

APPLICANT INSTRUCTIONS FOR THE RESUME/CV TEMPLATE FINAL

General Instructions:

1. Font Style: Times New Roman. Font Size: 12 point
2. The following fields are required:
 - Contact information
 - Education
 - All professional work or volunteer experience (full and part-time) specifically related to health, social, service, or community-based settings.
 - Name and Location of Organization
 - Position Title
 - Start Date to End Date
 - Leadership positions held in a formal or informal capacity
 - Abilities and skills
3. The following fields are required to be listed on your Resume/CV, but you can indicate “not applicable”.
 - Language (Multilingual capacity)
 - Professional associations/affiliations
 - Publications/Presentations
 - Any other non-health and human service-related work/volunteer/internship experience
 - Any other relevant information to assess your preparedness for graduate studies based on our selection criteria of:
 - Academic preparation
 - Scholarly Potential & Intellectual Curiosity
 - Leadership & Civic Engagement
 - Interpersonal Skills
 - Alignment with Program & Social Work Values
4. Delete all examples and instructions in the template before submitting your application.

The Resume/CV template is required

RESUME/CV TEMPLATE

NAME
ADDRESS
PHONE NUMBER
[EMAIL](#)

EDUCATION

| | |
|-----------------|-------------|
| Completion Date | Institution |
| Degree | Major Field |
| Completion Date | Institution |
| Degree | Major Field |
| Completion Date | Institution |
| Degree | Major Field |

HEALTH AND HUMAN SERVICES-RELATED EXPERIENCE (Paid or Unpaid)

List all of the paid work, volunteer service, internships, or research experiences you have had in health, social, service, or community-based settings. For each entry, you must include the organization's name and location, your position title, the start and end dates, & 1-2 main job duties.

| | |
|--|---------------------------------|
| EXAMPLE (delete) SoCal Medical Center , Community Support Liaison -Referred patients to community resources -Provided follow-up care and support to adults discharged from the hospital | San Diego, CA 6/2023-present |
|--|---------------------------------|

LEADERSHIP/ACTIVITIES

List all of the formal or informal leadership positions you have held. Create a new line for each entry. For each entry, include the role/position you held, the organization, and the dates of service.

| | |
|---|--------------------------------|
| EXAMPLE (Delete) Social Action Committee Student Organization , Vice President | San Diego, CA 8/2025-5/2026 |
|---|--------------------------------|

COMMUNITY SERVICE/VOLUNTEER/INTERNSHIP

List all the community service/volunteer activities you have done. Create a new line for each entry. For each entry, include the role/position you held, the organization, and the dates of service.

| | |
|--|-----------------------------|
| EXAMPLE (Delete) National Multiple Sclerosis Society, volunteer at the Walk MS event | San Diego, CA April 2025 |
|--|-----------------------------|

SKILLS

Abilities:

Computer/Technology:

OTHER WORK/VOLUNTEER/INTERNSHIP EXPERIENCES NOT RELATED TO HEALTH & HUMAN SERVICES

Please indicate not applicable if you do not have any other work/volunteer experiences not related to Health and Human Services.

LANGUAGES (Check All Languages You are Fluent In)

| | | | | |
|---------|---------|--------|------------|------------|
| English | Spanish | ASL | Vietnamese | Portuguese |
| French | Arabic | Other: | Other: | Other: |

PUBLICATIONS/PRESENTATIONS

Please indicate not applicable if you do not have any publications or presentations to list.

PROFESSIONAL ASSOCIATIONS/AFFILIATIONS

Please indicate not applicable if you do not have any professional associations/affiliations to list.

AWARDS/HONORS

Please indicate not applicable if you do not have any awards or honors to list.

OTHER

Please indicate any other relevant information you feel would be helpful to assess your preparedness for graduate studies based on our selection criteria of:

- Academic preparation
- Scholarly Potential & Intellectual Curiosity
- Leadership & Civic Engagement
- Interpersonal Skills
- Alignment with Program & Social Work Values

If you do not have any other relevant information, please indicate 'not applicable'.