**OBJECTIVE**

* Clearly identify that you want to complete a challenging 3rd or 4th year (pick one) Social Work Practicum. Keep it general to an area of practice. For example, mental health, aging, community development, etc.

**HIGHLIGHTS OF QUALIFICATIONS**

* Highlight your unique skills and achievements that may relate to the placement. Include fluency in other languages, skills gained through your co-curricular record/volunteer/work experience.
* Name key skills and experiences that are relevant, i.e. communication skills, interpersonal skills, leadership/teamwork skills, technology/computer skills, etc.

**EDUCATION AND TRAINING**

Bachelor of Social Work Program year  
Name of institution, city and province

Name of degree, major/diploma/specialization Credential   
Name of institution, city and province

Name of degree, major/specialization Credential   
Name of institution, city and province

* Mention any academic achievements or awards i.e. Dean’s List
* List any completed academic courses that are relevant
* Mention the completion of other certificates, courses or relevant training i.e. WHMIS, First Aid, Conflict Resolution etc.

**WORK EXPERIENCE**

Job Title  
Employer, City, Province Date

* Focus more on describing transferable skills you have achieved on the job rather than work duties
* Use the **Skill+Task+Result** formula to explain your accomplishments, such as “Engaged in collaborative teamwork to supervise activities for a team of 3 employees to design content for company websites”
* Project Experience can be substituted for work experience if it is more relevant
* Use past tense action verbs to start each sentence

**VOLUNTEER EXPERIENCE**

Volunteer Title  
Organization/Company

* Focus more on describing transferable skills you have achieved on the job rather than work duties
* Use the **Skill+Task+Result** formula to explain your accomplishments, such as “Engaged in collaborative teamwork to supervise activities for a team of 3 employees to design content for company websites”
* Project Experience can be substituted for work experience if it is more relevant
* Use past tense action verbs to start each sentence

**REFERENCES**

Add to a separate sheet and provide a copy when asked. Bring a copies to your interview

**Details**

It is best to keep your resume to 2 pages.

Your cover letter and resume should be saved and submitted as one document with the cover letter first then your resume. Name the file using your first name last name program resume year