

# BSW Professional Years Sample Resume of Volunteer, Work and Educational Experience

First Name Last Name  
Resume  
Student ID or OUAC Reference #

## Work Experience

### What are we looking for?

Indicate the following for each experience:

- Paid or unpaid
- Full-time or part-time
- Name of business/organization
- Position held
- Dates position was held
- Brief description of duties and responsibilities
- If applicable, indicate if the experience was a part of a co-op or practicum/clinical/experiential learning placement
- If applicable, indicate any relevant training that you may have received (ie. workshops and/or conferences attended, certificates received)

### **SAMPLE ENTRIES**

#### **ABC Early Learning Centre**

Hometown, ON

March 2020 – Present

- Part-time, paid position
- Early Childhood Educator Assistant
- Duties include caring for infants and children daily, maintaining a clean and safe environment, feeding infants and children, diapering and toileting, sanitization of toys, eating and changing area, putting infants and children to sleep according to schedule, upholding strict COVID-19 protocols
- Standard First Aid and CPR/AED Level C certification

#### **Bandage Pharmacy**

My City, ON

June 2019 – August 2019

- Part-time, paid position

- Sales Associate
- Duties include cashing customers out, stocking shelves, answering phones, completing cleaning protocols, knowledge of products, assisting customers

## Volunteer Experience



### What are we looking for?

Indicate the following for each experience:

- Name of organization
- Position held
- Dates position was held
- Number of volunteer hours (approximation is acceptable)
- Brief description of duties and responsibilities
- If applicable, indicate any relevant training that you may have received (ie. workshops and/or conferences attended, certificates received)

## SAMPLE ENTRIES

### Community Gathering Place

Helpful City, ON

September 2021 – April 2022

- Approximately 250 hours
- Community Kitchen Assistant
- Duties include assisting with kitchen duties including pouring drinks, filling plates; delivered meals and drinks to tables; cleaning duties (sweeping, mopping, wiping down tables)
- Ontario Food Handler course

### Funky Town Youth Centre

Funky Town, ON

June 2020 – August 2021

- Approximately 280 hours
- Youth Assistant
- Duties include ensure safety and well-being of youth, ensure clean and safe workspace for youth and youth centre team, collaborate with other volunteers to provide programming and workshops

## Educational Experience



### What are we looking for?

Please list all post-secondary educational achievements (ie. diplomas, degrees, certificates) and list the courses you have taken that have prepared you for a career in social work.

## **SAMPLE ENTRIES**

### **Nipissing University – Bachelor of Social Work (in progress)**

GEND 1006 – Introduction to Gender, Power & Justice

GEND 2067 – HIV/AIDS: Health and Social Change

INDG 1006 – Madjitang (In the Beginning) – An Introduction to Indigenous Studies

INDG 2007 – Land-as-Home & Indigenous Well-being

POLI 1006 – Politics, Power and the Common Good

SWLF 1006 – Introduction to Social Welfare and Social Development

SWLF 2007 – Poverty and Social Policy in Canada

SWRK 2006 – Foundations of Social Work Practice

SWRK 2106 – Critical Social Policy for Social Work

### **Great Place to Learn College – Family Services Certificate (2019 – 2020)**

ECE227 – Working with Diverse Families

HSP 104 – Human Service and the Law

HSP 105 – Interviewing & Helping Skills I

HSP 150 – Multiculturalism in Canada

HSP 165 - Mental Health Across the Lifespan

HSP155 – Family Dynamics