



SALEM STATE UNIVERSITY  
CAREER SERVICES

# **SOCIAL WORK**

MAJOR CAREER GUIDE

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## **ACADEMIC INFORMATION**

Follow this link to the Salem State University School of Social Work home page. Here you will find program information, degree options, course listings, events information and much more:

<https://www.salemstate.edu/academics/college-health-and-human-services/school-social-work/bachelor-social-work>

## **WHAT CAN I DO WITH MY MAJOR?**

Are you a Social Work major or are you considering Social Work as a major? Follow the link below to the “What Can I Do With My Major?” resource on the Salem State University Career Services web site:

<https://elearning.salemstate.edu/courses/939337/pages/what-can-you-do-with-your-major>

## **PROFESSIONAL ASSOCIATIONS**

As in any profession, staying connected to professionals in your field is vital. Below are links to professional associations for Social Work professionals. Stay up to date with industry trends, connect with fellow Social Work professionals and utilize resources for job searching:

[National Association of Social Workers](#)

[National Association of Social Workers –](#)

[Massachusetts Chapter](#)

[Clinical Social Work Association](#)

[National Association of Perinatal Social Workers](#)

[International Federation of Social Workers](#)

[National Association of Black Social Workers](#)

[National Organization of Forensic Social Work](#)

[Association of Oncology Social Workers](#)

[Society for Social Work and Research](#)

[School Social Work Association of America](#)

[Society for Social Work Leadership in Health Care](#)

[The Network for Social Work Management](#)

[Council on Social Work Education](#)

[American Board of Examiners in Clinical Social Work](#)

[Association of Baccalaureate Social Work Program](#)

[Directors](#)

[Association for Gerontology Education in Social](#)

[Work](#)

[Association of State and Territorial Health Officials](#)

[Social Welfare Action Alliance](#)

[American Case Management Association](#)

[National Hospice and Palliative Care Organization](#)

## **INFORMATIONAL INTERVIEWING**

Informational interviewing is a method of gathering information about career options, industries and employers. It is an opportunity to learn about a particular job from someone already in the field. It is *not* a job interview, but it can help you learn about job opportunities and build your network for when the job search comes. This is an ideal chance to help you gain a more thorough understanding of a particular industry or job. It's also a great way to determine “is this what I want to do?” and to learn about different paths others have taken to get where they are.

**JOB SHADOWING**

Another way to gain access and information to your industry of choice is by job shadowing. Job shadowing is an opportunity to follow a professional in your field for an agreed upon amount of time. Typically, job shadow experiences will last anywhere from one day to one week. Much like an informational interview, this is your opportunity to see firsthand a “day in the life” of a professional.

**VOLUNTEERING**

Volunteering is another great way to learn about what to expect when working in your industry. Similar to a job shadow, you will be able to see a “day in the life” of a professional while also contributing some of your own skills or services. Volunteering can give you a chance to gain new expertise and help you narrow down your specific interests in the field. Follow the links below to help you identify current volunteer opportunities:

<http://volunteer.nsw.org/>

**ADDITIONAL RESOURCES**

Social Work Licensure Information

<http://www.mass.gov/ocabr/licensee/dpl-boards/sw/>

SAMPLE RESUME

## Debbie Dogooder

66 Main Street, Salem, MA 01970

978-555-2222

[ddogooder@salemstate.edu](mailto:ddogooder@salemstate.edu)

### EDUCATION:

#### ***Bachelor of Social Work***

Salem State University, Salem, MA

GPA: 3.7

August 20XX

### RELEVANT COURSEWORK:

Social Welfare

Social Policy Analysis

Research Methods I&II

Generalist Practice I&II

Sociology

Human Behavior and the Social Environment

### EXPERIENCE:

#### **Intern**

January 20XX - May 20XX

*Peabody Council on Aging, Peabody, MA*

- Completed biopsychosocial and intake assessments on client's history
- Aided clients who required ambulatory assistance
- Coordinated activities to promote physical activity

#### **Server**

September 20XX - October 20XX

*Tavern in the Square, Salem, MA*

- Delivered exceptional, friendly, and fast service
- Answered questions about menu selections and made recommendations when requested
- Accurately recorded orders and partnered with team members to serve food and beverages that exceeded guests' expectations

### VOLUNTEER EXPERIENCE:

Lifebridge

North Shore Elder Services

Boston Cares

YMCA of the North Shore

### AFFILIATIONS:

National Association of Social Workers

### COMPUTER SKILLS:

Macintosh, PC; Microsoft Excel, Microsoft PowerPoint, HTML, Microsoft Word

SAMPLE COVER LETTER

**Debbie Dogooder**

66 Main Street, Salem, MA 01970

978-555-2222

[ddogooder@salemstate.edu](mailto:ddogooder@salemstate.edu)

February 10, 20XX

John Smith  
Marblehead Town Senior Day Center  
10 Humphrey Street  
Marblehead, MA 01945

Dear Mr. Smith:

I am applying for the position of Elder Assistant advertised on your web site. As my resume indicates, I recently completed an internship with the Peabody Council on Aging, which gave me a chance to encourage senior citizens to engage in activities that promoted health and well-being. I have also completed my Bachelor of Social Work from Salem State University and believe that my skills and experiences make me a qualified candidate for the Elder Assistant position.

Your advertisement specified a need for someone with experience in ambulatory care. While working at the Peabody Council on Aging, I was able to provide assistance to senior citizens with managing their diabetes or asthma. I have developed a level of patience and customer service as a result of my work as a server at Tavern in the Square and my volunteer experience has allowed me to gain knowledge of and experience with a variety of demographics within human service settings. My strong organizational and communication skills will also be a benefit while working in the Elder Assistant position at the Marblehead Town Senior Day Center.

As a valuable resource for the senior population in Marblehead, the Senior Day Center provides a very necessary and important service. As an Elder Assistant, I would be able to use my past experience in senior care to help allow all seniors enjoy the many recreational and educational activities this organization has to offer. I appreciate your time and look forward to talking with you further about the position of Elder Assistant. I welcome the opportunity to further discuss my qualifications and thank you for your consideration.

Sincerely,

Debbie Dogooder

**SAMPLE COMPANIES**

ACTION FOR BOSTON COMMUNITY DEVELOPMENT  
ADVOCATES INC  
AIDS ACTION COMMITTEE  
ALLIANCE FOR INCLUSION AND PREVENTION  
AMERICAN CANCER SOCIETY  
AMERICAN RED CROSS  
AMERICORPS  
BAY COVE HUMAN SERVICES, INC.  
BETH ISRAEL DEACONESS MEDICAL CENTER  
BIG BROTHERS OF MASSACHUSETTS  
BIG SISTER ASSOCIATION  
BLUEPRINT SCHOOLS NETWORK  
BOSTON AREA RAPE CRISIS CENTER  
BOSTON PUBLIC SCHOOLS  
BRIDGE OVER TROUBLED WATERS  
BRIDGEWELL  
BRIGHAM AND WOMEN'S HOSPITAL  
CATHOLIC SOCIAL SERVICES  
MCLEAN HOSPITAL  
MYSTIC VALLEY ELDER SERVICES  
NEW ENGLAND HOMES FOR THE DEAF  
NORTH SHORE ELDER SERVICES  
NORTH SHORE MEDICAL CENTER  
NORTH SHORE PHYSICIANS GROUP  
NORTH SUFFOLK MENTAL HEALTH ASSOCIATION  
NORTHEAST ARC  
PINE STREET INN

COMMONWEALTH OF MASSACHUSETTS,  
DEPARTMENT OF SOCIAL SERVICES  
DEPARTMENT OF CHILDREN AND FAMILIES  
ELEMENT CARE  
ELLIOT COMMUNITY HUMAN SERVICES  
FAULKNER HOSPITAL  
FENWAY COMMUNITY HEALTH CENTER  
GIRLS INC. OF LYNN  
HOPEHEALTH  
HORIZONS FOR HOMELESS CHILDREN  
JUSTICE RESOURCE INSTITUTE  
KINDRED HEALTH CARE  
LAHEY BEHAVIORAL HEALTH  
LEMUEL SHATTUCK HOSPITAL  
MALDEN PUBLIC SCHOOLS  
MASSACHUSETTS SOCIETY FOR THE PREVENTION  
OF CRUELTY TO CHILDREN  
MCI-NORFOLK CORRECTIONAL COMPLEX  
PLANNED PARENTHOOD LEAGUE OF  
MASSACHUSETTS  
PROJECT COPE  
THE SALVATION ARMY  
TUFTS MEDICAL CENTER  
U.S. DEPARTMENT OF VETERANS AFFAIRS  
VNA CARE NETWORK  
YMCA OF THE NORTH SHORE