

Tip Sheet – Practicum – B.S.W and M.S.W

- Become familiar with **common areas of employment and job titles** for your program
 - As the Social Work industry is very broad, [Your Degree, Your Future](#) is a great tool to use to get a better sense of areas of employment and job titles you could research or go into.
 - Make sure to also review the [list of Agencies](#) that have partnered with the School of Social Work around placements.
- **Research the employers/industries** before working on the application
 - Before writing an application, research the employers/agencies/industries available to you. Most employer websites have an “About Us/the Company” page.
 - Get a sense of their missions, values, current projects and populations they target/support. Research to understand what they do and how you can contribute. Take notes to tailor your application documents and interview.
- **Tailor** your résumé and cover letter based on the job description/industry or what you know about the agency/employer and types of skills or experience they expect when screening applications
 - Showcase your discipline-specific knowledge, gained through coursework and work/volunteering, using industry-specific language. Employers seek these competencies developed as a student at Carleton University.
 - Every role asks for different skills and capabilities. Change the skills section of your résumé with every individual role you apply to so that the skills mentioned and the language used matches the job description and/or industry.
 - Consider reviewing the [Career Competencies](#) to learn about the knowledge, skills, and attributes you acquire from academic programs at Carleton University. These competencies can give you content ideas when populating the sections of your résumé.
- **Tell a story**
 - Telling a compelling and tailored story in your job application increases your credibility. Show your passion and knowledge for the industry through your résumé and cover letter.
 - Write using the [SAR statement](#) structure in your résumé to focus on your accomplishments. Avoid simply telling the employer the tasks you conducted in a role. Instead, show them the value of your work and your transferable skills by providing the Action you took (A), providing the context of the situation (S) and a tangible result or reason for your work (R).
- **Reflect on what résumé type you should use**
 - Chronological Résumé. See template [here](#).
 - Skills-Based Résumé. See template [here](#).
 - Combined Résumé. See template [here](#).
 - Review the strengths of each résumé type [here](#).
- **Reflect on cover letter writing strategies**
 - Cover Letter Templates. See [here](#).
 - Cover Letter Tips. See [here](#).
- **Reflect on interview strategies**
 - Interview Basics. See [here](#).
 - Types of Interviews. See [here](#).
 - Types of Interview Questions. See [here](#).
 - Sample Interview Questions. See [here](#).

