

What You Can Do With A Major In... Social Work

Provided by the USF St. Petersburg Career Center, Terrace 200, 727-873-4129, www.stpt.usf.edu/career

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OBJECTIVE (Optional)	To obtain an entry position in a child welfare agency
EDUCATION	Bachelor of Social Work, August 20XX The University of South Florida, St. Petersburg GPA 3.6/4.0 Associate in Arts, August 20XX Florida State Community College, Largo, FL GPA 3.8/4.0
SOCIAL WORK EXPERIENCE	Student Advocate, January 20XX – Present Florida Disabilities Advocacy Program, Largo, FL Review client files in relation to cases Conduct individual casework in foster care Facilitate foster parent training Serve as an active participant in court hearings for clients Clerk, June – September 20XX Florida Disabilities Advocacy Program, Tampa, FL Reviewed and maintained client files Prepared correspondence with DHR staff Performed general clerical duties
VOLUNTEER WORK	Youth Director, January - September 20XX Liberty Grove Baptist Church, Seminole, FL Organized activities for youth aged 12-16 Facilitated group Bible studies Served as a mentor/counselor Directed Vacation Bible School
COMPUTER SKILLS	Proficient in IBM and Macintosh software Proficient in HTML, JAVA, and other web development languages

Social workers assess, counsel and aid individuals and families with problems relating to finances, employment, food, clothing, child care, housing, or other human needs and conditions. The focus is on action to help people effect positive change in their lives. They refer clients to community resources, arrange care for special needs people, investigate home conditions, work with applicants to determine their need for public assistance, and place children in foster or adoptive homes, institutions or medical treatment centers.

USFSP offers the degree of Bachelor of Social Work (BSW) and Master of Social Work (MSW). The Bachelor of Social Work (BSW) degree program has been developed in accordance with the guidelines set forth by the Council on Social Work Education, the national accrediting body for social work education programs, and in accordance with the recommendations of the National Association of Social Workers. The primary objective of the BSW program is the preparation of the graduate for beginning level professional practice as a social work generalist. Secondary objectives are to provide for the social work human resources needs of the university service district, prepare graduates for graduate-level programs, and provide exposure to social work as a profession to contemporary issues in the social welfare field. Please refer to the online catalog and department website for additional information.

Possible Areas of Specialization:

Child or adult protective services	Health Care
Child welfare or family services	Mental Health
Clinical	Occupational
Criminal Justice	School agency administration
Gerontology	

Possible Employment Settings

Adoption agencies	Nursing homes
Businesses	Police departments
Child welfare agencies	Prisons/correctional facilities
Childhood home visiting programs	Private practice
Community mental health centers	Probation offices
Corporations	Medical facilities
Courts	Psychiatric hospitals
Dialysis clinics	State and local agencies
Family service agencies	Schools/school districts
Public welfare agencies	Senior centers
Foster care organizations	Labor unions

Important Skills:

Analyze social science data	Plan and give information
Counsel and Advise People	Prepare case reports
Operate computers to record data	Provide social services

Special Training, Degrees or Experience you may need:

Do an internship, co-op, volunteer, or summer job with desired target population
Take specialized courses such as medical records, crisis intervention, etc.

A Master's degree in Social Work is generally necessary for supervisory, administrative, or staff training positions in health, mental health setting and public agencies

Related Disciplines:

Administration and management	Law
Anthropology	Philosophy
Clerical	Psychology
Customer and personal service	Sociology
Foreign language	Theology
Jurisprudence	Therapy and counseling

Internet Sites:

Career Information

www.collegegrad.com/careers

www.monster.com/

www.acinet.org/acinet

www.careerbuild.com/

www.bls.gov/oco

<http://online.onetcenter.org/>

www.swes.net/

Occupational Outlook Handbook

O*NET Dictionary of Occupational Titles

Social Work Examination Service, Inc

Professional Organizations:

Council of Social Work Education

www.cswe.org

National Association of Social Workers

www.naswdc.org

Nat'l Assembly of Health and Human Services Org

www.nassembly.org

Visit USFSP School of Social Work

www.stpt.usf.edu/coas/Social_Work/

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COVER LETTER

A cover letter serves as an introduction; it gives you the opportunity to discuss your interest and qualifications for the position you are seeking.

Things to consider when creating your Cover Letter...

- ✓ Include with your resume, print on the same resume paper used for your resume
- ✓ Keep it concise
- ✓ Tailor to each employer, research the position in relation to how you may benefit the company in that
- ✓ Be specific and personal

Cover Letter Format

Your Name (This section may match the heading on your resume)

Address

City, State, Zip

Date

Employer Contact Name

Title

Organization

Address

City, State, Zip

Dear (Mr., Ms., Dr., Contact's Last Name):

Paragraph 1: State why you are writing and your interest in the position. If you are writing to apply for a certain position, state the title. Be sure to explain where you heard of this person, organization, or opening. When writing to inquire about possible openings, state the specific area you are interested in. Be enthusiastic here so they read on!

Paragraph 2 & 3: State the specific qualifications that make you a strong candidate for this opportunity. This is where you sell yourself. Relate your skills to the job description and responsibilities as well as the company's values and purpose (but NEVER lie about this information). Show that you have an interest in this particular job or organization rather than just a general interest in having any job. Remember that the employer is interested in how you can fill his or her needs, not just how the job will fill your needs. This information may be divided into 2 paragraphs to further relate specific qualifications you have or things you have done that are directly related to the requirements of this position.

Paragraph 3: State what next steps you will take. Express your desire for an interview and specify how and when you are going to contact the person to set one up. Provide your phone number for contact. Always thank the person and express your appreciation for their time.

Sincerely,

(Your signature)

Your Name Typed (as it is on your resume)