**Resume for the CSUB MSW Program Fall 2025 Cohort**

**Instructions:**

1. Download the resume template and save it to a location you can easily access.
2. Enter your experiences in reverse chronological order into the template.
   1. Sample information is provided as a guide. Use to copy/paste and maintain formatting.
   2. Focus on your experiences in the last 10 years.
      1. Include paid and unpaid experiences (work, volunteer, intern/externships, practicum, and research)
3. Make sure to include this information:
   1. Was your experience with a for-profit, government agency, nonprofit, or not-for-profit?
   2. Were you contract, full-time, part-time, self-employed, temporary/seasonal?
   3. What were your average hours per week?
   4. What was your practice area (if applicable)?
   5. What were your duties or accomplishments?
      1. Use a bulleted list to summarize.
   6. Do you speak, read, or write in any languages besides English?
      1. List those languages and if you speak, read, or write in that language.
         1. Indicate if you are a certified translator.
   7. Please include page numbers for subsequent pages.
4. **You must include** **verification forms for your experiences to be considered**.
   1. At minimum, verification forms should:
      1. Be on letterhead or an official form from the employer, volunteer organization, etc.
      2. Include the name, contact information, and signature of the verifying individual.
      3. Include your name, title, dates of employment (/other experience), a description of duties, and rehire eligibility status.
5. Combine your resume with your verification forms into one .pdf.
6. **Upload your resume and verification forms using the upload document function in Cal State Apply.**

**Applicant Name**

Applicant Address

Applicant Telephone | Applicant Email

**PAID EXPERIENCE**

**Good Health Associates** Bakersfield, CAFor-ProfitCase Manager01/20xx – present

Behavioral Health Full-Time/40 hrs. per wk.

* Provide confidential case management using social work principles to counsel over 35 clients weekly regarding family, personal and legal issues.
* Handle 24-hour crisis calls and walk-ins using emergency protocol to ensure safe support of clients and families.
* Serve as liaison between outside agencies and clients, including specific work with law enforcement organizations and court systems, to advocate for equitable treatment and solutions.

**Department of Human Services** Bakersfield, CAGovernment Agency

Intake Specialist 05/20xx – 12/20xx

Behavioral Health Part-Time/20 hrs. per wk.

* Utilized effective communication skills and empathy to conduct initial interview of clients and worked with licensed staff to determine therapeutic services.
* Researched agencies in the region and developed a comprehensive referral guide for clients and families.
* Demonstrated cross cultural sensitivity working with a multi-cultural client base and professional staff.
* Introduced student interns to the helping professions through supervision of projects and guidance with client interactions.

**UNPAID EXPERIENCE**

**Bakersfield Homeless Shelter** Bakersfield, CANon-Profit  
Volunteer09/20xx – 06/20xx  
 Part-Time/5 hrs. per wk.

* Worked with professional staff to help children complete academic assignments to stay current with grade level.
* Developed excellent understanding of community resources by assisting individuals and families to identify services in the area.

**LANGUAGES**

* Spanish - certified translator
* Portuguese - fluent speaker