government Commission (May 2018 – August 2018)

Harrisburg, PA

* Released publication memos on behalf of Commission.
* Reported findings to senatorial and representative committees overseeing Commission.
* Assisted in the answering of public questions at Commission-hosted events.

**Shippensburg University Campus Leadership**

**President,** Student Government Association(May 2019 – Present)

* Represented undergraduate student interest in all university administration meetings.
* Empowered senators to engage with constituency through programming events.
* Coordinated with alumni to provide students alumni-events related toward state government.

 **Vice President,** ShipVotes (October 2020 – Present)

* Engaged community at CornFest concerning how to register to vote.
* Created educational videos concerning election information for the SHIP community.