

## BASW Program Admission Application

### Resume Instructions

As part of your BASW Program Admission Application, you will need to submit a resume. Make sure this includes all paid and volunteer work relevant to social work and human services that demonstrates your commitment to a helping profession. Since you are early in your career, it is appropriate to include information from high school.

### Important Notes on Format

Once you have completed your resume, you **MUST save your file as a PDF**. This is the only file format that can be uploaded. To do this in your word document, navigate to the file tab. Select "SAVE AS" once you select the location for your document to be saved, save file name **LASTNAME-RESUME** (replace LASTNAME with your last name) and select the file type from the dropdown as **PDF**. The filename should now be YOURLASTNAME-RESUME.PDF

### Looking for Resume Help?

The Career Services Network has many helpful tips for resumes! You can access that information here: <http://intern.careernetwork.msu.edu/resources-tools/resumes/index.html>

Further, at that link you can make an appointment with a Career Advisor who can help you with your resume: <http://careernetwork.msu.edu/services-locations/career-advising.html>