

Sample Resume

BETTY CASEWORKER

603 Park Avenue • Greenville, MS 38701 • 662-335-2222 • scaseworker@okra.deltastate.edu

PROFILE OF SKILLS

Fluent in Spanish • Enjoys Working with Various populations
Effective Interpersonal Skills • Excellent Leadership Capabilities
Desire to Serve the Community
Enjoys New Challenges • Organized • Self Motivated • People Oriented

EDUCATION:

20xx-Present **Delta State University** **Cleveland, MS**
Bachelor of Science
Major: Social Work
Pending Graduation Date: May, 20xx
Related Coursework:
Human Behavior Social Policy
Social Work and Service Environmental Policy

EXPERIENCE:

20xx-Present **Washington County Mental Health Center** **Greenville, MS**
Internship

- Provide crisis intervention for teens and their families
- Assist in individual recovery plans
- Conduct intakes for substance abuse detection under direction of the director
- Perform data entry tasks on new clients
- Observe counseling sessions with new patients
- Facilitate group sessions with Hispanic patients

20xx-20xx **Habitat for Humanity** **Cleveland, MS**
Volunteer Coordinator

- Trained and supervised over 300 volunteers to build low income houses
- Worked closely with vendors to provide donated items, services and labor
- Conducted outreach through public speaking and radio interviews
- Received training in grant writing and strategic development

20xx-20xx **Bolivar Medical Center** **Cleveland, MS**
Social Work Office Assistant

- Interviewed patients to determine financial competence
- Arranged for outpatient follow-up with various health services
- Served as liaison for patients and families

HONORS AND ACTIVITIES:

- Dean's List
- Phi Alpha Honor Society
- National Association of Social Workers
- Council on Social Work Education
- Student Government Association
- Lead Volunteer Coordinator – Helping Hands Food Program

Sample References

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REFERENCES:

Jane Doe

Director, Washington County Mental Health Center
549 Hwy 1 South
Greenville, MS 38701
(662) 334-2298
doe@washingtonmhc.org

John Smith

Head of Social Work, Bolivar Medical Center
3354 Highway 8
Cleveland, MS 38732
(662) 846-4186
jsmith@bms.org

Dr. Phil Gude

Chair, Department of Social Work
Delta State University
Cleveland, MS 38733
(662) 846-4589
gude@deltastate.edu

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Sample Cover Letter

603 Park Avenue • Greenville, MS 38701 • 662-335-2222 • scaseworker@okra.deltastate.edu

August 25, 20xx

Ms. Cindy Smith
LeBonheur Children's Medical Center
1234 University Avenue
Memphis, TN 33333

Dear Ms. Smith:

I am pleased to enclose my resume for consideration of the adolescent case worker position at LeBonheur Children's Medical Center. I believe that I possess the knowledge, experience, skills and talent to make a significant contribution to the success of the hospital's mission.

I will receive my Bachelor of Science degree in Social Work from Delta State University in December 20xx, and I am looking for an opportunity to utilize my skills and knowledge. The social worker position at LeBonheur Children's Medical Center would give me the opportunity to develop my clinical skills to help the hospital be distinguished as the premier children's medical center in the nation.

In addition to studying such valuable courses as human behavior and the social environment, social welfare policy analysis and school social work services, I have learned a great deal about the profession through my internship opportunity at the Washington County Mental Health Center. Further, I offer solid experience in the field through completion of my 440 contact hours to satisfy my degree requirements.

The case worker position at LeBonheur Children's Medical Center is a replica of my interests and abilities. I am very excited about the possibility of joining the LeBonheur team and working closely with the patients, families, physicians and other staff members. To provide you with more information about my experiences and education, I have enclosed my resume. Thank you for your time and consideration.

Sincerely,

Betty Caseworker

Betty Caseworker

Enclosure

Social Work Interview Questions

- Why have you selected a career in social work?
- What do you hope to accomplish as a social worker?
- Have you had any experience working with people of a race or sexual orientation different from yours?
- Do you feel you can be objective in counseling a teen about abortion?
- What do you think of the welfare system?
- What is your philosophy of social work?
- What techniques do you use in crisis intervention work?
- What kinds of things go into a psychological assessment?
- How do you describe your personal boundaries?
- What do you think of the recent welfare changes?
- What do you think is going to happen in the field in the next five years?
- What are your thoughts on managed care?
- Are you a member of any professional organizations?
- How would you handle a psychotic outburst in the clinic's waiting room?
- In terms of family therapy, what is your theoretical orientation?
- Do you believe in short term or long-term treatment?
- Think of a client you have liked/disliked and tell how you dealt with the counter transference issues.
- Are you an active listener? Are you able to engage clients?
- This position requires a lot of independent thinking and initiative. There is minimal supervision. Could you handle that?
- What kinds of problems do you like to handle? Can you give me an example?
- What kinds of problems are you good at solving? Give me one example.
- How would your weaknesses interfere with your ability to do this job?
- Would you rather create/ design a program or be responsible for implementing a program?
- Knowing what you know now, is there something you would do differently in the management of one of your fieldwork cases?
- What do you judge to be your major successes or accomplishments in your fieldwork? How did you achieve these?
- What major disappointments/failures have you had in fieldwork?
- Are you prepared to make home visits?
- How is your previous experience applicable to the work we do here?
- Tell me about a case you worked on where you felt you were particularly effective.
- Tell me about the toughest case you ever worked on.
- I would give my own case example and have the applicant walk me through the assessment, planning, implementation and evaluation process.
- What types of clients are difficult for you to work with? What are your thoughts on why that might be?
- How and when do you use supervision? What type of supervision do you prefer?
- What is it about supervisors, clients and co-workers that can frustrate you? How do you handle your frustrations?
- What is your work style? What do you do to seek balance in your life?
- What do you do when you are faced with an ethical conflict? Have you experienced this in your work?
- What can you tell me about how you handled this?
- Why have you selected a career in social work?
- What do you hope to accomplish as a social worker?
- Have you had the experience of working with people of a race or sexual orientation different from yours?
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- What do you think of the recent welfare changes?
- What do you think is going to happen in the field in the next five years?
- What are your thoughts on managed care?
- Are you a member of any professional organizations?
- How would you handle a psychotic outburst in the clinic waiting room?
- In terms of family therapy, what is your theoretical orientation?
- How do you handle termination?
- Do you believe in short or long-treatment?
- Think of a client you have liked/disliked and tell me how you dealt with the counter transference issues.
- Are you sensitive? Are you intuitive?
- Are you an active listener? Are you able to engage clients?
- This position requires a lot of independent thinking and initiative. There is minimal supervision. Could you handle that?
- What kinds of problems do you like to handle? Can you give me an example?
- What kinds of problems are you good at solving? Give me one example.
- How would your weaknesses interfere with your ability to do this job?
- Would you rather draw up plans and design a program or be responsible for implementing a program? Why?
- Knowing what you know now, is there something you would do differently in the management of one of your fieldwork cases?
- What do you judge to be your major successes or accomplishments in your fieldwork? How did you achieve these?
- What major disappointments/failures have you had in fieldwork?
- Are you prepared to make home visits?
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