

WORK EXPERIENCE EXAMPLE

The table below is an example of organizing, describing, and reporting your prior work experience. If you decide to use a format like this, you may need to use more than one page (see blank table below) if you have extensive experience. You may also submit your resume as well, but your resume is NOT a substitute for describing and reporting your prior work experience in a concise and complete manner. It is best to begin with your most recent work experience and end with your first work experience (i.e. reverse chronological order).

Name of Org -City, State, Nation	Your Position, Title, and Main Responsibilities	Starting and Ending Dates	Average # of Work Hours (wk/month)	Paid or Volunteer? (note stipend, if relevant)	Practicum Y/N?
1. People Inc. Chicago, IL, US	Community Outreach Outreach Worker I Staff the welcome center Provide personal hygiene kits Door-to-door elder check ins	Start: 5/15/17 End 8/15/17	25 hours/week	volunteer (housing and modest stipend provided)	NO
2. Target Plainville, IL, US	Checker Sales Associate I Check out purchases Engage customers Assist customers, as needed	Start: 9/15/16 End: 3/15/17	24 hours/week	paid	NO
3. Children First Naperville, IL, US	Community Nursing Intern Child Center Coordinator Therapeutic play w/ 2-yr olds Helped facilitate 8-yr old grp Met with parents weekly	Start: 8/25/15 End: 4/25/16	16 hours/week	volunteer	YES
<i>TOTALS:</i>	1. <i>SW related</i> 3. <i>SW related</i> 2. <i>Not SW related</i>	<i>SW:3 months</i> <i>SW: 9 months</i> <i>SW = 1 year</i> <i>No: 6 months</i>	<i>25/week X 12 weeks=300</i> <i>16/week X 15 weeks=240</i> <i>SW hours = 540</i> <i>24/week X 24 weeks=576</i>	<i>stipend only</i> <i>volunteer</i> <i>paid</i>	<i>NO</i> <i>YES</i> <i>NO</i>

WORK EXPERIENCE WORKSHEET

Name of Org -City, State, Nation	Your Position, Title, and Main Responsibilities	Starting and Ending Dates	Average # of Work Hours (wk/month)	Paid or Volunteer? (note stipend, if relevant)	Practicum Y/N?
<i>TOTALS:</i>					

Other examples of phrases that describe prior social work related work experience: answered hotline, maintained therapeutic milieu, therapeutic play with children, informal counseling, active listening, provided financial information, mobilized resources for homeless families, staffed food pantry, taught healthy food preparation, staffed shelter, provided trauma-informed child care while parents were in group therapy, facilitated support group, new client intake, community organizing, managed program, engaged clients with dementia, provided social support, assure physical safety, helped adults with DD build new skills, enhance parenting skills, grant writing, supervising staff, organized peaceful protests, led social media campaign to change school suspension policy, mentoring adolescents at risk, provide companionship, memory strengthening with older adults, ID/DD services, writing progress notes, designing new program services, advocating for affordable housing, job training and placement, child welfare services, etc.