



THE UNIVERSITY OF TEXAS AT EL PASO DEPARTMENT OF SOCIAL WORK

Experience Summary Sheet for MSW Application

Name _____ Date _____

Please use your resume and other records to complete the following experience sheet. There is an example “Experience Summary Sheet” on the Social Work website to offer examples of how recent students would complete the form.

The evaluation committee will use this summary sheet to evaluate your part-time and full-time experience. The evaluation committee will not substitute listings on your resume for this form. Please be as comprehensive as possible, including all work and volunteer experience since completing high school. If you have held any type of leadership role, whether elected or volunteered, be sure to include it in the Leadership section (e.g., elected officer in a student or professional organization, volunteer coordinator of a food drive at your church, supervised employees in your work setting, etc.)

We are interested in the types of work applicants have done. Please use the following categories to describe your full-time and part-time experiences. If the categories do not describe the work, choose O for “other” and describe those experiences after the charts.

A=Providing human services, such as referrals, group programs; **B** = Child-care; **C**=Clerical work, recordkeeping; **D**=Providing direct physical care; **E**=Educating, teaching; **F**=Assisting teachers, **G**=Grant-writing; **S**=Service work (restaurants, retail); **T**=Cashier; **O**=Other (describe below)

Full-Time Experience (Paid or Volunteer Experiences averaging at least 35 hours/week)

Dates of by mo. (e.g. 6/14 – 5/15)	Total length of Time in months	Title, Job, or Role	Organization	Choose letter for Main Type of Work

Add extra lines, if needed.

Part-Time Experience (Paid or Volunteer Experiences averaging at least 35 hours/week)

Dates of by mo. (e.g. 6/14 – 5/15)	Total length of Time in months	Title, Job, or Role	Organization	Choose letter for Main Type of Work

Add extra lines, if needed.

Please explain any “other” answers above in the “Main Type of Work” category. What did you do?

Leadership Experiences

Dates of by mo. (e.g. 6/14 – 5/15)	Total length of Time in months	Title, Job, or Role	Organization	Choose letter for Main Type of Work

Are there other comments that will help us understand your experiences? No__ Yes___, please explain.