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**School of Social Work 1600 Holloway Avenue San Francisco, CA 94132-4161415-338-1003**

**Required MSW Resume Template**

**School of Social Work, Fall 2022**

The following information provides a template for completing the resume portion of the application. You may choose to utilize any template based on your personal preference; however, **be sure to provide the information requested and follow the template provided below for any professional work or volunteer experience. All information listed in the template must be included on your resume, *including the total work hours and hours of work per week at each position.*** There are no page limits, but it is anticipated that most applicants will be able to cover the relevant information in 1-3 pages.

1. Name of applicant

* Name
* Mailing address
* Phone number
* Email address

2. Degree information

* Degree
* Institution granting degree
* Major
* Date awarded (month/year)

3. **Employment Experience & Template**

* List all full-time, part-time, and volunteer work experience in the Social or Human

 Services fields **within the last 10 years**

* Start with the most recent experience first

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| Organization:       | **Exact** Dates of Employment:( Start Date to End Date) |
| Position/Title:       | [ ]  Part-time [ ]  Full-time [ ]  Volunteer |
| Location:       |
| Hours of work per week:       Total Work Hours:       | Supervisor:       |
| **CHECK ONE** Social Svcs:       Education:       Health:       | Other, Specify:       |
| **Description of responsibilities and projects:** |  |

4. List special awards, fellowships, grants, or any other recognition you have received.

5. List your professional presentations and/or professional publications

6. Include any other relevant information