

Professional Resume Outline

Resumes should be typed and limited to two (2) single-sided pages. Applicants should follow these guidelines in formatting the resume:

- ✓ Use one-inch margins, 12-point type with Times or New Times Roman font.
- ✓ Personal data: Name, address, phone number, email address
- ✓ Educational experience: Institutions and the dates you attended; Academic degrees awarded, including majors and minors
- ✓ Work experience: A list of all positions listed in chronological order, beginning with the most recent, with a 2-3 line job description for each
- ✓ All beginning and ending dates for each position
- ✓ Indication of whether the position was full-time or part-time
- ✓ Volunteer experience: A list of all positions listed in chronological order, beginning with the most recent, with a 2-3 line job description for each
- ✓ All beginning and ending dates for each position
- ✓ Professional affiliations and honors from your school, profession, or community:
- ✓ List of any memberships in professional organizations and service groups
- ✓ List of honors or special awards received.

Personal Narrative Statement Outline

Please limit your narrative to 5-6 typed, double-spaced pages with 12-point font, and number your responses to correlate with the questions below. In addition to the content of your responses, the admissions team will be assessing your capacity for clear and professional writing; therefore, no use of generative or corrective AI is permitted. By signing and submitting this document, you certify that the content is your original work.

Name (top of first page)

1. Why are you pursuing a Master of Social Work degree at this time? Please describe any volunteer, work or life experiences that contributed to your choice of social work as a profession.
2. The NASW Code of Ethics identifies six core values of the social work profession, describing them as “the foundation of social work’s unique purpose and perspective.” The core values are: service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence. Briefly summarize how your own experiences demonstrate these professional values, giving specific examples.
3. It is imperative that social workers practice cultural humility and exemplify sensitivity to ethnicities, religions, beliefs, and lifestyles that may differ from their own. Briefly describe any experiences you have had that will strengthen your ability to work proficiently with diverse clients.
4. The Grand Challenges for Social Work initiative lists 14 social issues that our profession works to address in various settings and roles. Choose one, and describe how you envision yourself contributing to positive, equitable solutions to this challenge as a social worker.
5. Graduate school requires significant time, energy, and financial commitment. In addition to classroom-based learning, the Traditional MSW program requires at least 900 hours of field placements with social service agencies, while the Advanced Standing program requires at least 600 hours in field. After reviewing the requirements for the program to which you are applying, including the MSW Student Manual and the MSW Field Manual, and the financial aid information available through the Graduate School’s website, please describe your plan and capacity for meeting the expectations of the MSW program.
6. Signature and date

List of Liberal Arts Courses Taken

Specify the courses you have taken in the following content areas. No specific course is required within the 18 semester hours of mandated credits, but you must have received a "C" or above for the course to count. Examples of course from liberal arts include:

* Social Science Courses: (Anthropology, diversity, economics, ethnic studies, political science, social work, sociology, or psychology)

* Humanities Courses: (Religion, history, linguistics, literature or philosophy)

Course # and title Term/year School Grade

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

* Human Biology Content (Highly Recommended)

11. _____

12. _____

Criminal Records Statement

The Department of Social Work expects students with prior convictions to inform the Director of Field Education of such convictions **prior to placement**. Laws governing work with children and other issues of moral turpitude preclude persons with criminal convictions from working in certain agencies or situations. Students who fail to inform the Director of Field Education of a prior conviction and the conviction becomes known to the Department of Social Work, **the student in question will be dropped from the field agency**. Thus, all applicants must complete, sign and return this form (including any required statement of explanation) with the application. PLEASE TYPE OR PRINT.

Name _____

Address _____

1. Have you ever been expelled, suspended or placed on probation by any secondary school or college you have attended, for reasons of academic dishonesty or because of an offense that harmed or had the potential to harm others? Yes No

2. Have you ever been arrested for a felony? Yes _____ No _____
Were you convicted of these charges? Yes _____ No _____

3. Some field agencies have additional screening procedures including an official criminal records check, child or elder abuse registries, drug screens, etc. Is there anything in your background that would show up on any official screening procedure? Yes _____ No _____

If you answered "yes" to any of these questions, you must submit a statement of explanation. Please attach a separate sheet to this form titled "Statement of Explanation."

I attest that all of the above information I have provided is true and accurate.

Signature _____

Date _____