



COLUMBIA

SCHOOL OF SOCIAL WORK

Make waves. Move mountains. Change lives.

GUIDE TO CAREER DEVELOPMENT:

A Career Planning Resource for Social Work Students

2016 - 2017

Office of Career and Leadership Development

1255 Amsterdam Avenue, New York, NY 10027

Rooms 525 & 526

Phones: (212) 851-2321 & (212) 851-2399

email: swcareer@columbia.edu

appointments: www.cu-ssfa.mywconline.com

job postings: www.myinterfase.com/columbia-socialwork/student

web: www.socialwork.columbia.edu/the-student-experience/student-support-services/career-services

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

TABLE OF CONTENTS

INTRODUCTION & THE CSSW MISSION	PAGE 2-3
OFFICE OF CAREER & LEADERSHIP DEVELOPMENT	PAGE 3
◆ ABOUT THE OFFICE	
◆ CONTACT INFORMATION	
HOW TO USE THE CAREER PLANNING CHART	PAGE 4
CAREER CONNECT: CSSW ONLINE JOB MANAGEMENT SYSTEM	PAGE 4
STUDENT STATEMENT OF EXPECTATIONS	PAGE 5-6
METHOD & FIELD JOB OUTLINE	PAGE 6-13
TRANSFERABLE SKILLS	PAGE 13-15
TIPS FOR ACHIEVING CAREER SUCCESS	PAGE 16-17
LET'S GET STARTED: THE 5 STEPS TO CAREER PLANNING	
◆ IDENTIFYING YOUR CAREER GOALS: THE VIPS	PAGE 18-19
◆ DEVELOP SOLID MARKETING TOOLS	PAGE 19-29
◆ WRITING A WINNING RESUME	
◆ WRITING A STRONG COVER LETTER	
◆ PRESENTING REFERENCES	
◆ SUBMITTING A WRITING SAMPLE	
◆ NETWORKING & INFORMATIONAL INTERVIEWS	
◆ RESEARCH	PAGE 29
◆ EXECUTE THE JOB SEARCH: IDENTIFY OPPORTUNITIES AND APPLY	PAGE 30
◆ CAREER FAIRS	PAGE 30-31
◆ INTERVIEWING	PAGE 31-34
◆ THANK YOU NOTES	PAGE 35
◆ SEALING THE DEAL	PAGE 36-37
SOCIAL MEDIA IN THE JOB SEARCH PROCESS	PAGE 38-41
THE IMPORTANCE OF PROFESSIONALISM	PAGE 42-44
SOCIAL WORK LICENSING IN NEW YORK STATE	PAGE 45-61
◆ HOW TO BECOME A CERTIFIED SCHOOL SOCIAL WORKER IN NYS	
OTHER HELPFUL "TIP SHEETS" AND POWERPOINTS	PAGE 62
PERSONAL CAREER PLANNING WORKSHEET	PAGE 63-65
SAMPLE RESUMES	PAGE 66-77
COVER LETTERS	PAGE 78-81
BIBLIOGRAPHY	PAGE 82
NOTES	PAGE 83
CAREER PLANNING CHART	PAGE 84

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

Welcome to the Columbia School of Social Work (CSSW). For over 100 years, CSSW has been educating leaders in the field of social work and helping to shape the profession. Upon graduation, you join a network of more than 20,000 alumni worldwide. As a social worker educated at CSSW, you will have the knowledge and skills to work in a wide range of areas including schools, NGOs, government agencies, philanthropic foundations, social service agencies, private practice, hospitals, think tanks, courts and business corporations. Comprehensive study within your practice method and field of practice will allow you to find meaningful work that is aligned with your interests and goals. As a CSSW student, you will learn an array of transferable skills and competencies that will make you an asset to any organization.

This guide is a resource to help direct you through the career planning process. In conjunction with individual career counseling, through the Office of Career & Leadership Development, these steps will help you assess, identify, execute and manage your career planning over the course of your time at CSSW. Additionally, the Guide includes a practice method and field of practice job outline, job search steps, tip sheets, licensing information and sample documents and is also available online on the Career Development webpage and in the Resource Library section of Career Connect.

COLUMBIA SCHOOL OF SOCIAL WORK MISSION STATEMENT

The mission of the Columbia School of Social Work is to develop leaders in social work practice and research whose work advances professional values, knowledge, and skills through programs and policies that enhance well-being and promote human rights and social justice at the local, national, and global level. We derive this mission from Columbia University's goal to advance knowledge and learning at the highest level and to use that knowledge for human betterment and societal advancement. Recognizing the importance of New York as a global city, the School seeks academic relationships with many countries and regions.

To that end, the School aims to:

1. prepare graduate students for advanced social work practice and professional leadership within a diverse learning environment;
2. advance knowledge for effective social work practice and education;
3. enhance the well-being of the people and communities of New York City, the nation, and around the world; and
4. further the goals of the University and the social work profession through collaboration, consultation, and public service.

More specifically, the School's educational and research programs draw on social work values and a multi-disciplinary body of knowledge and skills in seeking to:

1. reaffirm the importance of respectful, meaningful, collaborative relationships as a core element of social work practice;
2. strengthen practices, programs, and policies that support and enhance the opportunities, resources, and capacities of people to achieve their full potential;

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

3. prevent and alleviate personal, interpersonal, and societal problems;
4. redress conditions that limit human development and quality of life; and
5. promote human rights, social justice, and respect for human diversity.

ABOUT THE OFFICE OF CAREER & LEADERSHIP DEVELOPMENT

The Office of Career & Leadership Development offers guidance as you cultivate and refine your interests, experiences and goals, and provides information and tools to help you plan your career. *The goal of the Office is to offer students reliable support and impart them with the knowledge and resources so that they can plan their careers and find work that is meaningful.* The Office collaborates with other administrative offices and faculty within CSSW and CU to ensure that you are supported throughout your educational tenure as a student and after you graduate as an alumna/us.

Throughout the academic year (Sept.-May), the Office of Career Development offers individual career counseling to students both by appointment and during weekly drop-in hours. Individual counseling gives you the option to focus on your particular career goals. The Office also supports students through career focused programming and events including: workshops, alumni panels, networking opportunities and career fairs.

Workshops are offered during the Fall and Spring semesters and provide tips on many areas including writing resumes and cover letters, interviewing, networking and licensing. Because CSSW students come from around the world, we offer workshops tailored to the needs of international students as well. Additionally, we host and participate in numerous career fairs throughout the spring.

OFFICE OF CAREER & LEADERSHIP DEVELOPMENT CONTACT INFORMATION

Address: 1255 Amsterdam Avenue, Mail Code 4600 NY, NY 10027

Location: Rooms 525 & 526

Website: <http://socialwork.columbia.edu/the-student-experience/student-support-services/career-services/>

To make an individual appointment: <https://cu-ssfa.mywconline.com>

Email general questions/concerns to: swcareer@columbia.edu

Staff:

Nadine Verna, Director

Email: nv2143@columbia.edu

Phone: 212-851-2321

Fax: 212-932-7817

Linda Flores, Career Counselor

Email: ldf2117@columbia.edu

Phone: 212-851-2399

Fax: 212-932-7817

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

HOW TO USE THE CAREER PLANNING CHART

The Career Planning Chart on page 84 allows you to plan, track and benchmark your career development goals. The Chart maps the essential career planning tasks across the progression of four semesters. The chart lists the order of these tasks and indicates the period, during your first or second year, that they should be completed. It also allows you to record the status of each task along with any roadblocks you run into. For Advanced Standing, Extended and Reduced Residency students, the tasks can be merged across the progression of two semesters or adapted during a counseling appointment to align with your time schedule. You should bring your Career Planning Chart when you come to any workshops or career counseling appointments. The management of your career planning process will allow you to start early and realize your professional goals upon graduation.

CAREER CONNECT: CSSW ONLINE CAREER MANAGEMENT SYSTEM

CSSW has its own online job & career management system. This site was created specifically for CSSW students to help with the job search and career management process. The system allows you to search and apply for job and summer internship opportunities exclusively for CSSW master-level students; manage professional documents including resumes, cover letters, references and writing samples; link your professional profile to your LinkedIn and Facebook profile; create your own job search agent and get jobs emailed directly to you; obtain professional tip sheets and workshop presentations; RSVP for career events and much more. Upon matriculation each student can sign in - instructions are below:

To log on to Career Connect:

1. Go to the Career & Leadership Development page on the CSSW Website
<http://www.myinterfase.com/columbia-socialwork/student>
2. Enter Username (UNI) & password (cussw). Once logged in, you can change your password.

CSSW ONLINE PROGRAM

The Office of Career & Leadership Development works to meet the needs of online students just like we do for our residential students.

Counseling appointments can be made Monday - Friday, 10am - 5pm via the online scheduling system at <https://cu-ssfa.mywconline.com/> and during other times upon request. Counseling appointments for online students can be conducted either face-to-face with a webcam or on the phone. Online students also have access to all tip sheets and workshop webinars through the *Resource Library* section on Career Connect.

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

STATEMENT OF EXPECTATIONS

WHAT STUDENTS CAN EXPECT FROM US:

- Individual career counseling (30 minutes per session) to discuss topics such as:
 - Self-assessment & goal setting
 - Implementing a career plan
 - Résumé and cover letter critiques
 - Deciding on a practice method
 - Interview preparation
 - Mock interviews
 - Networking strategies
 - Salary negotiation
 - Job and summer internship search
 - Career options and decision-making
 - Graduate school applications
 - Competitive fellowship/internship applications
 - Licensing assistance

- Professional development workshops that cover:
 - Marketing yourself: writing resumes and cover letters
 - The job search process
 - Choosing a method and career planning
 - Presenting yourself in person: networking & interviewing
 - Conducting a long distance job search
 - Information for international students
 - Making the most of a job fair
 - Accepting, declining & negotiating offers

- Programs during that academic year that include:
 - Alumnae brown bag lunches, panels & networking events centered on specific career areas
 - Career Fairs (MSW Job Fair, Education Fair, Public Health Career Day)
 - Employer Information Sessions
 - Presentations on targeted career opportunities (Jobs in the Federal Government, PMF Fellowship)

- Career Development Information from the following sources:
 - Guide to Career Development
 - Career News weekly e-updates
 - Career Tip Sheets (available on the Career Connect Resource Library)
 - Monthly Stall Street Journal
 - GoinGlobal for those interested in careers abroad
 - Calendar of Career Development events

- Guidance finding work in a variety of professional settings including:
 - Nonprofits
 - Government—city, state & federal
 - Corporations

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

- Hospitals
- Think tanks
- Schools
- Social service agencies
- Private practice
- Community development agencies
- Foundations
- NGOs
- International organizations
- Advocacy Groups
- EAPs
- Labor unions
- Consulting firms

The Career Development Office is focused on helping students plan their careers and learn tools so they can find meaningful jobs now and in the future. **We are not a job placement office.** While we offer workshops and programs to reach a larger number of students, we encourage all students to make an appointment to discuss their individual needs.

WHAT WE EXPECT FROM STUDENTS:

- **Students should arrive on time for career counseling appointments. If a student arrives more than 10 minutes late for an appointment it will be cancelled.** It will be their responsibility to reschedule online. If a student is unable to make a scheduled appointment they should call or email the office.
- **Students should come to their appointment prepared to discuss career development questions.** This means bringing a list of 3-4 topics that you want to cover during your appointment.
- Students should bring hard copies of their resume and other professional documents they would like reviewed to their appointment. **We do not review documents on an iPhone, iPad or laptop.**
- **Students should act in a professional manner when attending appointments, alumnae panels, networking events, career fairs, and other programs.** This includes dressing professionally, corresponding professionally via email and telephone, and acting respectful toward others.

METHOD & FIELD JOB OUTLINE

CSSW has an exceptional interdisciplinary curriculum that is aimed at preparing exemplary professional social workers who are “citizens of the world.” In the first and second semesters, you will build the foundation for a successful social work career by focusing on practice, policy, research, and ethics. During the third and fourth semesters, in-depth study of a chosen practice method and field of practice will prepare you for work in a particular professional domain. The following information offers career direction as it relates to the four practice methods and seven fields of practice. Because social work is such a broad and diverse

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

profession, there is overlap of the four practice methods and also of the corresponding professional areas outlined below. Following the method/field job outline, you will also find an additional list of transferable skills. The combination of social work and transferable skills and competencies will allow you to market yourself as a well-rounded and knowledgeable professional with the ability to work in various professional areas.

◆ Practice Method Concentrations:

▪ **Advanced Clinical Social Work Practice**

Advanced Clinical Social Work Practice is focused on working directly with individuals, families, and groups. The method emphasizes assessment, intervention, monitoring and evaluation. Skills learned include:

- Solid understanding of client engagement with an ecological perspective - the assessment of individuals, families, and groups in relation to their environments
- Understanding of differential diagnosis
- Conceptualization and development of clinical practice interventions
- Clinical application of risk and resiliency theories
- Knowledge of clinical issues with specific client populations
- Evidence-based social work thinking and practice
- Interdisciplinary collaboration & awareness of experts in field

Professional Areas:

- Health Care: Social workers help patients handle the personal and social factors that come with illness by provide direct service: assessing a patient's needs, managing the patient's services, planning for care after recovery, educating patients and their families, and helping patients cope with illness-related personal and psychological issues.

Employers include: *hospitals, VA hospitals, HMOs, nursing homes, hospice and palliative care facilities, senior centers, and community health clinics.*

- Substance Abuse Treatment: Social workers trained in alcohol and drug treatment help individuals, families and communities recover from substance abuse by providing case management, group and individual therapy, family counseling, advocacy for jobs and housing, community resource development and policy making initiatives. **NOTE:** Employers often request additional qualifications for this work including a certification as a Credentialed Alcoholism and Substance Abuse Counselor (CASAC).

Employers include: *inpatient and outpatient treatment facilities, methadone maintenance clinics, community development agencies, family service agencies, schools, college/university counseling services, victim services agencies, VA Hospitals and correctional facilities.*

- Mental Health Care: Social workers practice in both urban and rural settings and provide direct service to individuals, families and groups. Clients can be dealing with a wide range of issues including relationship discord, grief, depression, anxiety, schizophrenia and personality disorders.

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

Employers include: *community mental health centers, community crisis centers, religious institutions, psychiatric hospitals, VA hospitals, inpatient treatment facilities, victim services programs, domestic violence centers, college/university counseling services, family service agencies, correctional facilities and private practice.*

- **School Social Work:** Social workers practice within schools and provide a link between the student's school, home and community. They provide direct service to students and focus on issues that interfere with a student's success in school including: truancy, suicide risk, violence, drug and alcohol abuse, school dropout, teen pregnancy, homelessness and relationship discord. Social workers also often work to address the needs of students in special education classes. Social workers utilize their skills and knowledge for counseling, conflict resolution, outreach to the community, consultation with school staff, information and referral to students and families, and evaluation of services provided by the school.

Employers include: *elementary and secondary public, private and charter schools, special education placement offices and Head Start centers. Note: For most public schools certification is required*

- **Advanced Generalist Practice and Programming (AGPP)**

AGPP students learn to apply an interactive, integrated perspective to Social Work practice & programming. Students develop skills in direct practice and learn to assess how organizational settings and the contexts in which clients live and work facilitate and hinder clients' welfare. AGPP emphasizes direct and community practice, movement from case to cause, community outreach, group leadership and development of innovative and responsive social programs and program resources, including staffing and funding. Skills learned include:

- Micro level: direct practice, counseling, interviewing, assessment, referral
- Mezzo level: community and population-focused needs assessment, program planning, design & development, program evaluation, proposal writing, planning, advocacy, coalition building
- Macro level: administration, policy, education

Professional Areas:

- **Community Organizing:** Social workers practice building consensus around community issues. This work can involve raising the public consciousness about a matter of concern, gathering people together to work for a common goal or to receive specialized services. Social workers gather information, create strategic plans, educate the public, raise funds, manage conflict, train new leaders, and develop resources and networks.

Employers include: *community development agencies, community coalitions, community action programs, neighborhood coalition programs, social justice organizations, libraries, human rights organizations, advocacy programs, minority and religious representation groups.*

- **Social Service Administration & Management:** Social workers take on various roles within both public and private organizations (i.e. Executive Director,

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

Director, Program Director, Program Officer, Program Analyst). They plan and evaluate services, projects and programs, formulate policy, develop budgets, manage operations, raise funds, allocate resources, oversee public relations, and train and supervise employees. Social workers often focus on public welfare by providing support to vulnerable populations including children, older adults, and people with chronic or debilitating conditions. Some social workers focus specifically on children by aiding struggling families to prevent problems that could result in neglect or abuse. Social workers also work to eliminate social conditions that negatively affect children including inadequate housing, poverty, substance abuse, domestic violence and lack of access to health care.

Employers include: *family service agencies, public & private child welfare agencies, agencies on aging, state mental health departments, employee assistance programs, probation departments, hospitals, public welfare agencies, adoption agencies, day care centers, foster care agencies.*

- **Development/Foundations:** Social workers have the knowledge and skills to work as Program Associates/Officers where they assess grant proposals and develop, maintain and evaluate grant making initiatives or as Development Officers where they write grants and conduct fundraising endeavors.

Employers include: *private or charitable foundations (i.e. The Bill & Melinda Gates Foundation, Habitat for Humanity) are nonprofit organizations established by an individual, a family or a group for philanthropic purposes. A foundation can either donate funds to individuals or organizations that are aligned with the issues that it supports or provide the main source of funding for their own charitable endeavors.*

- **Policy Practice**

Policy Practice is the work of establishing or changing social policy. This method is focused on policy analysis and advocacy, including the knowledge, values, and skills to define policy issues from a social work perspective.

Skills learned include:

- Policymaking process: identify issue, develop options, enact policy,
- implement policies and evaluate outcomes
- Ability to conduct research, collect and analyze policy data
- Preparation of testimony
- Knowledge of theoretical frameworks of policymaking
- Use of quantitative and qualitative data
- The intersection between micro (client) and macro (policy) levels

Professional Areas:

- **Policy & Planning:** Social workers are in a unique position to work in any organization that examines policy to meet human needs. Social workers identify social problems from homelessness to racism to mental illness, study the needs and issues of affected individuals and communities, conduct research, propose legislation and suggest different approaches or new programs. Responsibilities include compiling data, analyzing legislation, drafting policy briefs, testifying at public hearings, working with the media,

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

talking with policymakers, lobbying elected officials and writing grants.

Employers include: social service agencies, community organizations, public interest groups, local, state and federal government, voluntary health and welfare councils, advocacy organizations, development corporations, think tanks, trade associations, nonprofit organizations, professional associations, councils and INGOs.

- **Research:** Social workers work as a Researchers, Assistants, Associates, Analysts or Managers within various types of research driven organizations. Social Workers provide the framework for evidence based practice by helping to develop and define concepts and determine whether a program is effective in affecting social change. Responsibilities as a researcher include: analyzing data, drafting documents, developing research plans, creating funding proposals, and publishing and presenting findings to various outlets. Note: senior positions within research based organizations often require a PhD.
Employers include: schools of social work, government agencies, think tanks, institutes, consulting firms, councils and foundations.
 - **Politics (state, local, national):** Social workers find that by holding an elected office they are able to advocate for a social cause on a different level. Others find that their skills work best in support of a candidate who has the ability to make the social change they support.
Employers include: political campaigns, political parties, schools boards, advocacy groups and associations.
 - **Social Enterprise Administration (SEA)**
SEA builds knowledge, skills, and values in administering, planning and managing programs and organizations. Students develop the skills to administer an agency or a program or to work as a planner in the development of social services. Skills learned include:
 - Contemporary technical & substantive issues in human resource management
 - Financial management
 - Personnel management, development and training
 - Managing human service organizations
 - Program planning & evaluation
- Professional areas:
- **Administration & Management:** Social workers practice in both the public and private sector as administrators and managers who plan and evaluate services & programs, formulate policy, develop budgets, manage operations, raise funds, allocate resources, oversee public relations and direct, train, supervise and evaluate employees.
Employers include: nonprofits, social enterprises, social service agencies, community organizations, and hospitals.
 - **Human Resources:** Social workers can utilize their skills and knowledge in many areas within a human resources department. These areas include employee

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

assistance/relations, recruitment & hiring, program training, development and evaluation, organizational development, wellness programs and generalist practices.

Employers include: *corporations, mid-level sized businesses, not-for- profits, schools and government agencies.*

- **Employee Assistance Program (EAP):** Social workers working for an EAP help employees and their families with problems related to job performance and satisfaction including emotional distress, health concerns, financial challenges, family issues (children or aging parents) eating disorders, substance abuse, safe working environments and work relationship issues. Social workers do assessments, counseling and referral services.

Employers include: EAPs can be independent or employed by corporations, businesses, labor unions and organizational consulting firms.

- **Corporate Social Responsibility (CSR) and Philanthropy:** Social workers can impact the departments within a corporation that accomplish work with a social component. Social Responsibility examines the impact of their organization's actions and outcomes on the environment, customers, employees, shareholders, communities and other stakeholders. Philanthropy voluntary donates the corporation's funds, products or employee volunteerism to charitable organizations. Corporate philanthropy is an important function of a corporation's broader social responsibility.

Employers include: *multinational and national corporation.s*

- **Product Development:** Social workers interested in social welfare with a design edge can work as analysts or managers for organizations that design and develop low-cost products and services to meet the needs of the world's poor.

Employers include: *multinational and national corporations and businesses, and social enterprise businesses.*

- **Social Marketing:** Social workers can provide their knowledge and experience within an organization focused on marketing products, service or idea to achieve a social good.

Employers include: *marketing agencies, advertising agencies, public relations firms, and marketing departments. within businesses or corporations.*

◆ **Fields of Practice:**

- **Aging**

Focus on the developmental, social, health, mental health, and service needs of older adults and their families. The emerging service system of this field includes services to middle-aged adults (pre-retirement planning, family treatment, lifelong learning); to healthy older adults (re-socialization, crisis intervention, advocacy, functional assessment, post-retirement planning); to the frail elderly (specialized housing, congregate care, long-term care, community outreach, and information and referral); and to dying older persons and their families.

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

Employers include: hospitals, insurance companies, nursing homes, retirement communities, senior centers, agencies on aging, senior volunteer programs, senior housing facilities, mental health centers, adult day care centers, home health care, rehabilitation centers and social service agencies.

- **Contemporary Social Issues (CSI)**

Emerging social problems, their etiology, epidemiology, and interconnections; relevant policies, programs, and practices; and coordination or lack thereof among service systems that seek to address these problems. Contemporary social issues, via advocacy and a forensic approach, addresses the impact of issues and problems in the criminal justice system, homelessness, community violence, and substance abuse and their impact on individuals, groups, couples, families, communities, and society.

Employers include: criminal justice system (courts, police departments, DA's office), detention centers, correctional facilities, family treatment centers, social welfare agencies and crime victims services.

- **Family, Youth, and Children's Services**

The economic and social status and special needs of families, youth, and children; laws, funding, and service organizations; family support and child care services; preventive and protective services; school-related and/or school-based services; adolescent issues.

Employers include: adoption agencies, day care centers, foster care agencies, public & private child welfare agencies, family service agencies and youth development programs.

- **Health, Mental Health, and Disabilities**

Focus on an overview of the health delivery system in the United States. Identification of health factors and social stressors that affect clients and social work practice; program development and evaluation; fiscal, legal, and organizational sanctions and influences, including managed care; assessment of system entry points for client care and advocacy.

Employers include: hospitals, HMOs, nursing homes, hospice and palliative care facilities, home health care, senior centers, community health clinics, community mental health centers, psychiatric hospitals, inpatient and outpatients treatment centers, family service centers, private practice, schools, employment services, HIV/AIDS services, rehabilitation centers and government agencies.

- **Int'l Social Welfare and Services to Immigrants and Refugees**

Focus on the activities of intergovernmental organizations and nongovernmental organizations (voluntary agencies) operating cross-nationally, and national governments in their interactions with other governments regarding social policies, programs, and practices. These activities include standard-setting, technical assistance, exchange of ideas, personnel, and information, and cross-national research. The direct service element of the concentration focuses on immigration and refugee programs, programs in response to natural and human-made disasters, and inter-country adoptions.

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

Employers include: NGOs, INGOs, domestic and international relief organizations, human rights organizations, refugee relief organizations, international adoption agencies, inter-governmental organizations, employment services, public & private child welfare agencies and family service agencies.

▪ **School-Based and School-Linked Services**

The focus of this field of practice is on the delivery of social work services to school-aged children, adolescents, and their families: practice issues in public education; problems of school failure; design, administration, financing, delivery, and evaluation of school-based or school-linked child and family services; interdisciplinary collaboration.

Employers include: elementary and secondary public, private and charter schools, special education placement offices and head start centers.

▪ **World of Work**

Work, workers, and work organizations are the focus of this field of practice. The composition, status, and needs of the labor force; conditions interfering with work roles; services for clients as workers and for their dependents; collective bargaining; discrimination, and unequal opportunity; interdisciplinary initiatives; and legislation related to work and social welfare.

Employers include: corporations, nonprofits, employee assistance programs, hospitals, workforce development centers, unions and social service agencies.

TRANSFERABLE SKILLS:

▪ **Critical Thinking/Problem Solving/Research**

Understand the Steps Involved in Critical Thinking:

- Define the problem and identify possible causes
- Anticipate problems before they occur
- Recognize if a problem needs to be addressed
- Formulate questions to clarify problems, topics or issues

Deploy Tools for Effective Problem-Solving:

- Develop plans to implement solutions
- Multi-tasking: ability to handle more than one problem at a time
- Identify range of solutions and select most appropriate ones
- Facilitate groups in identifying and evaluating possible solutions

Develop Methods for Conducting Successful Research:

- Identify appropriate information sources for problem solving
- Use a variety of sources of information
- Apply a variety of methods to test the validity of data
- Conceptualize future needs and find solutions to meet those needs

▪ **Verbal and Written Communication**

Present Ideas Cogently, Creatively and Effectively:

- Present ideas in a concise, logical and persuasive format that can speak to both targeted and broader audiences
- Communicate in a range of media: articles, presentations, etc.
- Participate effectively in group discussions
- Discern and respond to verbal and non-verbal messages

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

- Respond appropriately to both positive and negative feedback
- Discuss important and controversial issues with tact, sensitivity, and insight within multiple industries.

- **Decision Making/Teamwork**
Identify the Practices and Dynamics of Successful Teamwork/Team Building:
 - Identify, prioritize and delegate tasks to be accomplished
 - Motivate others to work towards a common goal
 - Facilitate group participation in the decision-making/planning process
 - Coordinate tasks and progress of group members
 - Use management/mentoring skills with peers and/or subordinates
 - Recognize members' strengths and weaknesses to build an effective and cohesive team
 - Give constructive feedback and praise for accomplishments

- **Enterprise Leadership**
Understand the Practices of Effective Leadership:
 - Evaluate all options and make effective decisions when under pressure
 - Take responsibility for decisions
 - Evaluate the effects and effectiveness of a decision
 - Explain unpopular decisions to others in a clear but sensitive manner
 - Use creativity and initiative to stimulate ideas and develop solutions
 - Deal effectively with resistance and setbacks
 - Develop self-awareness, self-confidence and independence

- **Diversity/Global Perspectives**
Appreciate People's Diverse Backgrounds, Interests, and Opinions:
 - Able to work with people from different backgrounds and perspectives
 - Read and speak a foreign language
 - Are flexible, open to change and willing to compromise
 - Help people make the most of diverse opinions and interests
 - Appreciate different viewpoints and cultural perspectives
 - Recognize contributions from different areas of the world in the arts, literature, science and social science
 - Able to respond appropriately to continually changing circumstances

- **Socially-Responsible Orientation/Educators**
Driven to Make a Difference through Academia, Research, Gov't & NFPs
 - Able to work effectively with a broad range of people including clients, elected officials, volunteers, donors and local civic leaders
 - Possess demonstrable personal integrity and business ethic
 - Committed to promoting change and new ideas
 - Possess strong interpersonal and networking skills
 - Able to make decisions that increase the individual and the common good
 - Self-motivated to tackle demanding tasks and offer to get involved
 - Possess the stamina and tenacity to see a project through to end*Demonstrate Effective Teaching/Training Skills and Techniques:*
 - Able to explain and demonstrate complex and abstract ideas

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

- Are patient, persistent and motivated to bring out the best in others
- Can evaluate and appraise others' work and skills objectively
- Able to cope with stress and remain calm under pressure

- **Planning & Organizing Skills**
 - Establishing clear & attainable project goals & deliverables
 - Defining specifications & quality standards
 - Planning the use of resources including time, people, finances & materials
 - Risk management & contingency planning
 - Managing time & priorities – setting milestones
 - Managing tasks - delegating, coordinating, monitoring
 - Managing people - training, developing, motivating, giving feedback, supervising
 - Collecting, analyzing & organizing information
 - Being resourceful, taking initiative & making decisions
 - Establishing evaluation criteria & participating in continuous improvement
 - Reporting on progress & outcomes
 - Understanding basic business systems & their relationships

- **Learning Skills**
 - Manage own learning
 - Share knowledge & experience in the workplace
 - Contribute to the learning community at the workplace
 - Using a range of mediums to learn – mentoring, peer support, networking, information technology, courses
 - Have enthusiasm for ongoing learning
 - Being willing to learn in any setting – on & off the job
 - Being open to new ideas & techniques
 - Being prepared to invest time & effort in learning new skills
 - Acknowledge the need to learn in order to accommodate change

- **Self-Management Skills**
 - Have a personal vision & goals
 - Evaluate & monitor own performance
 - Have knowledge & confidence in own ideas & vision
 - Articulate own ideas & vision
 - Take responsibility
 - Work ethically
 - Work well under pressure
 - Demonstrate resilience

- **Technology Skills**
 - Have a range of basic IT skills
 - Apply IT as a management tool
 - Use IT to organize data
 - Being willing to learn new IT skills

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

◆ PREPARING FOR YOUR FUTURE: TIPS FOR ACHIEVING CAREER SUCCESS

1. GET STARTED EARLY: Don't wait until the last minute to start planning about your career goals, and working on your resume, cover letter and job search. Make an appointment for individual career counseling or stop in during office hours.

2. KEEP YOUR GRADES UP: Strive to earn a GPA of 3.5. A high GPA is often required for competitive fellowships and by some employers.

3. BE PUNCTUAL: Make sure you are on time for classes, appointments and field placement. Arrive to your career counseling appointments **ON TIME** or 5 minutes early. It's great practice for real interviews and job success.

4. GET INVOLVED: Join CSSW caucuses, professional organizations and/or volunteer in your professional field. All look terrific on your resume. The more involved you are, the more marketable you become to an employer.

5. BE A LEADER: Consider how you can put your knowledge and skills to the test in your classes and field placements by finding ways to take ownership of your work and create leadership opportunities. Employers are interested in your achievements and accomplishments, which can enhance your resume and separate you from your competition.

6. GET ORGANIZED: Figure out a way to organize your professional materials and job search information. Keep track of appointments, professional contacts, and make note of what you like/don't like about your field placement experiences.

7. CREATE POSITIVE CONNECTIONS: Build relationships with CSSW faculty and administrators, field placement supervisors, advisors and classmates. These connections can be called upon as future references for employers. Possessing a positive professional reputation is very important and will follow you.

8. ATTEND CAREER WORKSHOPS, INFO. SESSIONS & EVENTS: These programs have been specifically created to provide you with important career information. They will help guide you through the job search process and provide you with opportunities to build your professional network and connect with employers.

9. TAKE ADVANTAGE OF CSSW RESOURCES: Pick up a copy of the Guide to Career Development, download tip sheets, and utilize the Writing Center, Advising Office, Field Placement Office, and other CSSW offices.

10. DEVELOP SOLID WRITING SKILLS: Strong written communication skills are extremely important when it comes to getting hired. The first impression an employer has of you comes via your resume and cover letter. Practice by getting feedback on your writing from faculty, Office of Career & Leadership Development

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

and Writing Center, and invest in a good writing guide [i.e. *The New Oxford Guide to Writing* by Thomas Kane]

11. DEVELOP SOLID RESEARCH SKILLS: Strong research skills are important for getting jobs in certain sectors (i.e. government). Research skills will also help when it comes to locating job opportunities.

12. BE PROACTIVE: Learn to take the initiative. Employers are impressed with candidates who can work efficiently and independently.

13. NETWORK, NETWORK, NETWORK: Meet as many people in your professional field as possible by attending Career Development programs, job fairs, and CU campus and NYC wide events. See the bigger picture as it relates to your professional development.

14. HAVE A GOOD ATTITUDE: Having a good attitude will serve you well professionally. Learn to take things in stride - develop an upbeat, approachable, flexible disposition. These are all desirable qualities which employers look for when hiring.

15. CREATE YOUR OWN SUCCESS: Be the success you want to see! Put the time and energy into your job search to attain the results you are seeking. What you put into it, is what you get out of it.

16. BE PATIENT: The job search process takes time. With hard work, consistency and patience the RIGHT opportunity will come along!

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

LET'S GET STARTED: THE 5 STEPS TO CAREER PLANNING

As you consider your career plans it is important that you assess your professional interests, values and goals; develop your professional marketing tools; conduct career related research; and identify various career opportunities so that you can make informed, appropriate career decisions. There are 5 steps to the job search process. Following these steps will help you plan and conduct an efficient and successful job search.

Step 1	Self-Assessment
Step 2	Develop Marketing Tools
Step 3	Career Research
Step 4	Identify & Execute
Step 5	Prepare for Interview

STEP 1: SELF ASSESSMENT

The first step is to view yourself from a professional perspective and clarify your VIPS (for a professional self-assessment worksheet go to page 69)

- *Values & Lifestyle:* these are a set of standards that determine attitudes and choices and can help lay important groundwork for making good work/life decisions.
 - Do you value: wealth? time with family? creativity?
 - What kind of work culture or environment do you want?
 - Where do you want to live?
- *Interests/Objectives:* these are things that appeal and excite you. Think about your Method of Concentration and Field of Practice. What function(s) do you want to carry out: assessment, direct practice, analysis, program development, management, advocacy, research, community development, etc.
 - What issues are you passionate about: domestic violence, mental health, HIV/AIDS, etc.
 - What sector do you want to work in: NFP, private, government
 - What kind of organization or institution do you want to work in: hospital, school, community center, mental health clinic, foundation, think tank, government agency, NGO, etc.
 - What populations are you interested in: homeless, veterans, refugees, women, children, etc.
- *Personality:* each individual has distinctive qualities and character traits. Defining who you are can help project where you want your career to take you.
- *Skills & Knowledge:* these include your abilities, talents, aptitudes and strengths. Consider the areas you have focused on through your education,

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

training, reading and experience. It is important to define your skills and to ascertain which ones you would like to use in a job and ones that you would not.

STEP 2: DEVELOP SOLID MARKETING TOOLS

Once you have determined your VIPs, it is time to refine your professional marketing tools. These tools include your resume, cover letter, references and networking introduction.

◆ **WRITING A WINNING RESUME**

What is a résumé?

A resume is a marketing tool - it is not an autobiographical summary. You are marketing yourself to a potential employer highlighting the experience, skills and knowledge that relate *directly* to the organization or position(s) you are pursuing. It should be written with care and consideration, and include specific descriptions that give the reader a solid picture of your accomplishments and capabilities.

What are the standards for formatting and length?

The required length of a resume depends on the sector to which you are applying. For corporate positions, a 1 page resume is usually mandatory. For most nonprofits, social service agencies and education aligned institutions a 2 page resume is acceptable, as long as the content warrants it. For government agencies, think tanks and other academic focused employers a 3+ page resume or CV is a better choice.

The difference between a resume and curriculum vitae?

A curriculum vitae (CV) concentrates on academic pursuits and de-emphasizes materials not directly related to educational background and achievement. Unlike a resume, a CV is a more comprehensive document that includes all relevant content. The content determines the length of the CV, since it includes publications, presentations, grants, etc. A CV is appropriate for masters and doctoral graduates seeking teaching or research positions. Colleges, universities, and research institutions generally require a CV whereas others employers prefer a resume.

What should be included?

- Lead with your strengths! Select and order the major content categories so that the most relevant information is visible first.
- Use action verbs to describe your achievements, depicting yourself as someone who *produces, develops, analyzes* or *introduces* as opposed to one who *participated in* or *was responsible for*.

Read the *Action Verbs* tip sheet.

- Vary the verbs used, and always use the present tense for current jobs and past tense for previous jobs.
- Emphasize skills and experience related to your field of interest and/or positions desired.

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

- Include occupation or field specific-key words.
- Be achievement and results-oriented in your position descriptions. Communicate your skills, competencies, and accomplishments. Quantify achievements by citing numbers, dollars, percentages or time if possible.
- Be consistent in your formatting- watch how you list states, dates, etc.

Proofread carefully!!!! Errors are unacceptable.

- If your resume is 2 pages include your name and page # on 2nd page.
- Do not include personal information such as age, health, marital status, height, weight, and religion.
- Limit use of pronouns and prepositions.
- Make an appointment or stop by during drop in hours to review your resume with Career Development.

Do not exaggerate. Ask yourself:

- Have I effectively presented my skills, knowledge and experience?
- Have I done enough research on the employer and the job/field placement to know what is needed in that position so I can match my skills to their needs?
- If not, what is missing?

What goes on a résumé:

- **Identification information**
Include your name, address, telephone number, and e-mail address.
- **Summary or Professional Profile**
Generally used by professionals with 4+ years of experience, this section consists of a brief paragraph or list of specific skills, accomplishments, and strengths that directly relate to your field of interest. Do not include this if you are new to the field.
- **Education**
In reverse chronological order specify each college/university attended, its location (city and state), degree received, graduation date (month and year), and major. Don't forget any education you did abroad. If you don't have a lot of professional experience listing a GPA of 3.5 or better indicates academic success.
- **Experience**
List all positions in reverse chronological order. This section can include both paid and unpaid positions. If you have a lot of experiences, it can be divided into different categories such as Professional Experience, Related Experience, Research Experience, Clinical Experience, Program Development Experience, International Experience, Volunteer Experience, in order to prioritize your skills and knowledge for a specific organization or position.

For every position, include the following: employer, city, state, job title, dates of employment, and a description of your accomplishments. Focus on

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

accomplishments that relate to the type of position you are seeking. Be sure to use power verbs that communicate relevant transferable skills such as communication skills, teamwork, decision making and problem solving. Accomplishments and job responsibilities can be listed in either paragraph or bulleted form.

- **Honors/Awards**

Honors may be listed as a separate category or included in other sections such as Education. List scholarships, assistantships, academic honors, community achievements, and/or professional awards.

- **Language(s)**

Having the ability to speak more than one language is a great skill to market. Make sure to include which language(s) you speak and the level at which you can speak it (Fluent in Spanish, Basic knowledge of French, Proficient in written and spoken Arabic)

- **Additional Experience**

Include involvement in undergraduate activities/organizations, community or volunteer work, and CSSW caucuses, programs or presentations. Highlight significant achievements such as leadership positions.

- **Skills (Computer, Professional, etc.)**

These can be listed as separate categories or grouped together under one general heading. All computer and language skills should be included on your resume.

- **Professional Affiliations**

List the names of professional organizations to which you belong, indicating leadership positions and committee work where appropriate. Be sure to include the corresponding years of membership.

- **Papers/Publications/Presentations**

List published works and presentations when appropriate.

- **Interests/Additional Information**

Be specific and list interests/activities to which you devote considerable time or which you excel. List achievements that do not fit under other categories such as travel abroad.

* See sample resumes on pages 66-77

- ◆ **WRITING A STRONG COVER LETTER**

- Why do you have to write cover letters?**

Cover letters serve several purposes. They are NOT a paragraph version of your resume. In your cover letter you are matching your background, skills, and abilities to the needs of the employer and conveying your interest in working for

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

them. This reflects your knowledge of their needs and how you can address them. Form cover letters do not accomplish this goal, so take the time to tailor yours to each employer. Secondly, the cover letter serves as a sample of your writing ability. Therefore, it being well-written and free of typographical and grammatical errors is essential.

When do I send one?

Your cover letter should always accompany your resume whenever you do not unless the employer specifies that a cover letter is not needed. If you are attending a career fair, a cover letter is not necessary.

Is there a set length?

With the exception of faculty positions, cover letters should never exceed one page. Cover letters for faculty positions can exceed that limit if it includes your research areas and teaching interests.

What is the typical format?

A cover letter is a business correspondence, so it should be formatted in block or modified block format like a business letter. It should lead with your address (or your header), the date, recipient name, title (Dr., Ms., Mr.) and address. Your salutation should be followed with a colon rather than a comma. Standard business letter format also includes the word Enclosure (if mailing) or Attachment (if emailing) at the bottom of the letter to indicate that your resume is included.

Who do I make the letter out to?

Do your homework. If no contact person is included in the job listing, do research online to determine who the position reports to or telephone the main line of the employer and ask who you should direct the letter to. (Do not call the employer if they state no phone calls!) If you are unable to find a specific person's name, address your letter to a relevant title (i.e. Dear Human Resources Manager or Dear Search Committee or Dear Clinical Director). If you cannot find the relevant title, a simple Dear Sir/Madam will suffice.

What if I'm asked about my required salary or salary history?

Employers often ask an applicant to indicate salary requirements in his/her cover letter or include a salary history document as an attachment. Salary requirements can be incorporated as a sentence in the first paragraph of your cover letter (i.e. *I am looking for a full time position as a medical social worker in a hospital with an annual salary of \$50-53,000*). You can also mention, *"however, I am flexible to negotiate"*, if you have flexibility around your salary requirements.

A salary history document should be formatted exactly like your resume with your name and contact information on the top. List past employers with employment dates chronologically and indicate your past salaries accordingly. Finally, be honest, as previous salary information can be verified.

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

What's the best way to submit my resume and cover letter?

Follow the employer's instructions! If the employer provides several options (i.e. email, fax, etc.), select the one that is best for you. Keep in mind email and faxes arrive immediately, so these are the best modalities if under a tight deadline. If emailing, place your cover letter in the body of the email and include your resume as a PDF so that the format remains static during transmission. If an employer requests no attachments and you want to email your materials, copy your resume into the body of your email after your cover letter.

*** See sample cover letters on pages 78-81**

◆ PRESENTING REFERENCES

References are individuals who can speak to prospective employers regarding your work experience or academic performance. Phone recommendations are the preferred method for obtaining information by prospective employers. There is no rule regarding the amount of time you should know someone before listing her/him as a reference. As long as a reference can speak to your professional knowledge, skills and abilities you can include her/him. You should have three to five references which can include former employers, field placement supervisors, internship supervisors, volunteer supervisors or professors. Always ask permission before listing someone as a reference. Do not ask friends or family members to be references unless you have worked for them as an employee.

A list of references is a supplemental document to your resume and should be provided only when asked either during or after an interview. When an interviewer asks if she can contact a former employer you can provide her with your reference document. If you are asked to complete an application that asks for references, you can include the same names on the application that are listed on your reference document. The reference document should be formatted exactly like your resume with your name and contact information on the top. Include the following information for each of your references:

- Name
- Current Title
- Current Organization/Company
- Street Address
- Phone Number
- E-mail

NOTE: Especially if a reference has made a career move since you last worked with them, it is often helpful to also include their relationship to you (for example, "Former Supervisor at _____").

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

Example:

MARY CLARK

880 West 100th Street, #3C
New York, NY 10025
mobile: (212) 555-8090
mc100@columbia.edu

REFERENCES

Mr. Joseph Smith
Director
Center for Youths
515 Main Street
Brooklyn, NY 10002
js@cfy.org
718-555-5000

Ms. Kathleen McCarthy, LMSW
School Social Worker
P.S. 15 – The Roberto Park School
123 East 5th Street
New York, NY 10009
km@ps15.edu
212-555-6000

Dr. Robin King
Associate Professor of Social Work
Columbia School for Social Work
1255 Amsterdam Avenue
New York, NY 10027
rk1000@columbia.edu
212-555-8000

As a note, written recommendations are typically appropriate for graduate school or academic positions.

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

SUBMITTING A WRITING SAMPLE

A potential employer may request a writing sample for a position that requires strong written communication skills. It is not necessary to submit a writing sample unless it is specified in the application instructions or requested during the interview process. Writing samples can and should be documents that were previously written. Unless requested, do not write a new document. Writing samples should be 2-5 pages; this includes a whole document that is 2-5 pages or a 2-5 page section from a longer document. If submitting a section, include an abstract consisting of a few sentences contextualizing the longer document, and how the extracted section relates to it.

The key to a good writing sample is the quality of the document. It should be well written, concrete and concise. The document should present an issue, analyze it and come to a conclusion based on your analysis. If possible, it should be relevant to the employer and position, and reflect your understanding of the field to which you are applying. It is imperative that your sample contains no spelling or grammatical errors. If you are using a paper that had been corrected and/or edited do not send the marked up version. Make the changes, and send a clean copy on high quality paper. Include your name and contact information on the top left hand corner.

The following is a list of helpful writing resources:

- *The Book on Writing: The Ultimate Guide to Writing Well*, Paula LaRoque (2013)
- *Elements of Style*, Strunk and White (2014)
- *Graduate Admissions Essays: Write Your Way into the Graduate School of Your Choice*, Donald Asher (2012)

NETWORKING

Summarize your career experiences, skills & goals into an enthusiastic 1-2 minute introduction that includes who you are, your professional interests and what you are looking for in a job. Think about what you want people to know about you, the specifics about the kind of job you are looking for, your desired position, ideal job responsibilities & preferred geographic location. The ability to verbalize your background and career goals is essential to networking and landing a job. Once you have your speech ready, practice!

“Hello, my name is Melinda Stevens. I am a second year graduate student at the Columbia School of Social Work. My concentration is in Policy Practice with a focus on immigrants and refugees. My field placement is at the Global Youth Action Network, a global network of youth organizations. I understand that you're working at the United Nations. I'd like to know how you got to where you are today, and what advice you'd have for an upcoming graduate interested in working at the UN.”

Networking, or relationship building, is another way to increase your chances of learning about job opportunities, and expand your connections in your chosen career field. It can be the single most effective tool in your effort to find a job. Studies repeatedly show that over 50% of job seekers find positions through

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

networking. Networking is your chance to speak with people who are already in your field to learn more about their careers and how to develop your own. Networking is powerful because it can give you honest information that you can't find anywhere else, from job opportunities that are not listed to people's perspectives on future trends and what they find satisfying and/or dissatisfying about what they do and/or where they work. This information can then be used to help you find a job or clarify your decisions about what type of job and/or organization you might be interested in.

To begin networking you must first overcome your negative perceptions and/or fears about networking. The more networking you do the easier it becomes. Just spread the word that you're looking for a job and ask if anyone has a contact that might be able to offer advice. Your network can include:

- Personal Contacts: family and friends
- Professional Contacts: classmates, colleagues, alumni, faculty, field placement supervisors, former employers, etc.
- Organizational Contacts: social clubs, religious affiliations, gym members, etc.
- Professional Associations: NASW, NYSSCSW, SSWAA

In addition, take full advantage of CSSW workshops and events. In collaboration with Alumni Relations, the Student Union and various student caucuses, the Office of Career Development co-hosts alumni networking events and panels.

Questions to ask alumni and others in your network:

- What has been your career path to date?
- How did you get your current position?
- What do you like best about your work? Job? Organization?
- What skills do you think successful people in your area of work possess?
- What was the best advice you received from someone when you were just starting in the field?
- What is the most effective strategy for conducting a job search in this field?
- Can you think of any other individuals who might provide additional information about your organization or the field you work in?

Once you begin networking make sure to maintain the contacts you have worked hard to make by keeping track of them with a contact list, informing them of your job search progress and expressing your appreciation to anyone that helps you by sending thank you notes or emails.

INFORMATIONAL INTERVIEWS

An informational interview is another form of networking and one of the most effective methods for gaining more detailed information about a particular job, organization or professional area. An informational interview can take place over the phone or in person.

Why should I conduct an informational interview?

- To explore and clarify your professional goals
- To access the most current professional information within your field

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

- To identify your professional strengths and weaknesses
- To build confidence for job interviews
- To discover employment opportunities that are not advertised

How do request an informational interview?

The best way to request an informational interview is via email or through LinkedIn - if the individual is a contact or a member of a group you belong to. Keep the email short and to the point and include your contact information. Let the individual know who you are and provide them with a brief background regarding your professional focus and interest. On the following page is an example of an email introduction and request:

Example:

Dear Ms. Williams:

I am a second year graduate student at Columbia School of Social Work. My concentration is in Advanced Clinical Practice with a focus on Health, Mental Health and Disabilities. I am currently doing career research and gathering information for my job search. I am very interested in learning more about your organization, and would like to know if you are available to meet for a brief informational interview (10-15 minutes), either in person or via phone.

My schedule is flexible most days after 12:00 PM, so I would be more than happy to accommodate your schedule. Thank you in advance for your time and cooperation. I look forward to hearing from you.

Sincerely,

Jacqueline Smith
Cell: 646-555-2367
Email:js2372@columbia.edu

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

How do I prepare for an informational interview?

Know Yourself

Because you are arranging the meeting, you need to take the lead. Determine what information would be most beneficial as you explore your career options. Make a list of 5-10 questions to ask and bring it with you.

Know the Individual

Make sure that you are familiar with the contact's professional history and current position. Use LinkedIn and online bios to gather useful information.

Know the Organization

Research details about the organization in which the contact works. You can find specific information using company websites, newspapers, etc. – use Google!

Be Professional

Present yourself in a professional manner. Allow the person being interviewed to do most of the talking. Be positive and assertive – not overly flattering or obnoxiously aggressive. Be courteous and keep a time limit of 15 minutes unless the contact agrees to more time.

What kinds of questions do I ask?

About the Professional Area

- What types of positions are most often found in this area?
- What are some general skills that are needed to perform well in this area?
- Do you recommend any specific training?
- What are some of the disadvantages of this area?
- What is the future of this area in terms of new and expanding opportunities?

About the Job/Organization

- What are some of the short and long term goals of the organization?
- What is the mission/goals/philosophy of the organization?
- What types of training are available?
- What are the major responsibilities of your position? Specific duties?
- What types of personal qualities are necessary for this job?
- What is the level of pressure on the job?

About the Individual

- How did you become interested in this area and field?
- What has been your career path?
- What do you like best/least about your job/career?
- If you had to do it over again, would you choose the same career? What would you change?
- What do you think of my background so far in terms of entering this field? What would you suggest to improve my qualifications?

Before you end the interview, think about your original objective. Has it been met?

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

In your closing, you should pull everything together. Close on a happy note. Thank the contact for his/her time and knowledge. Ask for permission to contact him/her again if you find a need for further information and to connect on LinkedIn. If you have met in person, also ask for a business card.

What do I do after the interview?

Send a thank you note within 24 hours of the informational interview. Thank the contact again for his/her time and generosity. Encourage the contact to keep in touch with you and promise to keep him/her informed of your plans. Always acknowledge how appreciative you are of their help.

STEP 3: RESEARCH

Schedule 1 hour each week solely for career research. Gather information on social work field(s), relevant organizations and available opportunities.

Conduct research on your professional area(s) of interest and figure out where you fit in best. Your research should include:

- Reviewing the websites of relevant organizations
- Searching CSSW experience and other online job sites (pick up a Tip Sheet with helpful job websites)
- Joining professional organizations to receive valuable information (NASW, CSWA, CSWE, SHRM, etc.)
- Reading publications (The New Social Worker, Journal of Social Work, Chronicle of Philanthropy, Social Work Today – most are now online)
- Conducting informational interviews
- Arranging for site visits / shadowing opportunities
- Collecting salary data (www.salary.com; www.salaryexpert.com)

Your goal for researching is to answer the following questions:

- Which organizations do the kind of work I am interested in doing?
- Do these organizations hire employees with my skills and experience?
- What is the salary range for the work I want to do?

As you begin to compile a *Potential Employer List*, keep track of the following pertinent information in a spreadsheet:

- Organization name and website address
- Contact name, title, phone #, email & address
- Mission or purpose of organization
- Employment opportunities

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

STEP 4: EXECUTE THE JOB SEARCH: IDENTIFY OPPORTUNITIES & APPLY

You will need to pursue several strategies to identify job opportunities. Job search strategies can be divided into two categories: traditional and targeted. The traditional approach includes applying for job postings on an organization's website, using CSSW's online job board, via general job websites (i.e. www.indeed.com), through field specific websites (www.socialservice.com) and by responding to listings in online newspapers. When hunting for positions online don't just use *social worker* as a title search. Be creative – search using other job titles and key words including counselor, gerontology, manager, human resources, substance abuse, mental health, social welfare policy, etc.

A targeted approach to identifying job opportunities is more proactive. It entails conducting self-assessment (STEP 1), utilizing marketing tools (STEP 2) and applying research (STEP 3). Begin by sending an inquiry letter and resume to each organization on your *Potential Employer List*. Your letters should clearly state why your professional interests are aligned with the goals or mission of each organization and ask that you be kept in mind for opportunities compatible with your skill set. Because you are the one reaching out, this approach also requires that you follow up with the organization via email or phone 5-7 business days after sending your resume.

◆ **CAREER FAIRS**

Career or job fairs are another great way to find out about full-time and summer opportunities, develop professional contacts and gather information to help you make career decisions. Each year in partnership with the consortium of New York Graduate Schools for Social Work, we co-host the Master's Level Social Work Job Fair. We are also regularly invited to career fairs sponsored by other Columbia University schools, community organizations, and universities around the Tri-State area (dates for fairs will be included in the *Career News*). In addition to the career fairs affiliated with CSSW, you should attend other career fairs that reflect your specific professional interests. Below are some tips on preparing and making the most of a career/job fair.

Before:

- Visit the Office of Career & Leadership Development or other websites to find out which organizations are attending. Decide which ones you will approach.
- Make sure that your resume is up-to-date and that you have enough copies to give one to each potential employer – this could mean 5-20 copies. You do not need to provide employers with a cover letter.
- Prepare and practice your networking introduction.
- Do some basic online research for each organization and prepare 2 informational questions to ask each of them. Since you may not have a lot of time to talk, save lengthy questions for an interview or a follow up e-mail.
- Dress professionally. A neutral color suit is preferable, but a nice dress shirt, a tie and pants are also fine for men, and a blouse and knee-length skirt or pants are acceptable for women. No jeans, yoga-wear, sweatpants and/or sneakers.

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

- Carry a portfolio or clean folder with your resumes, a pad and a pen. Try to minimize the amount of extra “stuff” (bags, coat, etc.) you have with you.

During:

- Learn the layout of the fair and determine the locations of your organizations of interest. Most career fairs will provide you with a map of the room and document with information about each organization.
- Visit each of your targeted tables and speak with at least one of the organization’s representatives. Be sure to smile, shake hands, introduce yourself and offer them your resume. Ask each representative that you talk to for a business card and collect the printed information before you go to the next organizations.
- If possible, jot down some quick notes about each conversation. This will help you remember which organizations you were especially interested in later on. It will also help you personalize the thank you notes you write afterwards.

After:

- Send thank you letters/e-mails to the organizations you are interested in, and personalize your correspondences.

STEP 5: INTERVIEWING

When you are asked to interview with an organization, you know that your resume and cover letter have done their job! Keep in mind, successful interviewing is a skill that can be learned. The key is to adequately prepare. The more prepared you are going into an interview the better your chances are for getting a second interview or job offer. Among many skills and qualities, employers typically look for candidates that demonstrate creativity, flexibility, honesty and initiative and possess strong written and verbal communication, interpersonal, and leadership skills.

Prior to the interview, find out from the employer what type of interview you will be having and prepare for that type of interview (in-person, phone, panel, group). Develop 3-4 questions that you want to ask the employer. Practice by scheduling a mock interview with the Office of Career & Leadership Development. Finally, wear a suit or professional attire [in certain areas like the corporate sector a suit is mandatory), bring 3-4 copies of your resume and your reference document to the interview. Don’t forget to send the employer a thank you note via email 24-48 hours after the interview. Below are some steps to help you prepare for the interviewing process.

Research

- *The organization/department:*
Take the time to learn as much as possible about the employer. Go to their website and review the profile and mission of the organization. Review the different departments and how they work together to accomplish the organization’s goal. Look at the programs and/or services offered by the area or department you are interviewing for. Review the staff makeup and profiles if possible.
- *The position:*

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

Closely examine the job description. Identify the key qualities the employer is looking for and specific responsibilities the position entails.

- *The interviewer:*

If you know who will be interviewing you, take the time to research her/him/them as well. Understand their roles in the organization and their respective backgrounds. Take a minute to “Google” them to see what they are involved in professionally (keep the focus on their professional involvement-not on their personal lives).

- *Yourself:*

Thoroughly review the cover letter and resume you submitted. Make note of the experiences, skills and knowledge you have that are most relevant to the position. Identify examples from your past experience in which you demonstrated distinct skills and practice “telling a story” about them.

Set your internal agenda for the interview by conducting a strengths exercise. Quickly brainstorm 50 strengths you possess. After compiling the list, go back through and identify the top 5 strengths that pertain to the position and the employer. **Your goal during the interview is to successfully convey your related experiences, skills and knowledge.** Also give some thought to the areas you would like to improve. Be prepared to talk about mistakes, when things didn’t go as planned, self-understanding and things you might have done differently.

Prepare questions for the employer

Asking the employer questions reflects your motivation, interests, priorities, and energy. This is also your opportunity to determine if this opportunity is right for you. Good questions for the employer are related to the job to which you are applying and demonstrate your knowledge of the organization. Ask about job duties, the department, supervision, and growth opportunities. During the first interview avoid questions about benefits, salary, etc. Here are some suggested questions to ask the employer:

- What kinds of experience and skills would your ideal candidate possess?
- What do you perceive to be the most challenging part of this job?
- How would you describe the working environment of this organization?
- How would you describe the management style of the area?
- What professional development opportunities are available to me in this department?
- What is your timeframe for making a hiring decision? (ask this last-it lets you know what to expect)

Questions NOT to ask the employer:

- How many sick days can I claim as a new employee?
- Do I have to dress up in the office?
- How much do you pay?

Be prepared for the HARDEST question - “Tell me about yourself.” This is a difficult question to address since it is so open ended. Give some thought to what

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

you want to share. Do not start from the beginning of your life (i.e. "I was born in Cleveland..."). It is often best to start from attending CSSW. Keep in mind that all information should be connected to "why they should hire you." Your response should not exceed 2 minutes. Practice this question as it is often asked at the beginning when you are most nervous.

Review common interview questions

It is impossible to prepare for every potential question, but reviewing common questions and verbally responding to them can help you focus and increase your confidence level. Remember, every question is asking you the same thing, "Why should we hire you? Why are you the best candidate for this position?" Use that knowledge to help guide your responses.

General questions include:

- Why are you interested in this position?
- Why are you interested in a career in XYZ field?
- What do you know about XYZ agency/organization?
- What makes you stand out from your peers?
- What would your classmates/professors/colleagues say about you if I asked them about your professional style?
- What are your top 2-3 strengths and your top 2 areas in need of improvement?
- Where do you see yourself in 2-3 years? in 5 years?

Education based questions:

- Why did you pursue your graduate degree in social work?
- Why did you choose Columbia?
- What skills did you develop through your education? How will these help you in a job?
- What was the most important thing you have learned in your graduate program?

Career focused questions:

- Describe a previous work experience you enjoyed & explain what you liked about it.
- Describe a previous work experience you disliked and explain why you disliked it.
- In past jobs, what achievements were recognized by your supervisor?
- Can you recall a time when your work was criticized? Describe the situation and your response.
- Describe your ideal work environment.
- In previous work positions (part-time, volunteer or summer), did you initiate any new procedures, systems, programs, or activities?

Prepare yourself for Behavioral Questions

Behavioral questions are increasingly popular. You can recognize them by the wording- "tell me about a time when you... or give me an example of an instance where you..." Behavioral questions are based on the rationale that past behavior can serve as a predictor of future behavior. You cannot prepare for every hypothetical behavioral question, but common themes of questions are below:

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

Difficult situations:

- Tell me about a difficult problem you had to solve.
- Describe a time when you had to handle a difficult client.

Adaptability:

- Can you provide me with an example of a time when you had to deal with a big change?

Analytical Skills:

- Tell me about a strategic plan you helped to develop.

Oral & Written Communication Skills:

- Give me an example of a time when you had to speak up in order to get a point across that was important to you.

Decision Making Skills:

- What was the most difficult decision you had to make in the last six months?

Flexibility:

- Describe a situation when you had to work with someone.

Initiative:

- Give me an example of a project/task that you started on your own.

Organizational Skills:

- Give me an example of where planning paid off.

Persuasiveness:

- Can you think of a time when you had to persuade someone to change her/his mind?

Teamwork:

- Describe a time when a team member strongly disagreed with your ideas or actions. How did you handle the situation?

Other Advice

- Dress professionally! Wear business attire (even if the organization is business casual).
- Bring 2-4 copies of your resume and references.
- Arrive 10 minutes early.
- Be enthusiastic and positive – smile, sit up straight, and exude confidence.
- Keep in mind body language, mannerisms and appearance can help portray a professional image.
- Keep your answers as concise as possible and stick to the point.
- Let the employer know that you are interested in the job.

Tip: Need help preparing for a phone interview, skype interview, group interview or panel interview? Email the Office for some helpful information.

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

◆ THANK YOU NOTES

It is very important to send a thank you note to the individual who interviewed you for a job. If you were interviewed by more than one person, it is best to send separate notes. This is a professional gesture that will establish goodwill and distinguish you from other candidates. Thank you notes should be brief 4-6 sentences. They should be sent as an e-mail 24 to 48 hours after an interview. If you prefer to send a hand written thank you note send it in addition to an email as a mailed thank you note may take 3-10 days to reach the interviewer depending on the organization. A thank you note may serve the following purposes:

- To acknowledge the interviewer's time in considering you for the position.
- To highlight something from the conversation that you learned, were impressed by or shared (i.e. attending CSSW)
- To express your enthusiasm for the position if you genuinely feel this way. If an organization is your first choice, let them know.
- To supply information you promised in the interview (i.e. you may have mentioned an article or paper you wrote that the employer wants to review).
- To clarify/elaborate on a question to which you feel you responded poorly. However, do not begin by reminding the interviewer that something did not go well in the interview. State the thought in a strong, positive tone.
- To reinforce your experience and competencies and interest in the position

Example:

Mr. Jim Thomas, LCSW
City Hospital
2050 Broadway
New York, NY 10022

May 3, 2015

Dear Mr. Thomas:

It was a pleasure meeting with you yesterday. Thank you for giving me the opportunity to speak with you about the social work position at City Hospital. I am enthusiastic about the position and believe that my skills and interests are a strong match for your organization. As we discussed, while interning at Bellevue Hospital last year, I completed work that is similar in nature to the projects that I would be doing as a social worker at City Hospital. Helping children and families in the oncology unit was a great accomplishment at Bellevue Hospital, and I believe that I would make the same contribution to City Hospital.

Thank you again for your time and consideration. If you require any additional information, please do not hesitate to contact me at 212-555-1234. I look forward to hearing from you.

Sincerely,
James Cooper

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

◆ **SEALING THE DEAL: ACCEPTING, DECLINING & NEGOTIATING OFFERS**

Congratulations - you have survived the interview process and received a job offer. Remember, once an offer is presented an employer will allow you time to consider the offer and make a decision. The time an employer provides varies greatly and can range from 24 hours to 2 weeks. An employer should never ask you to make a decision about accepting a position on the spot or the same day offered. Accepting a job offer is a significant decision so make sure you consider the following:

Research Salary Prior to Negotiation:

- Know Your Market Value – what you can expect for the type of position you seek in comparison with your experience, education and the field-specific wage standards in the city/state where you reside.
- Be realistic - your compensation will be based on your professional worth (experience, skills & knowledge), not your financial needs.
- Review job listings which indicate salaries for similar positions.
- Talk to fellow students, alumni, friends and networking contacts.
- Review professional websites. Some good salary websites include: www.salary.com; www.payscale.com and www.salaryexpert.com (for a list of additional salary-related and cost of living websites, see the tip sheet on Career Connect.)
- Review the collection of salary survey information on NASW.

Determine your Needs:

It is essential to figure out the minimum salary you would need to make ends meet. You should consider: credit card debt, cost of living, entertainment, rent/mortgage, student loans, car payment and insurance payments. This should not be presented as part of a salary negotiation but important for you to know as you consider any job offer.

Is the Salary Negotiable?

- The degree to which a salary is negotiable depends on the position, the organization, and your perceived value.
- Some positions have set salaries with limited negotiation room. If the position is part of a labor union or grant funded the salary may be set.
- If the same figure is offered after asking for more, it probably is the last offer. In that case, you can ask for a salary review in six months to evaluate your performance and value, or you can turn the job down, asking that they keep you in mind for future openings.
- General rule: The higher the position, the more qualified you are, the greater the level for negotiation.

Factors to Consider:

- Take time to outline the most important components of your ideal job.
- Assess the job offer in terms of your needs, benefits, and long-term career and life goals, and make a list of the pros and cons of the job.
- What is the potential lifestyle value and impact of the salary offered?
- Does the organization have a reputation for career advancement.

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

- Will working for the organization increase your long-term value.
- If your goal is to get your LCSW, make sure the position is aligned with state requirements and offers appropriate supervision.
- Also consider the employee benefit plan when evaluating an offer. Typical full-time employee benefits include: medical insurance (dental, and vision optional), retirement plans – 401k, 403b, pensions, life and disability insurance, paid vacation, sick time, and holidays.

Accepting an Offer:

- When you reach an agreement, verbally confirm your acceptance of the offer and request the agreement in writing.
- Follow up with written confirmation letter or email which reiterates salary, start date, and position title.
- Accepting a job offer ethically obligates you to cease job search efforts and to notify other prospective employers that you must withdraw your name from their consideration.

Declining an Offer:

- Let the interviewer know that if there is another opportunity that meets your salary requirements you would be interested.
- Find out if there are, or might be, other openings in the organization or other people you could contact.

When You Don't Get an Offer:

- Thank the employer for their time and interest. Reemphasize the fact that if future openings occur, you would be interested.
- Sometimes the candidate selected ends up turning the job down. Keep the communication line open, positive, and professional. This keeps your name in their mind for the next opening or future opportunities.
- Learn from the experience.
- Keep trying!! Stay in control of your job search.

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

◆ USING SOCIAL MEDIA IN THE JOB SEARCH PROCESS

What is social media?

Social media refers to the use of web-based technologies including: LinkedIn, Facebook and Twitter to communicate, network and disseminate information. Social media is the main way people are networking today.

Why use social media in your job search?

Social media sites can help you network, connect with people who can assist you professionally and find a job.

LINKEDIN

LinkedIn www.linkedin.com is the best professional social media site and the world's largest professional network. LinkedIn connects you to other people in your professional domain, allows you to view their profiles and helps you exchange knowledge, ideas, and opportunities with a broader network of professionals. Below are some tips to help you create a strong profile and utilize LinkedIn in the job search process.

- **Craft an informative profile headline**

Your profile headline gives people a short, memorable way to understand who you are in a professional context. (Example: "Columbia University MSW Candidate interested in Criminal Justice.")

- **Display an appropriate photo**

Choose a professional, high-quality headshot of you alone. Members with photos get more hits.

- **Show off your education**

Include information about CSSW and other schools you've attended. (i.e. Your concentration and field of practice. Highlight your notable activities, caucuses, volunteer work, etc. Show off your honors and/or awards.)

- **Develop a professional summary statement**

Your summary statement should be concise and confident about your goals and qualifications. Remember to include relevant internships, volunteer work etc. Example: "Experienced program specialist interested in community organizing."

- **Include keywords in your profiles**

Select key words and phrases that a recruiter or hiring manager might type into a search engine to find a candidate like you. (i.e. mental health, hospital, DBT, criminal justice, human resources, substance abuse, etc.).

- **Update your status regularly**

Stay on other people's radar and update your status at least once a week. Tell people about career related events, projects, books and any other career news.

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

- **Show your connectedness with LinkedIn Group badges** **Joining Groups** and displaying the group badges on your profile are great ways to personalize your profile and connect to people whom you share common interests. Groups include: CSSW Alumni Group, CAA (Columbia Alumni Association), NASW, CSWA, etc.

- **Collect diverse recommendations**

Nothing builds credibility like third party endorsements.

Attain recommendations from professors, field placement supervisors or fellow students.

- **Claim your unique LinkedIn URL**

Set your LinkedIn profile to “public” and claim a unique URL for your profile. It’s a great way to elevate professional results.

Example: www.linkedin.com/in/yourname

- **Share your work**

A final way to enhance your LinkedIn profile is to add examples of your writing, or other accomplishments by displaying URLs or adding LinkedIn applications.

- **How to Search for Jobs on LinkedIn**

In the search bar, select “jobs” from the drop-down menu and click “Advanced Search” link. Here you can specify your job criteria, such as industry, location, posting date, etc. As search results appear, click on the opening, review the job duties and apply for the position by clicking the application button.

- **How to Access Alumni on LinkedIn**

In the menu bar, click on Network, from the drop-down menu click “Alumni” or Visit: linkedin.com/alumni to see alumni from your school(s). Then explore CSSW or any other school by clicking on the *Change school* button.

- **Get Google on your side**

If you don’t like what pops up when you Google yourself create a LinkedIn profile. Fill out your profile completely and become active on the network. That will help push your profile to the top of Google’s search results, which means a potential employer will see what you want them to see.

FACEBOOK

Facebook is a great tool for connecting to current and past friends, coworkers, family, etc. so don’t be afraid to use it in your job search. HOWEVER, when you use Facebook, remember to maintain a professional manner. Employers often use Facebook and other social media sites to evaluate prospective employees. Keep in mind that inappropriate content can hurt your chances of getting a job.

Learn to use the privacy settings so family and friends can view pictures and content that would be inappropriate or irrelevant for an employer to view. Do this by being strategic with Facebook lists. Facebook’s list feature allows you to continue building your network without worrying about professional contacts

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

seeing your personal updates.

Two important tools are “Facebook pages” and “Facebook groups”. These features allow you to join a group with similar interests, or provide you with an opportunity to learn more about a company or connect with recruiters. The key is to let others know that you are job searching.

TWITTER

Twitter is another social networking site that can be helpful in your job search if you know how to follow and filter. Twitter is a “micro-blogging” service where posts are limited to 140 characters. By “following” others on Twitter, you are notified of their “tweets” as your followers are notified of yours. The more you communicate back and forth with connections, the more people you will find and the better relationships you will form. The goal of twitter is an ever expanding circle of contacts that can be utilized at any given point to help you find a job, share resources, or broaden your network.

How to Use Twitter in the Job Search Process

- Create a Twitter account that showcases your professional profile.
- Make your name the Twitter handle and choose an appropriate picture.
- In the description area, explain why you match the position you’re seeking.
- Start following people and organizations that you are interested in.
- Make career connections by “tweeting” about the specific goals of your job search (i.e. looking for a clinical social work position near Chicago).
- Tweet on a regular basis about career related topics and start a conversation with other professionals in order to establish useful professional connections.
- Use “hashtags” - searchable terms that the user includes in his or her tweets. Hashtags allow people to search for certain terms on Twitter to focus on one or two specific topics. For example, if you are tweeting about a MSW job at a hospital in New York City, you might want to add #MSW, #career, #hospital, #NYC.
- Join specific chats on Twitter by looking for ones that focus on your field of work. Joining online conversations helps you keep up-to-date on the field, meet helpful contacts, and showcase your expertise. Network with other job seekers through weekly conversations like #jobhuntchat or #careerchat.
- Make sure your Twitter profile is filled out completely and links to your other social networks (especially LinkedIn).

Things NOT to do on Twitter

- DON'T use applications that let you auto-follow and auto-unfollow other people.
- DON'T use all 140 characters. Keep it simple. If you do not, people will have a hard time retweeting you.
- DON'T tweet about meaningless things. Keep your tweets professional and focused on something interesting to other people.
- DON'T be offended if someone unfollows you; it's all part of the process.
- DON'T forget that you are on Twitter to brand yourself professionally.

OTHER HELPFUL TIPS USING SOCIAL MEDIA IN THE JOB SEARCH

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

- **Find information about hiring managers**

Before you submit your resume, look up the hiring manager on LinkedIn and Twitter. LinkedIn profiles and Twitter feeds are gold mines of information on individuals. Knowing more about the person who's hiring can help you tailor your cover letter to their needs and desires.

- **Hyperlink Your Resume**

Add the URL for your Twitter handle and LinkedIn profile to your contact information on your resume. Having a URL provides the employer with another way of contacting you, it also shows how social media-savvy you are.

- **Create the connections you need to get the job**

Don't just use the connections you already have. Figure out who you need to know to land a certain job – likely the hiring manager and make that connection. i.e. Get them to follow you on Twitter by retweeting their tweets, or growing your LinkedIn network until they become a third degree connection.

- **Seek job search advice**

Facebook, LinkedIn and Twitter are great places to find advice on job-hunting and mingle with other job seekers. Join LinkedIn groups that focus on job search. Follow career experts on Twitter and "like" their pages on Facebook. That way you'll get tips for your search even when you're not looking for them.

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

◆ THE IMPORTANCE OF PROFESSIONALISM

Acting like a professional in the workplace is vital to career advancement. The following article by Dr. Carol Fleming, a career coach who helps individuals with their professional skills, outlines some main guidelines.

1. Own Your Job

Take your job very seriously, as if you were in "business" for yourself. Personal pride in a job - any job - will be evident. As they say in the theater world, "There are no small parts, only small players". You will want to be punctual, have a clean work space and handle your work without complaint. Don't just do the job as a solo performance. All the people and processes that are related to your work are opportunities for you to expand your awareness and usefulness. Areas of interface are areas for new learning. This expands your "turf" and tells the world that you are serious about your job.

2. Join the Team

Make the effort to be familiar with the culture and history where you are employed: the important people, the times of disaster or triumph, the pending decisions, the mission statement, etc. You will get farther, faster, if you consider yourself part of a group with a common goal, not just one little person doing a particular job. Team feeling leads to cooperation and a collegial atmosphere. Make the effort to establish and maintain good communication with the people around you, because this will keep you in the loop of information flow. You want that. Do your share (at least) of the minor chores that occur in any job: Did you take the last cup of coffee? Make the next pot. Use the last paper clip? Get another box. Make a bit of a mess with office supplies, merchandise, etc.? Clean up after yourself. When it's time to collect for a birthday present, or to contribute to the office potluck, by all means be sure and participate. Be sure to show up at official functions and try to make as many contacts as you can.

3. Leave your Personal Life at Home

When you're on the job, show that you identify with the demands and issues of your organization. You are serious about this and keep your conversations within the boundaries of the work as much as possible. This demonstrates to people your commitment to the work and to your employer. You'll want to cultivate some privacy about your own domestic issues. Be very selective about what you reveal to co-workers. Some people tend to build friendships through shared personal difficulties. But, you do not want to be perceived as a person who doesn't have your life under control. And don't forget that conversations are easily overheard in elevators, cubicles and lunchrooms. Keep your personal revelations generally positive.

4. Keep Your Cool

How you handle anger is, perhaps, the most telling indication of your maturity. This includes anger directed at you as well as your own emotional reactions. The display of anger is the most upsetting behavior there is and it constitutes an emergency in human relations. The workplace is absolutely no place for anger, so skills for dealing with it in a calming and constructive manner are valuable. You want to present a consistent emotional tone. Extreme fluctuations of any kind are

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

perceived as unprofessional or immature. Dramatics, hysterics, loud or wild laughter, and yes, tears, are not appropriate in the workplace.

5. Look the Part

Observe the personal appearance of your co-workers and supervisors and determine the 'dress code' in your workplace. You not only want to fit in, you want your appearance to reflect well on your employer. This does not mean that you give up all personal style. It does mean that you demonstrate a willingness to blend with the group. Appearance is much more than wearing a well fitted suit. Be alert for details.

* A good rule of thumb is dress like your supervisor's boss.

6. Be a Positive Force

Criticizing and complaining are the worst things you can do. Contrary to your motivation, it simply makes you look bad. We need very little help in detecting faults in conditions and in each other. What we do need is support of individuals and solutions to problems. Be a solver rather than a complainer. Try to be for things (rather than against something). It puts you in a positive light and protects you from being perceived as critical. Are you approachable? You want to be easy to access so that people won't leave you out of the loop of information and friendliness.

⇒ Check yourself for the following behavior:

- make eye contact
- smile and acknowledge people when you first see them
- when people talk to you, look at them and give them your attention
- respond to people with a nod, an answer – whatever is appropriate

7. Mind Your Old-fashioned Manners

Nothing is more quickly noted and appreciated than courtesy. Learn the standards of good manners appropriate to your setting and practice them with everybody, not just the people you're trying to impress. Make this a part of your own personal integrity. Be reminded that you should always use the formal mode of greeting until told to do otherwise. The client is "Mrs. Brown" until she says, "Just call me Grace!". Appreciation is in short supply; don't add to the deficit. Say 'thank you' with sincerity if you want people to continue to do nice things for you. Get comfortable with introductions and know how to do it properly. People can really get offended when this social gesture is ignored. Don't be shy about introducing yourself; not only that - don't be shy about reintroducing yourself. All of us forget names. If you can get yourself someone in a mentor role, you might give them permission to point out any of the 'little things' in your behavior that might get in your way to the top.

8. Develop Strong Communication Skills

If people ask you to repeat frequently, or if there are just too many misunderstandings from your interactions, this is pretty clear feedback that your speech may not be clear enough for professional standards. Get an objective evaluation and do the work that will make you a clear communicator. People are incredibly skilled in reading your attitude. If you have resentments, or if you have respect, be assured that it will be communicated and received and reacted to, by

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

other people. There is also an art to voice-mail. Make it your ambition to reduce "phone tag" by getting in the habit of leaving clear and well thought out messages so that the person can respond to your message, not just return your call.

Good conversational skills will bring you into comfortable contact with new customers, leads, jobs and friends and you will be grateful for this fluency for the rest of your life. Comfortable small talk develops new professional relationships, and it also makes you more at ease at the water cooler, at office parties and when it's up to you to 'melt the social ice' in any social situation. Small talk is one of the most subtle and under- appreciated social skills. All prominent people are very good at it.

Finally, written communication can (and will) be scrutinized, so don't let your guard down when writing memos, signing documents and leaving e-mail messages. This may be the only contact people have with you. A misspelled name, a scrawl, the evident lack of care will lose your credibility and respect. Clarity and accuracy are especially important when dealing with official documents, but everybody appreciates a written message that is easy to read, gets to the point and doesn't distract attention with errors.

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

LMSW & LCSW INFORMATION IN NEW YORK STATE

Importance of Licensing

- Licensing is a matter of LAW
- The law defines the practice of Licensed Master Social Work as the “professional application of social work theory, principles, and methods to address mental, social, emotional, behavioral, developmental and addictive disorders, conditions and disabilities and psychosocial aspects of illness and injury.”
- Licensing confers privileges and carries with it responsibilities:
 - **Consumer Protection:** Licensing enhances the quality of services to consumers by requiring specific education and supervised experience.
 - **Legal Definition:** There is now in State law a legal definition of what professional social work is.
 - **Almost all states have licensure:** NYS is the 49th state to license social work. Each state has its own licensure with its own requirements.
 - **Private Practice Restriction:** Only those with qualifying education, experience, and supervision can do private practice without oversight supervision.
 - **Provides greater clarity:** It is now defined in state law what are the practices of Licensed Master Social Work and Licensed Clinical Social Work.

Difference between a degree & a license

- A degree is given by a university when one has successfully completed the educational requirements of one’s course of study. Examples: M.S., B.A., M.S.S.W., M.S.W, M.D., Ph.D.
- A license defines in State law what the practice of professional social work is. The law also states that only professionals who are licensed may call themselves licensed (title protection).
- In New York State, the New York State Education Department oversees the licensure and practice of professions. The Office of Professions (OPM) regulates the professions as defined by the Education Law.

LMSW Scope of Practice

- LMSWs work with: Individuals. Couples, Families, Groups, Communities Organizations and Society.
- LMSWs provide all forms of supervision except for the supervision of the practice of Licensed Clinical Social Work.
- LMSWs may practice Licensed Clinical Social Work under the supervision of an LCSW, a licensed psychologist, or a psychiatrist.

LCSW Scope of Practice

- The LCSW is not a better license than the LMSW, it is a different license.
- Only LCSWs can provide, without supervision: Psychotherapy, Assessment-based treatment planning, Diagnosis
- LMSWs can provide the above, as long as they are under supervision of an LCSW, licensed psychologist or psychiatrist.

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

STEPS TO OBTAINING THE LMSW IN NY STATE

STEP 1: Be or Have:

- MSW
- 21 Years of Age
- Good Moral Character
- Completed Approved Child Abuse ID and Reporting Course
- File FORM 1 and FORM 2 with NY State (*see detailed steps below*)
- ***FYI - Child Abuse ID and Reporting Course:*** CSSW can **NOT** accept any outside certificates for this course (even State issued ones). We cannot waive the requirement or accept outside courses to suffice. It is mandatory that each CSSW students take the CSSW course. CSSW needs to have it indicate on your transcript that you have mastered the material via the course here. If you are familiar with the material, you can move directly to the 10 item quiz. It will be easy for you and will take a few minutes. You are also welcome to review the slides.
- **ALL FORMS ARE AVAILABLE AT:**
<http://www.op.nysed.gov/prof/sw/lmswforms.htm>

STEP 2: Send FORM 1 to New York State Education Department (NYSED)

- Complete the LMSW application FORM 1
- Your signature on FORM 1 must be notarized by a Notary Public [for a list of notaries in the Columbia University area see page 14)
- **Submit FORM 1 with the fee of \$294 (includes license + first 3 year registration) to the NYSED**

STEP 3: Give FORM 2 to Betty Gee at CSSW

CSSW must verify that you received a Master of Science in Social Work.

- Complete Section 1 of FORM 2 - Don't forget to sign & date Item #9.
- Bring FORM 2-CERTIFICATION OF PROFESSIONAL EDUCATION to Betty Gee and she will complete Section 2 and send FORM 2 to the NYSED.
- You can give FORM 2 to Betty Gee any time during the Spring Semester in which you graduate.

Betty Gee contact information:

Email: byg3@columbia.edu and phone: 212-851-2362, Room 531 (5th Floor)

- NYSED notifies the Association of Social Work Boards (ASWB) and the applicant via a letter called the Authorization to Test when he/she is eligible to register for the LMSW test.
- It takes 2-4 weeks for the state to process this letter [if you gave Betty Gee FORM 2 prior to a May graduation date, you can expect this letter in early-mid July].

NOTE: You must take the exam within one year of the Authorization to Test Date on the Authorization to Test letter or you will have to reapply (and pay again!).

STEP 4: Register/Take LMSW Exam

- Receive letter from NYSED.
- Register to take exam with ASWB.
[The ASWB offers an online registration system that allows you to sign up for

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

the exam from your computer, and pay the \$230 exam fee [with a major credit card]. Go to:

<https://www.datapathdesign.com/ASWB/CRCdswb/Prod/cgi-bin/crcOLCandidateDSWBDLL.dll/crcStartEmpty>

- **Pay \$230.00 exam fee**
- If you have a disability, you can request and receive approval of special accommodations from your board before registering to take the examinations. Go to:
<https://www.aswb.org/wp-content/uploads/2013/10/DisabilityAccommodations.pdf>
- For information about scheduling your exam Go to:
<https://www.aswb.org/exam-candidates/exam-registration/>
- Exams are administered by appointment at Pearson VUE testing centers. Go to <http://www.pearsonvue.com/vtclocator/> to find test center or check out a video of a test center at <http://www.pearsonvue.com/ppc/>
- **TAKE EXAM – GOOD LUCK!**

The Exam

- The exam is given nationally and in the District of Columbia, the U.S. Virgin Islands, and the Canadian provinces of Alberta and British Columbia.
- The ASWB exams meet the testing standards established by the American Psychological Association.
- There are multiple versions of the exam in use.
- All questions are multiple choice with 4 possible answers. Some questions are brief, while some are longer vignettes.
- Each examination contains 170 four-option multiple choice questions designed to measure minimum competencies at four categories of practice. Only 150 of the 170 items are scored. The remaining 20 questions are "pretest" items included to measure their effectiveness as items on future examinations. These pretest items are scattered randomly throughout the examination.
- Candidates have 4 hours to complete the test, which is administered electronically on a touch-screen. For most, this is plenty of time.
- There are no breaks - once you start exam the clock keeps ticking.
- Candidates can retake the exam after 90 days if he/she does not pass.
- There is no limit on the number of times you can retake exam however **you must pay \$230.00 each time.**
- You must take exam within 1 year of ASWB eligibility or reapply.
- Exams are scored as Pass/Fail.
- 81% of Master's level candidates pass the exam nationally.
- There is no penalty for guessing so **DO NOT** skip questions.
- There are two important aspects to passing the exam: Knowing the content for the questions & practicing exam taking skills
- For Content Outlines and Knowledge, Skills, and Abilities (KSAs) Social Work Licensing Examinations, go to: <http://www.aswb.org/wp-content/uploads/2014/02/MastersKSAs.pdf>

Exam Preparation Resources - NYS

- NASW NY Chapter: <http://www.naswnyc.org/?155>
- LEAP: Licensing Exam Preparation Services: www.licensingprep.com

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

- Social Work Exam: <http://socialworkexam.com/>
- Bootcamp: <http://lcswwexambootcamp.com/>
- Social Work Examination Services: www.swes.net
- Private tutoring by CSSW alum: Rebecca Hanus: becca62@gmail.com
- Private LCSW tutoring by CSSW alum: Meg Batterson, meg2120@columbia.edu or 917.239.2391

Other States

- NASW-NJ Chapter: <http://www.naswnj.org/?TestPrepCourses>
- NASW-CT Chapter:
<http://naswct.org/professional-information/licensure/three-ways-to-prepare-for-the-lcsw-exam/>
- AATBS (for CA): <http://www.naswca.org/?151>; <http://www.aatbs.com/>

Limited Permits

NYSED may approve a Limited Permit application if all the requirements are satisfied except the exam. If you have met the education requirement for licensure as an LMSW but are waiting to pass the examination, you can apply for a limited permit (FORM 5) and pay the fee (\$70), in addition to the application and fee for licensure, in order to practice licensed master social work prior to passing the examination. This permits candidate to perform the tasks of an "LMSW" or "LCSW" at an agency if all but the exam is missing, as long as appropriately supervised.

Please note that:

- **FORM 5 can be found at:**
<http://www.op.nysed.gov/prof/sw/lmswforms.htm>
- The permit may only be issued for work in an authorized setting under a qualified supervisor. The supervisor is responsible for the services provided by the permit holder and limits a licensee to supervising no more than five permit holders at any one time.
- The limited permit is valid for one year and may not be renewed.
- Can only apply for a limited permit one time in your career
- You must be under the general supervision of an LMSW or LCSW, who is in the same facility and accessible to you.
- You can take the ASWB examination every 90 days if you do not pass the first time. If you are at risk of losing your job, the ASWB will waive the 90-day waiting period upon written request.
- If you have not passed the exam when the limited permit expires you may not practice as a licensed master social worker unless you work in an exempt setting.

STEPS TO OBTAINING THE LCSW IN NY STATE

STEP 1: Education, Experience & Supervision Requirements:

➤ **ALL FORMS TO APPLY FOR THE LCSW CAN BE FOUND ON THE NYSED WEBSITE AT:** <http://www.op.nysed.gov/prof/sw/lcswforms.htm>

➤ **The fee to apply for the LCSW is \$294**

- Must have LMSW
- Experience: provision of *psychotherapy, assessment-based treatment*

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

planning and diagnosis obtained in an agency setting authorized to provide those services, such as an OMH-licensed out client mental health clinic.

- A minimum of 2,000 client contacts over a continuous period of 3-6 years. The experience requirement could be fulfilled in 3 years with a minimum of 14 client contacts per week. Experience may be obtained in more than one setting. A client contact is defined as one 45-minute session with individuals, families or groups (1 group or family session =1 client contact regardless of the number of participants), and shorter sessions may be combined.
- Supervision: at least 100 hours of individual or group clinical supervision distributed appropriately over the period of the supervised experience.
- All experience must be supervised by an LCSW, licensed psychologist or psychiatrist who is hired by the agency and professionally responsible for the diagnosis and treatment of each client.
- It is your responsibility to practice **only** under a qualified supervisor. You should review the supervisor qualifications and acceptable experience with an employer before you accept a position practicing clinical social work.
- Supervisors are required to keep track of supervision using the psychotherapy log (the last page of FORM 4B - link to page below - and retain the log should the State Education Department request it. <http://www.op.nysed.gov/prof/sw/lcswforms.htm> .
- To determine in advance whether supervised experience in a particular setting will qualify for the LCSW. Complete and submit FORM 6: <http://www.op.nysed.gov/prof/sw/lcsw6.pdf> /.
- Must have taken 12 credits of clinical coursework. The New York State Education Department has approved the following courses at CSSW (3 credits & 1.5 credits – the minimum) to be counted toward this requirement.

⇒ **For CSSW courses which meet LCSW requirements go to:**

http://socialwork.columbia.edu/wp-content/uploads/2015/06/LCSW_CourseRequirements.pdf
Find it under Current Students >Registration Information in the link entitled:
Courses Meeting LCSW Requirements (as of Fall 2016)

Important Contact Information

National Association of Social Workers

- National Organization - www.socialworkers.org
- New York City Chapter - www.naswnyc.org

Association of Social Work Boards - Information about requirements for licensure in other states can be found through links on the ASWB Web site:
<http://www.aswb.org>

New York State Office of the Professions - Information and answers to frequent questions about applying for Social Work Licensure in New York State can be found at: <http://www.op.nysed.gov/>

Columbia School of Social Work

Office of Career & Leadership Development

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

- <http://socialwork.columbia.edu/the-studentexperience/student-support-services/career-services>
- Nadine Verna, Director, 212-851-2321, nv2143@columbia.edu
- Linda Flores, Career Counselor, 212-851-2399, ldf2117@columbia.edu

Registrar's Office

Submit Form 2 to and verify coursework with:

- Betty Gee, Registrar, 212-851-2362, byg3@columbia.edu

◆ NYS LMSW & LCSW: QUESTIONS & FACTS

Are there activities that can be performed by an unlicensed individual?

The Education Law defines certain activities that are within the scope of practice of the Licensed Master Social Worker, but may also be performed by an individual who is not licensed. The unlicensed person cannot imply that he or she is licensed. If the services are provided by an LMSW or LCSW, the licensee can only engage in those activities in which he or she is competent.

Services that are defined as not requiring licensure include but are not limited to:

- a. Serve as a community organizer, planner, or administrator for social service programs in any setting.
- b. Provide supervision and/or consultation to individuals, groups, institutions and agencies, other than the supervision of a LMSW or LCSW established under Title VIII of the Education Law.
- c. Serve as a faculty member or instructor in an educational setting.
- d. Plan and/or conduct research projects and program evaluation studies.
- e. Maintain familiarity with both professional and self-help systems in the community in order to assist the client in those services when necessary.
- f. Assist individuals or groups with difficult day to day problems such as finding employment, locating sources of assistance, organizing community groups to work on a specific problem.
- g. Consult with other agencies on problems and cases served in common and coordinating services among agencies or providing case management.
- h. Conduct data gathering on social problems.
- i. Serve as an advocate for those clients or groups of clients whose needs are not being met by available programs or by a specific agency.
- j. Assess, evaluate and formulate a plan of action based on client need.
- k. Provide training to community groups, agencies, and other professionals.
- l. Provide administrative supervision but not supervise or direct professional practice of an LMSW or LCSW.

What is the LMSW?

LMSW stands for Licensed Master Social Worker. In New York State, the practice of licensed master social work and the use of the title *Licensed Master Social Worker* or *LMSW* requires professional licensure. The law defines the practice of Licensed Master Social Work as the professional application of social work theory, principles, and the methods to prevent, assess, evaluate, formulate and implement a plan of action based on client needs and strengths, and intervene to address mental, social, emotional, behavioral, developmental, and addictive

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

disorders, conditions and disabilities, and of the psychosocial aspects of illness and injury experienced by individuals, couples, families, groups, communities, organizations, and society.

What is the LCSW?

LCSW stands for Licensed Clinical Social Worker. The practice of clinical social work encompasses the scope of practice of licensed master social work and, in addition, includes the diagnosis of mental, emotional, behavioral, addictive

and developmental disorders and disabilities and of the psychosocial aspects of illness, injury, disability and impairment undertaken within a psychosocial framework; administration and interpretation of tests and measures of psychosocial functioning; development and implementation of appropriate assessment-based treatment plans; and the provision of crisis oriented psychotherapy and brief, short-term and long-term psychotherapy and psychotherapeutic treatment to individuals, couples, families and groups, habilitation, psychoanalysis and behavior therapy; all undertaken for the purpose of preventing, assessing, treating, ameliorating and resolving psychosocial dysfunction with the goal of maintaining and enhancing the mental, emotional, behavioral, and social functioning and well-being of individuals, couples, families, small groups, organizations, communities and society.

What is the difference between the LMSW and the LCSW?

The Education Law defines the practice as a Licensed Master Social Worker and as a Licensed Clinical Social Worker. A licensee may only engage in those activities that are within the scope of practice and in which the licensee is competent. The major difference between the two is that the LMSW may only provide "clinical social work" services (diagnosis, psychotherapy, and assessment-based treatment planning) under supervision; the LCSW may provide those services without supervision.

How does the Education Law define diagnosis, psychotherapy and assessment based treatment planning?

- ***Diagnosis:*** Diagnosis in the context of licensed clinical social work practice is the process of distinguishing, beyond general social work assessment, between similar mental, emotional, behavioral, developmental and addictive disorders, impairments and disabilities within a psychosocial framework on the basis of their similar and unique characteristics consistent with accepted classification systems.
- ***Psychotherapy:*** Psychotherapy in the context of licensed clinical social work practice is the use of verbal methods in interpersonal relationships with the intent of assisting a person or persons to modify attitudes and behavior which are intellectually, socially, or emotionally maladaptive.
- ***Assessment-based treatment plans:*** Development of assessment-based treatment plans in the context of licensed clinical social work practice refers to the development of an integrated plan of prioritized interventions, that is based on the diagnosis and psychosocial assessment of the client, to address mental, emotional, behavioral, developmental and addictive disorders, impairments and disabilities, reactions to illnesses, injuries, disabilities and

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

impairments, and social problems.

If I am not going to provide psychotherapy, assessment-based treatment planning and diagnoses, should I still get my LMSW?

Yes. Almost all states have licensure (NYS is the 49th state to license social work). Each state has its own licensure with its own requirements. Professional licensing is important because it confers privileges and carries with it responsibilities including:

- **Consumer Protection:** Licensing enhances the quality of services to consumers by requiring specific education and supervised experience.
- **Legal Definition:** There is now in State law a legal definition of what professional social work is.
- **Private Practice Restriction:** Only those with qualifying education, experience, and supervision can do private practice without oversight supervision.
- **Provides greater clarity and credibility:** It is now defined in state law what are the practices of Licensed Master Social Work and Licensed Clinical Social Work.

Can a LMSW operate a private practice?

No, New York law does not allow an LMSW to establish a private practice or professional entity for the purpose of providing "clinical social work services". A LMSW may form a legal business entity, including a private practice and provide any services defined as within the scope of practice of Licensed Master Social Work as outlined by Education Law Section 7701.

Do I have to be licensed as an LMSW in order to become an LCSW in New York? Yes, in order to complete the supervised experience in diagnosis and psychotherapy required for licensure as an LCSW you must be licensed and registered to practice as a LMSW, or hold a limited permit to practice under supervision, or be practicing in an exempt setting, as defined in the Education Law.

I'm moving, and need to send my test scores to the state/province where I am relocating. How do I do that? Will the scores transfer? It's called a "score transfer" and you can do it by completing the form online:

<https://www.aswb.org/wp-content/uploads/2013/12/Score-transfer-form.pdf>

The scores will transfer as long as the state/province uses the exam level you took or are taking. Be aware that some states in the U.S. put limits on how "old" a score can be in order to be accepted. At present, five years is the most stringent limit in place.

What is acceptable clinical social work experience for LCSW licensure?

An applicant for licensure as an LCSW must complete 3 years of full-time or the part-time equivalent (in no more than six years) supervised, post-degree experience acceptable to the Department. Full-time experience is defined as no more than 20 client contact hours in psychotherapy each week; part time experience must not be less than 10 client contact hours in each setting per

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

week. Part-time experience is pro-rated (e.g., 15/20 = 0.75) so that the applicant will require more than three years to complete the equivalent of 36 months of supervised experience. Experience of less than 10 client contact hours per week is not acceptable for licensure.

During this 3-6 year period an applicant must have a minimum of 2,000 client contact hours in diagnosis, psychotherapy, and assessment-based treatment planning (not less than 36 months and not more than 72 months under a qualified supervisor). A client contact hour is a session of at least 45 minutes using verbal methods in interpersonal relationships to assist a person or persons to modify attitudes and behavior which are intellectually, socially, or emotionally maladaptive.

What makes an agency or setting LCSW-qualified?

The work must comprise psychotherapy, assessment-based treatment planning, and differential diagnosis (using DMS differentials) provided in 30 or 45 minute sessions. The setting must be authorized to provide psychotherapy, assessment-based treatment planning, and differential diagnosis. These settings are usually (not always) authorized by the OHM (Office of Mental Health Professions), OASAS (Office of Alcoholism and Substance Abuse Services) or OMRDD (Office of Mental Retardation and Developmental Disabilities).

An acceptable setting as defined by Office of the Professions is:

- A professional corporation, professional limited liability partnership or professional limited liability corporation that is authorized to provide services that include psychotherapy.
- A professional service corporation, registered limited liability partnership, or professional service limited liability company authorized to offer services within the scope of practice of licensed clinical social work.
- A sole proprietorship owned by a licensee who provides services that are within the scope of his or her profession and services that are within the scope of licensed clinical social work.
- A hospital or clinic authorized under Article 28 of the Public Health Law and authorized to provide health services, including psychotherapy.
- A program or facility authorized under the Mental Hygiene law to provide appropriate health services, including psychotherapy.
- A program or facility authorized under federal law, such as the Veterans' Administration, to provide health services including psychotherapy.
- A public elementary, middle or high school authorized by the Education Department to provide school social work services as defined in Part 80-2.3 of the Commissioner's Regulations, including clinical social work.
- An entity defined as exempt from the licensing requirements under New York Law* or otherwise authorized under New York Law of the laws of the jurisdiction in which the entity is located to provide services, including psychotherapy.

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

You can also ask the following “rule of thumb” questions:

1. If a client needs mental health services are they referred out or assigned to me? *If they are referred out then the agency is probably not LCSW qualifying.*
2. If clients are assigned to me, is there an agency-hired LCSW, licensed psychologist or psychiatrist to supervise me? *It would be extremely unlikely for a LCSW qualifying job not to provide supervision.*
3. In any given week am I typically having at least ten psychotherapy sessions? *The answer should be “Yes.”*
4. What is the rest of my non-psychotherapy time spent doing? *If you are hired to provide psychotherapy in an authorized setting, you will not be doing much else, such as case management, outreach, etc.*

If you are still concerned about the setting you are working in , you can submit a *Plan for Supervised Experience* for a specific setting for review and approval by the State Board for Social Work. The Plan for Supervised Experience LCSW Form 6 is at: <http://www.op.nysed.gov/prof/sw/lcsw6.pdf>

What is acceptable supervision in the practice of clinical social work?

Qualified supervisors are LCSWs, licensed psychologists and psychiatrists - no other professions are allowed to supervise. The supervisor must have been licensed before starting to supervise you. The supervising psychologist must be qualified in psychotherapy as determined by the State Board; the psychologist must submit FORM 4Q: <http://www.op.nysed.gov/prof/sw/lmswforms.htm> to verify experience and training. The supervisor must be hired by the agency/organization you are working for.

The supervisor must provide at least 100 hours of in-person individual or group supervision in diagnosis, psychotherapy and assessment-based treatment planning, appropriately distributed over the period of 36 to 72 months.

The supervisor is responsible for the diagnosis and treatment of each client, must discuss the applicant's cases, provide the applicant with oversight and guidance in diagnosing and treating clients, and regularly review and evaluate the applicant's professional work.

If my employer does not provide a qualified supervisor, can I contract with a third party qualified supervisor outside the agency for private supervision?

Arrangements where an individual hires or contracts with a licensee to provide supervision are problematic and, as a general rule, unacceptable. Supervision of your practice requires the supervisor to independently direct your practice; this is not possible when the supervisor is employed by you or acts as a paid contractor to supervise the person who can only practice under supervision. Additionally, you should not accept employment in any setting where you are not supervised by a qualified supervisor. The agency or employer is responsible for the services provided to each client, and clinical social work services may only be provided by an individual licensed and authorized to practice clinical social work. If the agency

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

does not have a qualified supervisor on staff, it is their responsibility to hire a qualified supervisor who is responsible for the clinical practice of an LMSW. In such cases, we would suggest that there be a three-way agreement between you, the proposed supervisor, and your employer. The minimum information in such a letter of agreement would include:

- Acknowledgement that the supervisor will be employed to provide services and to supervise the applicant to develop skills and abilities in the practice of the profession.
- Acknowledgement that the supervisor will be provided with access to clients to conduct joint intake or treatment sessions and client records to ensure appropriate supervision.
- Acknowledgement that the client will be informed that the applicant is authorized to practice only under supervision and that client-specific information is shared with a third-party supervisor.
- Acknowledgement that the client will be informed of the supervisor's name and contact information or an agency contact to whom questions about the applicant's practice may be addressed
- Acknowledgement that the client will be informed of how confidential information is handled in the case of third-party supervision and how to raise questions with the employer and/or third-party supervisor.
- Assurance that supervision will be of the duration and frequency specified in regulations and continue until the applicant is licensed or ceases practice.
- Arrangements for the employer or agency to employ the supervisor including billing for services that does not constitute fee-splitting or other arrangement prohibited by Education Law and Regents Rules.

IMPORTANT NOTE: If you make arrangements for third-party supervision on your own or consult with a third-party by sharing information about the agency's clients, including but not limited to client records, diagnosis and treatment of the client, you could be charged with unprofessional conduct under Part 29 of the Regents Rules.

How can I verify my supervised experience in diagnosis and psychotherapy?

Your supervisor is responsible for maintaining records of the supervised experience, including client contact hours and supervision hours, and then submitting verification of the applicant's experience to the Department on Form 4B. The forms must bear original signatures and must be submitted by the supervisor, not the applicant, directly to the Department. If you are changing supervisors or leaving an agency, you may wish to have the experience documented and submitted at that time.

I have many years of experience in social work, including credentials and licensure in other states. Is there reciprocity or any way my qualifications can substitute for the requirements in New York?

Reciprocity is available to an applicant for LCSW who was licensed as a clinical social worker in another jurisdiction and has at least 10 years of practice in the 15 years prior to application. The initial license must have been issued on the basis

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

of meeting requirements similar to those in New York State, including:

- MSW degree with clinical content
- Post-MSW supervised experience in diagnosis, psychotherapy and assessment-based treatment planning
- ASWB clinical social work examination

An application for endorsement of a clinical social work license must include:

- Application for Licensure (Form 1) and the \$294 fee for licensure and first registration
- Verification for the initial basis of licensure and verification of good standing in each jurisdiction in which you are licensed to practice a profession (Form 3)
- A list of supervisors who will verify at least 10 years of practice in clinical social work in the 15 years prior to application for licensure by endorsement (Form 4E)
- Verification of clinical examination score from ASWB

An individual who does not meet the requirements for endorsement of a clinical social work license must apply for LCSW using the standard methods and meet all requirements for initial licensure in New York State. Full documentation of compliance with all New York State licensure requirements, including professional education, moral character, and experience, must be submitted directly to the Department by the appropriate entity, not by the applicant.

I have never done well on multiple-choice tests and want to know if I can be licensed without having to pass an examination? No. The Education Law requires an applicant for the LMSW or the LCSW to pass an examination acceptable to the Department. It has been determined that an applicant can meet these requirements by passing the appropriate examination offered by the Association of Social Work Boards (ASWB). A candidate for the LMSW must pass the ASWB Masters examination and a candidate for the LCSW must pass the ASWB Clinical examination.

NOTE: NYS does not recognize the ASWB Advanced Generalist examination for licensure as an LMSW or LCSW.

I am licensed as an LMSW and as an LCSW. I received a renewal notice for my LMSW but my LCSW is still valid, what should I do?

If you were licensed as a Licensed Master Social Worker (LMSW) on or after September 1, 2004 and were later licensed as a Licensed Clinical Social Worker (LCSW), you hold separate licenses with different registration dates. Since the practice of Licensed Clinical Social Work encompasses the practice of Licensed Master Social Work, you do not need to maintain your registration as an LMSW. When you receive the LMSW registration form, you can respond "NO" on Question 1, which asks if you would like to register the LMSW license to practice for the upcoming period. You should then answer all other questions, sign and date the form, and return it with no fee to the Department in the envelope provided. The registration of your LMSW license will then be put in "Inactive" status and the Office of the Professions [online license verification](#) will reflect that status.

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

⇒ **Notaries Public in the Morningside Area**

Columbia University Visitors Center

213 Low Library - *Ask for Flo Grant*

Phone: 212-854-6514

Days: Monday, Wednesday, Friday (Bring CUID)

Times: 11 a.m. to 12:30 p.m.

Fee: FREE

Janoff's Typewriter and Stationery

2870 Broadway, between 111th and 112th Streets

Phone: 212-866-5747

Days: All **EXCEPT** Tuesday and Saturday

Times: 9 a.m. to 6 p.m.

Fee: \$2 per signature

*** Most banks also have a notary public on staff to help clients**

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

◆ HOW TO BECOME A CERTIFIED SCHOOL SOCIAL WORKER IN NYS

STEP 1

1. Go to www.highered.nysed.gov
2. Click "**Certification in NYS**"
3. Click "**Certification**"
 - To learn step by step how to apply to become certified Click "**Certification from Start to Finish**"
 - You will most likely be applying for a **Provisional Certificate**.
4. Next: Top Menu Bar: Click "**TEACH System**"
5. Click "**Create a NY.gov TEACH account**" – To create a personal login account go to <http://www.highered.nysed.gov/tcert/teach>

***Please Note:**

You must create a login account to access the **TEACH System** to apply for a certificate.

6. Once you create an account, Click "**TEACH Online Services.**" (This site will walk you through the steps to apply for a certificate.)
7. Under "**Profile Links,**" enter education, employment and personal information.

Under "**Fingerprinting Links,**" submit application for fingerprint clearance.

- a. Complete and mail OSPRA103 Authorization to forward
Criminal History to: NYCBOE
 - b. Complete and mail OSPRA104 Authorization to forward
Criminal History to: NYSED
8. Send all undergraduate and graduate transcripts to:
**New York State Education Department
Office of Teaching Initiatives (OTI-NYSED)
89 Washington Avenue, Room 5N EB
Albany, NY 12234**

9. Next: **Search for Certification Requirements**

<http://eservices.nysed.gov/teach/certhelp/CertRequirementHelp.do>

Select Your Certification Title:

- a. Select Area of Interest: **Administration and Pupil Personnel Services**

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

- b. Select Subject Area: **Social Work**
- c. Select Grade Level: **Pre K-12 All Grades**
- d. Select Title: **School Social Worker**
- e. Select Your Certificate Type: **Provisional Certificate**
- f. Click "**Search**"

10. Requirements for Provisional Certificate: School Social Worker

<http://eservices.nysed.gov/teach/certhelp/CertRequirementHelp.do>

Pathway: Individual Evaluation

Requirements:

- a. Education – Bachelor's Degree
- b. Graduate Coursework – Social Work – 30 S.H
- c. College Supervised Internship
- d. Child Abuse Identification Workshop
- e. School Violence Intervention and Prevention Workshop
- f. *Dignity For All Students ACT Workshop (*New as of Jan. 2014*)
- g. Finger Print Clearance

11. **Please Note:** *As a Columbia student, YOU HAVE ALREADY TAKEN THE **CHILD ABUSE IDENTIFICATION WORKSHOP**. YOU ARE ENCOURAGED TO CONTACT OTI-NYSED TO INFORM THEM OF YOUR CHILD ABUSE IDENTIFICATION COURSE ON YOUR TRANSCRIPT, so they do not delay your certification.*

- a. **You can take the School Violence Intervention and Prevention Workshop online at:** www.childabuseworkshop.com
- b. **Enter Group Code: NY** – to take both above courses online for \$60 **For more information** regarding these online workshops Please call **customer service at: 1-800-963-5449** OR email: help@violenceworkshop.com
- c. ***The Dignity for All Students Act Workshop (DASA)**
All applicants who are applying for a certificate on or after December 31, 2013 are required to complete six clock hours of coursework or training in Harassment, Bullying and Discrimination Prevention and Intervention in accordance with Article 2 Sections 10-18 of the Education Law.
- d. Training in Harassment, Bullying and Discrimination Prevention and Intervention is available only from a provider approved by the NYS Education Department. A list of providers is available on the **DASA Providers webpage:**
<http://www.highered.nysed.gov/tcert/certificate/dasa-applicant.html>
- e. Contact the provider for the workshop registration dates and times.
Please Note: Some providers offer training that exceeds the six Hour minimum. Fees vary by provider.

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

- f. Upon completion of the workshop, the provider will give you a Certification of Completion. Send this document to:
* **NYS Education Department, Office of Teaching 89 Washington Avenue, Albany, NY 12234** (Photocopies are acceptable.)
12. **Once all materials are completed. Send \$100 application fee to:
Office of Teaching Initiatives (OTI-NYSED)
89 Washington Avenue, Albany, NY 12234
(You can pay online either by credit card or mail your payment.)**
13. Monitor the progress of your application by logging onto **OTI-NYSED** and clicking on: "**Inquiry Links**," "**Account Information**," and then clicking on the appropriate links.
14. Average time to receive your certificate after applying: 2 Months.
15. ***Please Note: NYSED does not mail paper copies of Provisional Certificates.***

FYI: As per the Office of Teaching Initiatives (OTI), SW program codes do not apply to Social Work graduates earning an MSW. When completing the application bypass the SW program codes completely. Instead, scroll down towards the bottom of the page, select **Option B** and follow the prompts which will take you to the page which will allow you to apply for the **PROVISIONAL CERTIFICATE** for School Social Worker.

STEP 2

Once your School Social Worker Provisional Certificate is listed as "**Issued**" in the **NYSED system**, you can proceed to apply for employment with the NYC Department of Education.

1. Go to www.teachnyc.net
2. In the top left hand corner, click "**New Application.**"
3. Next click "**Pupil Personnel & Substitutes**"
4. Complete the application for PUPIL PERSONNEL SERVICES.
DO NOT COMPLETE THE TEACHER APPLICATION.
5. You will receive an email in several weeks, after your application has been reviewed, which will indicate that you have been added to the **New Teacher Finder**. You can then **search for school social work jobs**, and school administrators will be able to search for you.

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

6. Although it is not necessary for all school social work jobs, it is recommended that you take the **New York State Social Work Licensing Exam**, as some schools require proof of licensure for employment.

FOR ADDITIONAL ASSISTANCE:

Please contact the NYS Education Dept. - Office of Teaching Initiatives
Teacher Certification Helpline at: **518-474-3901** and **press 5**
to speak to a Helpline Representative.

FOR MORE INFORMATION GO TO THE NASW WEBSITE:

<https://naswnys.org/social-work-practice/licensure/school-sw-certification>

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

◆ OTHER HELPFUL “TIP SHEETS” AND POWERPOINTS

Available on the Career Connect Resource Library and in the Office of Career and Leadership Development

- Adoption Organizations
- Applying to a Doctoral Program
- Career Options for Social Workers
- Career Resources for Students with Disabilities
- Check Lists: Fall & Spring for First & Final Year
- CSR Employers
- Credentialed Alcoholism and Substance Abuse Counselor (CASAC) Requirements
- Competitive Fellowships & Internships
- Criminal Justice Career Resources
- DV Organizations
- Helpful Job Websites
- Hospitals in NJ
- Hospitals in the NY Metro Area
- How to Become a Certified School Social Worker in New York State
- Immigrant & Refugee Organizations
- Informational Interviews
- Interview Questions
- Interviewing for International Students
- Introduction: The Office of Career & Leadership Development
- Jobs in International Social Welfare
- Job Websites: Aging Field
- Licensing in: California, Connecticut, Florida, Massachusetts, New Jersey, Texas Washington D.C., Washington State
- Long Distance Job Search
- Networking Tips
- NGO's
- Non-Profit Consulting Firms
- Nursing Homes in NYC
- Organizations: NYC After School & Youth Programs
- Policy Resources
- Power Verbs
- Professional Associations
- Programs in the Government: Presidential Management Fellowship
- National Public Health Organizations
- New York County Mental Health Providers
- Resources for Students with Disabilities
- Resume Writing for International Students
- Social Work Careers in the Federal Government
- Substance Abuse Organizations
- Tips for Achieving Career Success
- Tips for Extended Students
- Think Tanks
- Top Foundations
- Using *Career Connect*: CSSW Online Career Site
- Writing a CV

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

◆ PERSONAL CAREER PLANNING WORKSHEET

SELF ASSESSMENT

View yourself from a professional perspective and clarify your VIPS.

1) What are your values and lifestyle preferences?

2) What are your interests or objectives/goals?

3) What are your personal qualities, strengths, weaknesses, traits?

4) What are your skills & knowledge to date?

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

DEVELOP MARKETING TOOLS

Build your networking plan.

- 1) Create your networking introduction (*Summarize your experiences and goals into 1-2 minutes*).

- 2) List of contacts to network with (start with five):

1. _____

2. _____

3. _____

4. _____

5. _____

- 3) List of professional associations/organizations:

1. _____

2. _____

3. _____

- 4) List of events or career/job fairs:

1. _____

2. _____

3. _____

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

RESEARCH

Research the social work domain.

1) List organizations/employers you are interested in:

1. _____

2. _____

3. _____

2) List jobs with skills/functions you are interested in:

1. _____

2. _____

3. _____

4. _____

5. _____

3) List locations you are interested in:

1. _____

2. _____

3. _____

4) Salary range required: _____

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

Sample Resume - #1

Paper – resume should be printed on white or off white bond paper

Font - should be a classic font like Times New Roman or Arial and font size should be between 11 & 12 pt.

MARY DIAZ
123 West 122nd Street, #4C
New York, NY 10027
(917) 555-5555
abc123@columbia.edu

Email – use your Columbia email

Margins - should be between .5- 1" all around

EDUCATION

COLUMBIA SCHOOL OF SOCIAL WORK, New York, NY

Master of Science in Social Work, Expected May 2016

Concentration: Advanced Generalist Program & Planning - Health, Mental Health & Disabilities

BARNARD COLLEGE, New York, NY

Bachelor of Arts, cum laude, Psychology, May 2013

HONORS: Dean's List (2011-2013)

Spacing – double space between categories & listings

LANGUAGES: Bilingual English & Spanish

Verbs– descriptive verbs for past jobs should be conjugated in the past tense * Don't repeat verbs

PROFESSIONAL EXPERIENCE

PATHWAYS, Bronx, NY

Program Manager, July 2013-August 2015

▪ Evaluated five of the agency's mental health programs, wrote outline of findings and presented to Executive Director and management staff

▪ Independently developed two new programs focused on mental health services for homeless clients

▪ Managed and maintained database for tracking client information and services

▪ Provided informal counseling, support and crisis intervention to clients

▪ Prepared monthly report for Executive Director to track and monitor all programs

▪ Interfaced with community organizations, early childhood programs and schools to enhance the flow of information and resources

Bold – important information that you want to highlight including employer names

THE HELP PROJECT, MENTAL HEALTH HOTLINE, Brooklyn, NY

Volunteer Coordinator, May - August 2012

▪ Recruited, trained and supervised five volunteers providing support for hotline clients

▪ Provided phone support for clients in crisis

▪ Conducted outreach in community to market services of The Help Project

BARNARD PSYCHOLOGY DEPARTMENT, New York, NY

Research Assistant for Professor Susan Casper, September 2010-May 2013

▪ Conducted literature review for study on child abuse

▪ Developed data profiles for study on child abuse in low income, urban areas

▪ Entered and analyzed data on child abuse using SPSS

Page #'s - Include page #'s on all pages

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

MARY DIAZ ←

Include name on second page. You don't need your contact information on the second page.

VOLUNTEER EXPERIENCE

OAKS NURSING HOME, Brooklyn, NY

Volunteer, October 2011-Present

- Develop and facilitate activities for residents including games, cooking and craft projects
- Maintain database on outside resources for social activities

SALVATION ARMY, Brooklyn, NY

Volunteer, June 2010-May 2011

- Created emergency care boxes for victims of natural disasters throughout the United States

LEADERSHIP EXPERIENCE

Barnard College, New York, NY

Latino Student Group, September 2009-May 2013

Barnard College New York, NY

Conference on Children & Mental Health

Co-Facilitator, April 2011

COMPUTER SKILLS: Microsoft Word, PowerPoint, Excel, SPSS

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

Sample Resume - #2

JOHN RICHMOND

123 4th Avenue, Apt. #1, New York, NY 10027
917-555-5555 ~ abc123@columbia.edu

CAREER PROFILE

Results-oriented, quality-driven professional with management and human resources experience overseeing social service programs. Strong track record of successfully creating, modifying, and expanding organizational initiatives while demonstrating high levels of fiscal responsibility.

Core Knowledge & Skill Areas:

- Managing People Issues
- Budget Planning & Management
- Staff & Volunteer Development
- Resource Utilization

EDUCATION

COLUMBIA UNIVERSITY, New York, NY

Master of Science in Social Work, Anticipated May 2017

Social Enterprise Administration – GPA: 3.8

Related Course Work: *Human Resources Management & Supervision; Financial Management; Social Planning & Program Development; Program Evaluation*

NEW YORK UNIVERSITY, New York, NY

Bachelor of Science in Economics, May 2012

HONORS: High Honors Distinction, Dean's List (2011-2013)

PROFESSIONAL EXPERIENCE

YMCA, Queens, NY

DIRECTOR of OUTREACH SERVICES, September 2013 – May 2015

Managed organizational engagement with for-profits, community leaders, and other not-for-profit organizations with the aim of developing social service programs for underserved residents of color.

- Revitalized outreach operation by devising a business strategy predicated on providing premium, needs-based programming for underserved residents of color.
- Slashed departmental expenses by 40% in a span of two years by introducing an aggressive volunteerism campaign to cut personnel costs, shedding underperforming programs, and creating more cost-effective program models.
- Conceived and oversaw Aspiring Entrepreneurs – a micro-enterprise program for teens of color.

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

J. Richmond

CITY COLLEGE, New York, NY

Coordinator of Disability Services, September 2012 – August 2013

Assisted the Manager of Disability in troubleshooting Short-Term Disability and Workers Compensation resulting in a more efficient administration.

- Closed 75 outstanding short-term disability claims in a span of three months resulting in the College redeeming reimbursement payments from Disability Carrier.
- Helped devise an outreach business strategy to address the rising number of fines levied on the College by New York State Workers Compensation Board which yielded a 35% reduction in fines versus prior month.
- Initiated and received approval to draft a manual underscoring State and College protocol for filing short-term disability claims.
- Shadowed administrators from the Human Resources functions of Client Services, Work/Life, Recruitment, Labor Relations, and Learning & Development.
- Hired as a summer paid employee to work as a Disability Coordinator

ADDITIONAL TRAINING

STANFORD GRADUATE SCHOOL of BUSINESS, Stanford, CA

SUMMER INSTITUTE for GENERAL MANAGEMENT, May 2012 – August 2012

Course Work: *Nonprofit Management, Human Resources, Marketing, Accounting, Corporate Finance, Managerial Economics & Statistics, Negotiations, and Strategy*

AWARDS & AFFILIATIONS

Director of Activities, NYU Business Administration Student Group, 2011-12

Honoree, 2014 New York YMCA Minority Achiever

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

◆ Sample Resume - #3

Elizabeth Cooper

123 Main Street, Apt #1, New York, NY 10027 • abc123@columbia.edu • (917) 555-5555

EDUCATION

Columbia School of Social Work, New York, NY

Master of Science, Social Work, Expected May 2016

Concentration: Social Policy Practice - Contemporary Social Issues

Relevant Coursework: Seminar on Social Policy I & II, Microeconomics & Policy Analysis I & II, Legal Foundations in Policy II, Social Welfare Policy

UCLA, Los Angeles, CA

Bachelor of Arts in Anthropology, Minor in Economics, May 2012

PROFESSIONAL EXPERIENCE

The City of New York, Department of Homeless Services, New York, NY Social Work Intern, Policy & Planning, September 2014 - May 2015

- Researched how changes in macroeconomic factors such as rates of unemployment and poverty affect the New York City shelter population
- Performed a data match analysis of foreclosure filings in the area to track the impact of housing foreclosures on shelter entry
- Managed case record reviews of individuals that found shelter ineligible due to non-cooperation to inform improved management practices
- Conducted data analysis concerning clients' borough of origin and length of stay in shelter using DHS' Family Client Tracking System (CTS) and SPSS
- Produced DHS' Daily Census Report of individuals in shelter and maintained spreadsheets of data that informed public reports and media requests
- Presented research and data analysis findings to the Commissioner of DHS and his administrative staff, and participated in bi-weekly work group meetings

Council of Area Churches, Santa Monica, CA Program Director, July 2013 - August 2014

- Issued emergency shelter vouchers and provided rental assistance to individuals that were homeless and individuals that were at risk of becoming homeless through eviction
- Maintained working relationships with associated social service agencies, local emergency shelters, the City of Santa Monica and the Santa Monica Continuum of Care
- Generated and presented regular reports to the City of Santa Monica and Los Angeles County on the grant progress and performance of our Emergency Shelter Programs
- Researched, wrote and secured grants for the Ecumenical Council of Santa Monica Area Churches to support their Emergency Shelter and Homeless Prevention Programs

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

Homeless Prevention Program, Santa Monica, CA Case Manager, June 2012 - July 2013

- Provided supplemental resources such as utility assistance, short term rental assistance, and clothing and food vouchers to households at risk of becoming homeless
- Engaged individuals that were low income and at risk of losing their housing in ongoing case management in an effort to prevent homelessness
- Implemented a successful neighborhood communication strategy that informed local households at risk of becoming homeless about the Santa Monica Homeless Prevention Program

Bad Weather Shelter, Santa Monica, CA

Student Intern/Case Manager, September 2010- May 2012

- Maintained inter-agency relationships in an effort to transition individuals out of homelessness
- Performed shelter intakes and entered information into the Santa Monica HMIS data system
- Provided case management to individuals and families that were considered chronically homeless and service resistant

Stanford University, Stanford, CA

Research Assistant, Psychology Lab, May - August 2010

- Administered surveys for a long term Cognitive Psychology experiment investigating possible effects of Post-Traumatic Stress Disorder on memory
- Scheduled participants and tracked their involvement in the study over a two year period
- Coded open-ended data into Excel and analyzed the information using SPSS

LEADERSHIP EXPERIENCE

- Columbia University School of Social Work, Social Policy Caucus Member, 2014-2015
- Los Angeles Emergency Food and Shelter Local Board Member, 2013-2014

COMPUTER SKILLS

Proficient in Microsoft Word, Excel, PowerPoint, SPSS

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

◆ Sample Resume - #4

Charles Williams

123 Main Avenue, Apt. #1, NY, NY 10025 | 123.456.7890 | abc123@columbia.edu

EDUCATION:

Columbia School of Social Work, New York, NY

Master of Science in Social Work (Law Minor) Expected May 2016

Concentration: Advanced Generalist Practicing & Programming (AGPP) - Contemporary Social Issues

Relevant Coursework: Program Planning & Development; Program Evaluation; Mental Health Law; Community Organizing; Law & Policy of Mental Illness

Rutgers University, New Brunswick, NJ

Bachelor of Science in Business Administration, May 2013

Summa Cum Laude, GPA 3.9, National Dean's List (2009-2013)

Relevant Coursework: Strategic Management; Integrated Business Communications; Organizational Development

SOCIAL WORK EXPERIENCE:

Center for Court Innovation, Midtown Community Court, New York, NY

Manager, May - August 2015

- Crafted and implemented recommendations for alternative sanctions for recidivist shoplifters based on research study which assessed quality of current programming and identifying gaps in services
- Facilitated informational and therapeutic groups for court-mandated clients
- Provided clinical support and case management for court-involved mandated and voluntary clients

Office of the Appellate Defender, Social Work Reentry Program, New York, NY

Social Work Intern, September 2014 – July 2015

- Conducted needs assessment to determine more effective approaches for serving clients convicted of sex offenses
- Created program proposal for a multi-systems level initiative
- Completed comprehensive evaluation of the social work program by analyzing recidivism rates of 2011 and 2012 release cohorts and comparing to the NYS Dept. of Corrections 2012 release cohort
- Provided clinical support and case management to currently and formerly incarcerated individuals
- Facilitated voluntary 8-week Peer Empowerment Group for clients

Care One at Teaneck, Teaneck, NJ

Case Manager, September 2013 – July 2014

- Provided clinical support and case management for residents in post-hospital care, rehabilitation, assisted living, long-term care and a various clinical programs
- Participated in daily inter-disciplinary clinical care conferences and family care conferences
- Created New Patient Orientation to support residents in adjusting to the new living situation and accessing available services and resource

ADDITIONAL EXPERIENCE:

YMCA Camp, New York, NY

Consultant, May 2013 – Present

- Manage administrative process for receiving and electronically tracking applications
- Collaborate with case managers, and foster and biological parents to gather necessary information about campers
- Communicate with Camp Director to facilitate staff trainings and camper arrangements and policies

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

LEADERSHIP EXPERIENCE:

Criminal Justice Caucus Leader, Sept 2014 – May 2015

- Spearheaded planning and organization of two-day collaborative conference on criminal justice, (April 2015 Removing the Bars: TAKE ACTION)

AGPP Curriculum Committee Representative, October 2014 – May 2015

- Advocated for inclusion of student voices and perspectives in curriculum review and development

AFFILIATIONS:

- National Association of Social Workers, March 2015
- Delta Mu Delta (International Honor Society for Business Administration), October 2010

COMPUTER SKILLS:

Microsoft Office: Word, Excel, PowerPoint, Outlook; WordPerfect, SPSS Data Analysis, Case Tracking System, ACT!, Raiser's Edge Database

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

◆ Sample Resume - #5

CLAIRE SMITH

333 WEST 117TH STREET #12H, NEW YORK, NY 10027 - 212-555-3937 – ABC123@COLUMBIA.EDU

SUMMARY OF QUALIFICATIONS

Strong and inspirational leader with a talent for managing and motivating individuals and groups. Passionate about economic and social development and tenacious in the pursuit of goals. Equally adept at strategic planning and tactical execution. Excellent abilities in communication, community relations and social responsibility.

EDUCATION

Columbia University School of Social Work, New York, NY Master of Science in Social Work, Expected May 2016

Specialization: Social Enterprise Management & Administration - World of Work

Relevant Coursework: Human Resource Management, Supervision & Staff development, Social Program Planning, Development & Evaluation, Budget Management, Organizational Theory & Development, Community Development

Stony Brook University, Stony Brook, New York Bachelor of Science in Sociology, May 2011

Awards: Dean's List 2008-2011

Languages: Fluent in Twi, Conversational French

PROJECT MANAGEMENT & FUNDRAISING EXPERIENCE

Liberty LEADS at Bank Street College of Education, New York, NY

Social Work Intern, September 2014 - May 2015

- Lead project management for organization's webpage redesign initiative and implement strategic goals.
- Served as department liaison with inter-agency stakeholders.
- Mobilized fundraising efforts through event planning, grant writing and strategic planning.
- Recruited students for summer study abroad experiences and conduct comprehensive intake and assessment of applicants and their families.
- Organized Green Summer School celebration events and advisory board meetings.

Grameen America, G NEXT, New York, NY

Program Manager, September 2012 - July 2014

- Designed and developed financial goal setting tracking program for student participants.
- Co-developed financial literacy curriculum for high school students with program development team.
- Facilitated student center meetings and focus groups to evaluate curriculum.
- Provided individual and group counseling for middle school and high school students.

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

C. SMITH

INTERNATIONAL & OPERATIONS EXPERIENCE

Akropong School for the Blind, Ghana, West Africa

Volunteer, June - August 2012

- Connected resources to visually impaired in a disadvantaged community.
- Surveyed students to ascertain needs and arrange volunteer assistance from colleagues and other benevolent organizations.

Inter Cultural Resources, Addis Ababa, Ethiopia

Student Volunteer, May - August 2010

- Created and developed curriculum for at-risk youth.
- Instructed high school students in various course subjects and developed and implemented a successful reading program.

MANAGEMENT & RECRUITMENT EXPERIENCE

John Jay College of Criminal Justice, Upward Bound Program, New York, NY

Program Counselor, June 2011 - June 2012

- Managed coordination of student service functions and supervised orientation and enrollment activities.
- Supervised activities of teachers, tutors and students to ensure that operational objectives were achieved.
- Trained personnel in all aspects of student services; prioritized and delegated daily work assignments.
- Recruited and interviewed prospective students, evaluated student files and made recommendations to Director.
- Provided counseling, support and guidance to new students in preparation for studies in higher education.
- Developed and implemented a comprehensive admissions plan that increased enrollment and facilitated the actual enrollment process.
- Worked with Program Director on staff development and programmatic goals.

LEADERSHIP & AWARDS

Recipient of Franklin Award Leadership, Department of State, U.S. Embassy, Ghana, 2012

Administrator, New York City Community Organization, Outreach Liaison, 2011

President, Stony Brook University Community Service Learning, 2010

PROFESSIONAL AFFILIATIONS

National Association of Social Workers, January 2015 Urban Affairs Association, February 2013

TECHNICAL SKILLS

Proficient in Microsoft Office: Word, Excel, PowerPoint, Outlook, Access; FileMaker PRO; Web Design; Web Redesign Development & Project Management.

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

◆ Sample Resume - #6

MICHAEL WEISS

123 Main Street, Apt. #1 New York, NY 10027 · 917.555.5555 · abc123@columbia.edu

EDUCATION

Columbia School of Social Work, New York, NY

Master of Science in Social Work, Expected May 2016

Concentration: Advanced Clinical Practice - Health, Mental Health & Disabilities Minor:
International Social Welfare

University of Massachusetts – Amherst, Amherst, MA

Bachelor of Science in Social Psychology, May 2013

Honors: **Dean's List (2011 - 2013)**

Institute of Italian Studies, Centro Lorenzo De'Medici, Florence, Italy

Study Abroad Program, January 2009 -May 2009

PRESENTATIONS/ PUBLICATIONS

- **Columbia Social Work Review**, *International Social Work and Disaster Response: From Relief to Development and Sustainability*, New York, NY / 2015 Publication
- **The Madras School of Social Work International Social Work**, Conference on Equity for a Global Society - Emerging Concerns for Social Work, *Africa* / June 2014

PROFESSIONAL EXPERIENCE

Community Mental Health Clinic,

Social Work Intern, *Brooklyn, NY* / September 2014 - May 2015

- Conducted Individual, group and collateral psychotherapy sessions with Axis I and II adult diagnoses to help patients reach treatment goals and objectives
- Lead schizophrenic and emotion regulation depression support groups, designed to decrease maladaptive behavior and explore therapeutic coping techniques
- Conducted intake evaluations, comprehensive treatment plans with medication treatment regimes, treatment reviews, and facilitate appropriate discharge planning
- Assessed for suicidal and homicidal ideation, screen for substance abusive behavior and co-occurring disorders
- Provided referrals for mental illness and chemical abuse programs (MICA)

Fordham University Graduate School of Social Services,

Research Assistant, *New York, NY* / June 2013 - August 2014

- Coordinated The Fordham Center for Nonprofit Leaders Executive Training Program and Seminars, sponsored by the Graduate Schools of Social Service and the Graduate School of Business Administration
- Assisted in the development of the 2014 First Leadership Nominations Report sponsored by the National Association of Social Workers Foundations Recognition Awards

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

MICHAEL WEISS, Page 2 of 2

Lutheran Social Services, The New LIFE School,

Social Work Intern, *Bronx, NY* / September 2013 - July 2014

- Conducted individual, group and collateral Cognitive Behavioral Therapy sessions with Axis I and II student adolescence; worked to strengthen social and emotional skills, decrease maladaptive behaviors, and explore therapeutic coping techniques
- Collaborated with crisis intervention team and implemented behavioral intervention plans and Individualized Education Plans
- Provided Supportive Therapy to at-risk students during psychotic episodes and assisted students' to psychiatric emergency room via ambulance;

Konbit Pou Ayiti/Konpay, Working Together for Haiti, Field Officer, *New York, NY* / June - August 2013

- Facilitated the establishment of the Haitian International Congress to evaluate a comprehensive plan of national development and reconstruction of Haiti
- Established interdisciplinary teams to assess in disaster relief via a comprehensive, humanistic approach: Asset Based Community Development via a strengths perspective

Lenox Hill Hospital,

Mental Health Intern, *New York, NY* / September 2012 - May 2013

- Assisted with Mental Status Exams, provided referrals for acute-rehab facilities, long-term care nursing homes, adult medical daycare centers, assisted living and residential settings
- Collaborated with attending physicians and assisted with clinical procedures, provided appropriate discharge planning while working alongside Medicare, Medicaid and private insurance policies

ADDITIONAL EXPERIENCE

- **All Generations Organization,** Secretary of Non-Profit Organization Board of Directors, Holocaust and Eastern European Jewish and Descendants Division
Washington D.C. / September 2014 – Present
- **Columbia University School of Social Work,** Member, International Social Work Caucus
New York, NY / September 2014 – Present
- **28th Annual Social Work Day at the United Nations,** Program Volunteer
New York, NY / March 2013
- **The Hope Foundation,** Leprosy Patients, Village of Hope Volunteer
New Delhi, India / June -July 2012
- **Public Relations,** Fingerprint Communications, TV Guide, Fiftytwo Showroom
New York, NY / June – August 2011

INTERNATIONAL EXPERIENCE

Have traveled extensively, including work related travel: India, Fiji, Israel, Indonesia, United Arab Emirates, Japan, China, Malaysia, Morocco, Chile, Australia, France, Italy, Germany, Spain, Switzerland, Netherlands, Turkey, Greece, Ireland, Hungary, Czech Republic, United Kingdom and the Caribbean

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

◆ SAMPLE-COVER LETTER - #1

Your Name Your Address
City, State, Zip Code Date

Name (Dr., Mr., Mrs., Ms.) Title
Organization
Street Address or PO Box # City, State, Zip Code

Dear Mr./Ms _____:

First Paragraph: State specifically why you are writing by identifying the position, field or general area of your inquiry. Tell how you heard of the opening or organization and the central reason why you would like to work for that organization (e.g. its mission or philosophy) and/or why you are well suited for this opportunity. This is where you include salary requirements, only if they request them.

Body of letter (typically one or two paragraphs): Elaborate on why you are particularly suited for THIS organization and THIS job by reviewing the job description, conducting online research, and specifically connecting the qualifications needed with your skills. Highlight your particularly relevant achievements. Elaborate on key points from your resume without repeating your resume word-for-word. This is not a paragraph version of your resume. Communicate clearly to the employer that you understand what is required of the position and the ways in which you have developed the skills the employer seeks.

Final Paragraph: Refer the employer to an enclosed resume and/or application form. Reiterate your interest in the specific position and restate the name of the organization. Request to meet with them to discuss this opportunity and your qualifications. Indicate how you can be contacted. If you state you will contact them, be sure to do so in the time you indicated! This is also the place that you include information that may be important but that you haven't included elsewhere- for example if applying for a position out of town and you will be in the area at a certain time, if you will be out of the country and inaccessible for a period of time, etc.

Sincerely,

(insert signature)

} 3 spaces

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

◆ SAMPLE-COVER LETTER - #2

555 W. 55th Street, #4D
New York, NY 10023

March 10, 2015

Ms. Kris Stackman Executive Director
Forum at the Crossing
555 Woodside
Chicago, IL 60666

Dear Ms. Stackman:

Susan Alcott, Superintendent of the League for the Protection of Immigrants and a resident of the Forum, recommended I submit my resume regarding the Development Director position with the Forum at the Crossing. With my graduate education from the Columbia School of Social Work, proven abilities to motivate staff, and extensive fundraising experience, I am confident in my abilities to excel as Director of Development.

My five-year community service background includes program development experience in providing health, education, and psychological services for immigrants and women entering the work force at an organization called Immigrants First. In addition to providing these vital social services, I supervised junior staff, interns, and volunteers, and successfully designed and implemented several projects which increased funding by 45% over a two-year period. I also have several years of experience speech writing and fundraising.

Given my skills and our areas of mutual interest, I believe I could be of enormous assistance to you in the growth and expansion of the Forum. The details of my background appear in the enclosed resume. I will contact you next week for an appointment to further discuss ways I can contribute to your development initiatives. I can also be contacted at your convenience at 212-555-5555. I look forward to meeting with you soon. Thank you for your time and consideration.

Sincerely,

Mary Clark

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

◆ SAMPLE-COVER LETTER - #3

Mary Clark

111 Broadway, New York, NY 10022
212-555-5555 ▪ abc1111@columbia.edu

April 21, 2015

Human Resources Manager
Visiting Nurse Services of New York
111 W 110th Street
New York, NY 10011

Dear Human Resources Manager:

I have enclosed my resume regarding the Recruiter position posted on Idealist.org. In May of this year, I will be graduating from Columbia School of Social Work with a Master of Science degree in Social Enterprise Administration. As a Social Enterprise Administration student, I have taken courses in Human Resource Management & Supervision and Program Development. This knowledge coupled with my professional recruiting experience would enable me to excel as part of your team.

Throughout my graduate studies and professional career, I have marketed and recruited for social services programs. In previous positions, I collaborated with school administration and assigned liaison(s) to recruit participation in an employment program to develop jobs for youth in both public agencies and non-profit organizations for New York City. I have also developed marketing materials and presented the Addiction Prevention Initiative to education, healthcare, housing, legal institutions and community residents in order to both recruit clients and foster/develop resources for the program. More recently, during my leadership of a healthy living committee, I recruited workshop facilitators and developed marketing materials to promote Healthy Living Week to over 300 consumers. I am committed to improving the healthcare services available to families and believe that accomplishing this goal depends on developing a strong and compassionate healthcare workforce.

I am eager to contribute to your mission of connecting top quality providers to clients in need. Thank you for your time and consideration.

Sincerely,

Mary Clark

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

◆ SAMPLE-COVER LETTER - #4

LETTER - #4

555 W. 55th Street, #4D
New York, NY 10023

March 18, 2015

Mr. Robert Horvathe
Director
Brooklyn Community Healthcare
37 West 14th Street, 2nd Floor
New York, NY 10012

Dear Mr. Horvathe:

I would like to express my interest in a position at Brooklyn Community Healthcare. I am a second year graduate student completing my Master of Social Work at the Columbia School of Social Work. My concentration is in Advanced Clinical Social Work with a focus on Family, Youth and Children's Services. I am graduating in May and currently in the job search process. I believe that my skills and experience in the mental healthcare field make me an excellent candidate for a position in your organization.

My education, internships and past work experiences have provided me with the necessary skills to be successful in a community healthcare organization. As an intern at the Northeast Counseling Center, I conducted psychosocial assessments and treatment of children, adolescents, adults and families. I referred clients to community resources as needed. I also worked collaboratively with a team of psychologists, nurses and clinical social workers to set the Center's overall strategy and goals. As a social work intern at the Sisters Institute, I provided diagnostic evaluation and offered feedback to staff. I also developed and facilitated outreach to the surrounding community. Additionally, I have experience working as a crisis counselor on a suicide hotline where I provided help to adult and adolescent callers.

Attached please find my resume which includes specifics about my experiences. I would welcome the opportunity to meet with you to further discuss the potential opportunities within your organization. Thank you for your time and consideration.

Sincerely,

Mary Clark

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

◆ BIBLIOGRAPHY

Career Planning Guide. Columbia University Center for Career Education. 2014-15.

Carlson, Marcy. "Policy Practice Method at CSSW." Field Placement Fair, Columbia University School of Social Work. 3 March 2008.

Choices: Careers in Social Work. Washington, DC: NASW Press.

Columbia University School of Social Work: first and finest. Admissions catalog. 2006.

Core SEA Skill & Knowledge Set. Columbia University School of Social Work, New York: 2008.

Doelling, C. N. (2005). *Social Work Career Development: A handbook for job hunting and career planning*. Washington, DC: NASW Press.

Fleming, Carol. (2000). *Guideline to Professionalism*. Retrieved August 11, 2009 from The Sound of your Voice Web Site: <http://www.speechtraining.com/products>

Philanthropy. Wikipedia. July 2008. <http://en.wikipedia.org/wiki/Philanthropy>

TCCS Career Development Guide. Columbia University Teachers College Career Services. 2006.

CSSW GUIDE TO CAREER DEVELOPMENT

A CAREER PLANNING RESOURCE FOR SOCIAL WORK STUDENTS

◆ **NOTES**

CSSW CAREER PLANNING CHART

Task	FALL : First Year				SPRING					SUMMER			FALL: 2nd Year				SPRING					Status	Roadblocks			
	Sept	Oct.	Nov	Dec.	Jan.	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct.	Nov	Dec.	Jan.	Feb	Mar	Apr	May					
Get acquainted with Office of Career Development	█																									
Register with Career Connect: the CSSW job board	█																									
Mark your calendar: Career workshops, event & job fairs	█																									
STEP 1: Self Assessment	█	█																								
Self Assessment worksheet	█	█																								
Attend workshop on resume & cover letter writing		█																								
Begin thinking about your Method-attend workshop		█	█	█	█																					
STEP 2: Develop Professional Marketing Strategy		█	█	█	█																					
Write/update resume		█	█	█	█																					
Draft cover letter		█	█	█	█																					
Have documents reviewed by Career Development		█	█	█	█																					
Attend alumni panels to learn about careers			█	█	█	█	█	█	█																	
Attend workshop on networking					█	█																				
Complete Networking Worksheet					█	█																				
Begin networking					█	█	█	█	█																	
Attend MSW Job Fair					█	█	█	█	█	█	█															
STEP 3: Research					█	█	█	█	█	█	█															
Complete Research Worksheet					█	█	█	█	█	█	█															
Begin deciding on Method					█	█	█	█	█																	
Begin thinking about summer opportunities					█	█	█	█	█																	
Attend workshop on Finding a Summer Opportunity				█																						
Decide on Specialization - submit resume						█	█	█	█																	
Apply to summer opportunities							█	█	█	█																
Summer opportunity: Note likes, dislikes, contacts, etc.										█	█	█														
Mark your calendar with career workshops, event & job fairs													█													
Update resume & write draft cover letter													█	█												
Review marketing documents with Career Development													█	█	█											
Continue STEP 3: Research													█	█	█	█										
Attend alumni career panels to learn about career paths													█	█	█	█	█									
Meet with Career Development to discuss career plan													█	█	█	█	█									
Continue Networking													█	█	█	█	█	█								
Attend workshop on interviewing																	█	█	█							
Schedule mock interview with Career Development																	█	█	█	█						
Attend workshop on Career Fairs																	█	█	█							
Attend MSW Job Fair																		█	█	█						
Attend workshop on licensing in NYS															█											
Hand in LMSW Application Form to Betty Gee																	█	█	█	█						
Begin STEP 4: Identify job Opportunities																	█	█	█	█						
STEP 4: Apply for job opportunities																	█	█	█	█	█					
Interview																	█	█	█	█	█					
Attend workshop on Accepting & Negotiating Offers																				█						
Add Capstone Project to your resume																					█					
Consider joining professional associations																					█	█				
GRADUATE																						█				
Register for LMSW Exam																						█	█			