

## Guidelines for Resume Writing

A resume is a very important part of your professional identity. Resumes are a narrative method to reflect all of your strengths and achievements. There are many different ways to construct a resume and many different schools of thought in terms of what information should be included in a resume. Bloomsburg University has a Career Development Center that has many resources related to employment including tips on resume writing. Please take some time to explore what the BU Career Development Center has to offer to students and alumni at <http://www.bloomu.edu/careers>.

Each prospective student intern is asked to submit a professional resume along with the Social Work Internship Screening Questionnaire to the Coordinator of Field Education as a part of their preinternship meeting. Prospective interns are asked to bring a copy of their resume along with any current clearances with them to their agency internship interview.

Some of the common elements to a resume are: name, address, contact phone number(s) and e-mail, an employment objective, information on educational background, work history, volunteer history, professional clubs and organizations, honors and achievements, references. Please see the example on the following page.

PLEASE NOTE: Only specify items such as GPA if it is a strength for you. For example, if your GPA is above 3.5, include it. If your GPA is less than 3.0, do not list it on a resume. If you have been inducted into an honor society or received an award, list it on your resume.

Please see the following example of a resume.

## Ima Helper

123 Self-Care Avenue, Bloomsburg, PA 17815  
570(389-0000); email: [Helper1@gmail.com](mailto:Helper1@gmail.com)

### Objective

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To expand my knowledge and experience in the field of social work by learning the necessary skills needed to work with children.

### Education

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Bloomsburg University of Pennsylvania **May 2014**  
Major: Social Work, Concentration: Children, Family & Youth  
GPA: 3.2

### Related Experiences Social Work

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**Behavioral Specialists Incorporated, BSI, Inc.** **January 2014-May 2014**  
400 Hour internship: Completed social work internship at Behavioral Specialists Incorporated. Provided supportive interventions to youth in partial hospitalization program. Facilitated groups and coordinated activities with youth, families and caseworkers.

**Danville Area Community Center; DACC** **Fall 2012**  
80 Hour Internship: Completed introductory practice experience for social work program. Assisted other staff members at DACC with after school program for youth ages 5-12).

**Companion** **June 2010-June 2011**  
Provided supportive care to older adult in companionship program at Temple University  
Assisted older adult with grocery shopping, cleaning, and self-care

### Employment

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**Sales Associate** **February 2012-May 2014**  
Operated cash register, assisted customers as needed and assisted with stocking

### Organizations and Community Service

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National Association of Social Workers  
Delta Phi Epsilon Sorority  
Phi Alpha National Honor Society for Social Workers  
Relay for Life, Participant and Fundraiser  
Danville State Hospital

### Honors

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Dean's List **Fall 2012, Spring 2013**  
President of Delta Phi Epsilon **Fall 2013**  
Student Athlete Award **Spring 2014**

References Available Upon Request

