

## Preparing for Field Placement

# **RESUME, COVER LETTER & INTERVIEW GUIDES**

- What to include in a cover letter
- Chronological resume example
- Cover letter samples (SOWK 3600 & SOWK 4600)
- Practice interview questions for field placement

# Resumes & CVs

## What to Include in a Cover Letter

NAME  
Address  
City, Province  
Postal Code

Date

Name of Contact  
Title  
Name of Company/Organization  
Full Address

### Re: Competition Number (if applicable)

Dear Mr. or Ms. Name:

**Opening Paragraph:** State why you are writing. Specify position or type of work for which you are applying. You should mention how you heard of the opening (this is of great interest to the employer).

**Middle Paragraph:** Relate your skills, interests, knowledge, and abilities to the needs of the employer; point out relevant training, education, and employment; elaborate on your courses; your field work if appropriate; highlight extra-curricular and volunteer experience.

**Third Paragraph:** Explain why you are interested in working for the employer, specify your reasons for wanting this type of work, try to convince the employer of your ability, suitability, and interest.

**Closing Paragraph:** Use an appropriate closing to pave the way for an interview.

Best regards/Sincerely,

Signature

Type your name here



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@hirecarleton\_u

# Resumes

## Chronological Resume

### NAME

Address

City, Province, Postal Code

Phone Number Email address

### Career Objective

The objective is your opportunity to highlight the contribution you can make to the employer. Explain why your academic background, employment experience and skills make you an excellent candidate.

**The objective should be customized to each particular position.** This section must be clear and well written. Avoid using personal pronouns. *You can also substitute or add a Skills Profile here.*

### SKILLS PROFILE

This section should include a short list of relevant skills (approximately 5-7) that are targeted toward the job you are applying for.

- Two years customer service experience with proven interpersonal skills
- Excellent writing and research skills, using a variety of sources
- Computer skills: Microsoft Word, Excel and WordPerfect
- Fluent in French and English: oral, written and reading.

### EDUCATION

Title of Degree

20xx – 20xx

University Attended, City, Province

- Relevant courses or special projects, title of thesis
- Scholarships, awards, Dean's List

### WORK EXPERIENCE

List previous or current positions that are related to the job you are currently seeking in reverse chronological order (i.e. most recent first and work backwards). Include your job title, place of employment, geographic location and related dates. Use complete **accomplishment based statements.**

Title of Position

20xx – Present

Name of Company/Organization, City, Province

- Effectively supervised...
- Dynamically trained...
- Quickly and efficiently organized...



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# Resumes

**Title of Position**

Summer 20xx

Name of Company/Organization, City, Province

- Researched ... resulting in a successful classroom presentation
- Wrote ... resulting in co-publishing an article on...
- Analyzed ... discovering a computer virus which...

**APPLIED PROJECTS/WORK RELATED EXPERIENCE (Optional)**

In this section you can highlight any work related projects you may have completed during your studies that have provided you with some practical experience. Discuss the problem or challenge, the technology and technical skills involved, methods used and results obtained.

**VOLUNTEER EXPERIENCE (Optional)**

This section may be omitted if its content is not relevant. You may also include your volunteer work under your "Extra-curricular Activities" heading. Follow the guidelines used for outlining your "Work Experience" above and include the title of your position, the name of the organization and the dates you were associated with this organization.

**Title of Volunteer Position**Name of Company/Organization  
City, Province

20xx-present

**EXTRA-CURRICULAR ACTIVITIES**

Can include **current** volunteer work (if not including a volunteer experience section), as well as sports activities, hobbies, club/group memberships. Include your student memberships in professional organizations such as CIPS, IEEE, Commerce Society, etc. Try to avoid listing activities from high school as your list should be **current**. Extra-curricular activities can demonstrate: teamwork skills, leadership abilities (i.e., Club President, Team Captain), time management (i.e., balancing academic and recreational activities), organizational skills (i.e., planning events).



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## Field Placement Cover Letter – SOWK 3600 Example

Your Name & Contact Information

Name of Agency Contact & Contact Information

Dear \_\_\_\_\_,

**Opening Paragraph – Who are you? What are you applying for? Why have you selected this particular agency? Demonstrate that you have knowledge of the agency, its mission/mandate, programs and services, and the specific placement opportunity to which you are applying. Address why you are inspired/motivated to learn and contribute as a placement student in this setting.**

I am a third-year Bachelor of Social Work student from Carleton University, and am submitting this cover letter and resume for your consideration for a social work field placement opportunity with \_\_\_\_\_. I am seeking a field placement to run two days per week from September 2019 to April 2020, for a total of 352 field hours. I am highly motivated to learn and contribute at \_\_\_\_\_ because \_\_\_\_\_.

**Middle Paragraph(s) – What skills and experience and/or attributes do you have that would make you a strong candidate for this particular placement opportunity? Demonstrate that you have researched the placement setting and comment on your relevant skills/experience for the specific position to which you are applying.**

I would bring to the role of placement student with ABC Youth Services my passion for youth mentorship and foundational experience working with children and youth. I have facilitated programs and activities for children and youth as a camp counsellor with the Carleton Heights Community Centre for the past two summers. This work has enabled me to develop strong communication, leadership and organizational skills, along with the ability to deal with challenging behaviour. In this role, I have been responsible for developing age appropriate activities, engaging children and youth in activities each day, and ensuring a welcoming and safe environment for all participants. This role also required regular collaboration and communication with parents, co-counsellors, and other professionals.

I have also developed the skills to foster rapport with a wide range of individuals through my work in fast-paced retail and food service settings. In my customer service positions, I have worked effectively as a member of a team and engaged extensively with the public. I have employed strong communication and problem solving skills to meet the needs of each customer. To all endeavors, I bring a positive attitude and enthusiasm.

**Closing Paragraph – Thank the reader for their time and consideration of your application**

I am excited by the opportunity to further my learning and contribute to your team through a field placement with \_\_\_\_\_. Thank you for your time in reading this letter and enclosed resume and for considering me for a field placement opportunity for the fall/winter terms. I look forward to hearing from you.

Sincerely,  
Insert Name

## Field Placement Cover Letter – SOWK 4600 Example

Your Name & Contact Information

Name of Agency Contact & Contact Information

Dear \_\_\_\_\_,

**Opening Paragraph – Who are you? What are you applying for? Why have you selected this particular agency? Demonstrate that you have knowledge of the agency, its mission/mandate, programs and services, and the specific placement opportunity to which you are applying. Address why you are inspired/motivated to learn and contribute as a placement student in this setting.**

I am a fourth-year Bachelor of Social Work student from Carleton University, and am submitting this cover letter and attached resume for your consideration for a social work field placement opportunity with \_\_\_\_\_. I am seeking a field placement opportunity to run four days per week from September to early December 2019, for a total of 352 field hours. I am highly motivated to learn and contribute at \_\_\_\_\_ because \_\_\_\_\_.

**Middle Paragraph(s) – What skills and experience and/or attributes do you have that would make you a strong candidate for this particular placement opportunity? Demonstrate that you have researched the placement setting and comment on your relevant skills/experience for the specific position to which you are applying.**

In addition to my current studies in social work, I hold a Child and Youth Worker diploma from Algonquin College and have three years of experience working with children, youth and families in a range of settings. I have the foundational knowledge and skills required to work with children, youth and families experiencing a wide range of emotional, social, behavioural and/or mental health needs. Specifically, I have worked as a Camp Counsellor at Camp Ten Oaks, which is a residential camp for children and youth from 2SLGBTQ+ identities, families and communities. I have also worked as a Residential Support Worker at the Youth Services Bureau, where I have provided residential supports for youth who are homeless or at risk of homelessness. Lastly, during my third-year field placement as part of my social work studies, I helped to facilitate social, recreational and educational activities for children at the Ottawa Inuit Children's Centre. I am a motivated learner, who works well both individually and as a member of a team. I also hold a valid driver's license, have access to a vehicle, and am available for flexible hours as may be needed.

**Closing Paragraph – Thank the reader for their time and consideration of your application.**

Thank you for your time in reading this letter and the enclosed resume, and for considering me for a field placement opportunity with \_\_\_\_\_ for the fall term. I look forward to hearing from you.

Sincerely,  
Insert Name

## Practice Interview Questions for Field Placements

1. Please outline why you are interested in pursuing a placement with this agency.
2. What do you know about our agency's role in the community, and our programs and services?
3. What are your specific learning goals for a placement within this agency?
4. How is your previous experience applicable to the work we do here? Why should we select you for this field placement position?
5. What are some of the social work theories/approaches that you have been trained in and/or have used in your past work/volunteer experiences?
6. Please describe your experience in working with (e.g. persons with mental health issues, persons with disabilities, seniors or older adults, children, youth and families, immigration/refugee issues, poverty and homelessness, etc.) Please outline your experience and/or describe how would approach this work.
7. Please describe your research experience or any relevant courses/training you have taken in this area.
8. Please describe a time where you advocated for someone or advocated on a broader social issue.
9. Please describe your experience and/or coursework in community development or community organizing. What do you think is the role of a community developer?
10. What types of assessments have you used in the past or have been trained on?
11. What is your experience in facilitating groups? Please describe three essential skills of a group facilitator.
12. Our agency deals with vulnerable individuals and confidential information. Please outline your understanding of confidentiality and what that would look like in this agency and with a placement here.
13. How do you describe your personal boundaries?
14. How might you handle a situation where a client asks you a question about your personal life or experiences?
15. How might you handle a situation where a person comes to our services who you know from outside of the agency?
16. What would you do if a client tries to "Friend Request" you on Facebook?
17. What types of clients might be difficult for you to work with? What are your thoughts on why this might be?
18. Our work is crisis oriented. Can you provide an example of how you have managed a crisis, or averted a potential crisis? If you don't have direct experience with this, how would you manage a crisis situation?
19. Describe a situation where you had to resolve a conflict at work or in school. What role did you play in this conflict? What was the outcome? What did you learn from this situation?
20. Tell me about a time where you were a member of a successful team, whether it was in a work environment, or on a school project. What were the factors that contributed to the success of the team and what was your contribution?
21. Some of our work involves going into a client's home. Some of these environments may be dirty, cluttered, may have bed bugs, and you may be exposed to second hand smoke. How might you handle such an experience?

22. What do you think would be the most difficult aspect of working with children and families receiving child protection intervention? What support would you need to manage these challenges?
23. What is your learning style? How and when do you use supervision? What type of supervision do you prefer?
24. Tell me about a time when you had to learn something new. How did you approach that experience? What was helpful for you in that situation?
25. What do you judge to be your major successes or accomplishments in your past fieldwork? How did you achieve these?
26. Tell me about a time when your work (school assignment, work or volunteering) was criticized? Describe the situation and your response?
27. What major disappointments/failures have you had in past fieldwork? How did you handle them?
28. What types of self-care practices do you engage with? What would that look like in this setting if you were selected for this placement?
29. Where do you see yourself in relation to social work in the next 2 to 5 years?
30. This position requires a lot of independent thinking and initiative. There is minimal supervision. How would you learn and contribute in this setting given these realities?