

# First Name Last Name

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## EDUCATION

### **New York University Silver School of Social Work**

*Master of Social Work*

New York, NY

May 2020

Licensure: Awaiting approval to take New York State licensure exam

### **Undergraduate University**

*Bachelor of Arts in Psychology*

New York, NY

June 2019

- Minor: Anthropology

## SOCIAL WORK EXPERIENCE

### **HousingWorks**

New York, NY

*Social Work Intern*

September 2019 – Present

- Provide vocational training, individual counseling, and referral assistance to formerly homeless adults, ages 25-75 with mental illness, physical disabilities, and co-morbid disorders
- Complete intake and psycho-social assessments for an average of 30 weekly clients entering the residential facility
- Create and facilitated weekly art therapy group sessions to promote coping skills, emotional processing, and non-verbal expression
- Develop the new "Feel Better Challenge" program that offered residents resources, training, and rewards for healthy eating, exercise, and mindfulness practices

### **Lower EastSide Service Center**

New York, NY

*Counseling Intern*

September 2018 – September 2019

- Provided weekly individual counseling sessions for LGBTQ youth ages 14-22 using person-centered, Cognitive Behavioral Therapy, and psychodynamic approaches
- Developed and led successful new weekly process group for trauma survivors
- Ensured accurate case notes and confidential client files and coordinated team to submit timely insurance reimbursement forms

## PREVIOUS EXPERIENCE

### **New York University, Tisch School of the Arts**

New York, NY

*Office Assistant*

September 2017 – September 2018

- Contacted 300 prospective students via phone and email for application materials per semester
- Performed general administrative work, which included making copies, interoffice mailing, cold calling of students for events, RSVP confirmations, and data entry
- Offered optimal customer service over the phone and in person, interacting with 25-50 students, administrators, parents, and other visitors per day

### **Old Navy**

New York, NY

*Sales Associate*

May 2016 – August 2017

- Communicated with up to 100 customers a day and courteously resolved customers' dissatisfaction, if necessary
- Reorganized clothing displays to attract new customers and contributed to the overall ambiance of the sales floor

## LEADERSHIP EXPERIENCE

*Co-Leader, NYU Silver Peer Support*

*First-Year Representative, NYU Silver Graduate Student Association*

# NAME

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## EDUCATION

**New York University Silver School of Social Work**, New York, NY

*Master of Social Work*

May 2020

Licensure: Passed licensure exam in New Jersey state; New York state licensure in progress

**Undergraduate Institution**, Location

*Bachelor of Art in History, minor in Urban Studies*

Month Year

- XYZ Scholarship recipient, YEAR

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## SOCIAL WORK EXPERIENCE

**Hospice of NYC**, New York, NY

*Medical Social Work Intern*

Aug 2018 to May 2019

- Prepared lesson plans for and co-facilitated separate grief support groups for children, youth, and adults, with each provided as a 5-week series
- Organized and co-led 5 community memorial services with upwards of 40 participants
- Completed bereavement assessments and brokered services for clients
- Represented Grief Support Services in weekly interdisciplinary team meetings
- Created psychoeducational materials for group and community activities

**Lower East Side Service Center**, New York, NY

*Social Work Intern*

Sep 2017 to May 2018

- Provided weekly individual counseling sessions for LGBTQ youth ages 14-22 using person-centered, CBT, and psychodynamic approaches
- Developed and led successful new weekly process group for lesbian trauma survivors
- Ensured accurate case notes and confidential client files and coordinated team to submit timely insurance reimbursement forms

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## PREVIOUS EXPERIENCE

**Museum of the City of New York**, New York, NY

*Andrew W. Mellon Foundation Predoctoral Fellowship in History Education*

Feb 2017 to Apr 2018

- Enhanced the content of the Museum's Education Center by conducting original research on the history of New York schools
- Prepared lectures and resources for public school teachers and students taking part in educational enrichment
- Led workshops on New York City immigration and education history for groups of up to 20

**U.S. Department of State J. William Fulbright Grant**, Naples, Italy

Oct 2010 to Jun 2011

*English Teaching Assistant*

- Planned lessons on American culture and advanced English composition for 30 public high school students
- Created an improv program to promote student creativity and critical thinking in a foreign language
- Designed an American film curriculum for cross-cultural comparison with Italian cinematic history

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## LEADERSHIP/PROFESSIONAL AFFILIATIONS

*Black Women Social Work Coalition Member*, New York University

Sept 2018 to present

*Wasserman Graduate Student Advisory Board Member*, New York University

Sept 2018 to present

*Member*, National Association of Social Workers

May 2016 to present

# [FIRST NAME, LAST NAME]

[phone number] | [student@nyu.edu] | *linkedin.com/in/username (optional)*

## EDUCATION

**New York University Silver School of Social Work**, New York, NY

*Master of Social Work*

Grad Month Year

- Relevant coursework: [Include population specific or skill specific courses, depending on role ex: Motivational Interviewing or Social Work with Children]

**Undergraduate Institution**, Location

*Bachelor of [Arts/Science/] in [Subject]*

Grad Month Year

- [Include any awards, honors received (Dean's List)]
- [Include relevant capstone or thesis projects]

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**RELEVANT EXPERIENCE** - *This is where you include all work/internship/volunteer experience that is relevant to the position you're seeking or field you want to enter. You can rename the heading based on the job (i.e. Social Work Experience, Clinical Experience, Policy Experience, etc.)*

**Name of Organization**, City, STATE/COUNTRY (if abroad)

*Title/Role*

Month YEAR to Month YEAR

- Add 2-5 bullet points for each role you list that reflect your primary accomplishments/skills (your most recent/current experience should contain the most bullets)
- Start your points with strong action verbs (see below) and provide contextual details to inform reviewers about the purpose of your work, the scope of the project, and what you produced or accomplished
- Include information about the organization, clients/population served, specific tools, programs, and skills used
- Make a quantifiable point highlighting your achievement(s) -- what happened as a result and how did it benefit the organization?
- If applying for a job or internship with a role description, match the skills and experience to those listed in the description

**Name of Organization**, City, STATE/COUNTRY (if abroad)

*Title/Role*

Month YEAR to Month YEAR

- [Strong action word] [task/situation] [action] [result/achievement]
- [Strong action word] [task/situation] [action] [result/achievement]
- [Strong action word] [task/situation] [action] [result/achievement]

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**OTHER EXPERIENCE** - *Space providing/if needed, this is where you include all work/internship/volunteer experience that may be less relevant to the job you're seeking but still show transferable skills*

**Name of Organization**, City, STATE/COUNTRY (if abroad)

*Title/Role*

Month YEAR to Month YEAR

- Demonstrate transferable skills: [Strong action word] [task/situation] [action] [result/achievement]

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**LEADERSHIP** - *If you have a lot of volunteer, extra curricular (student organizations or clubs), or other leadership experience, include it to further round out your resume.*

**Name of Student Organization/Club**

Month YEAR to Month YEAR

Institution or Greater Organization (Example: NYU)

- [Include roles/titles if you held a leadership position and a list of accomplishments]

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**CERTIFICATIONS/TRAININGS** - *This is where you would include any trainings or certifications (CPR, Mental Health First Aid, etc.)*

**Name of Certification**, Organization/Company Provided

Month YEAR Received