**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 Instructions**

This application narrative will be reviewed to evaluate your readiness for the MSW Program. It is also used to evaluate your professional writing skills.

Limit your narrative to 2 – 3 typed, double-spaced pages with 12-point font, and number your responses to correlate with the questions below.

1. Describe your professional goals and how a graduate degree in social work is important to achieving those goals.
2. The core values of the social work profession are service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence. Choose one of these core values and describe how you see it related to the social work field.
3. Pursuing graduate-level education is an exciting opportunity for professional development and personal growth. To consider what is required to fully leverage this investment of your time, financial commitment, and intellectual resources, please carefully review and critically consider the MSW program requirements, field education requirements, curriculum, and tuition ([https://www.wcu.edu/learn/departments-schools-colleges/HHS/socw/msw.aspx or go to msw.wcu.edu](https://www.wcu.edu/learn/departments-schools-colleges/HHS/socw/msw.aspx%20or%20go%20to%20msw.wcu.edu)). Then please describe your readiness and articulate your plan for completing a graduate degree at this time.

Name 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_