

SAMPLE RESUME FOR PRIOR MILITARY

Jonathan Reeves

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OBJECTIVE

To obtain a position with the Cumberland County Department of Social Services as an Income Maintenance Caseworker.

SUMMARY OF QUALIFICATIONS

- 10 years military leadership experience
- Bilingual; fluent in English and Spanish
- Experience with data entry and management
- Proven ability to interact with diverse populations
- Excellent interpersonal communication skills, both verbal and written
- Very adaptable to changing policies, procedures, and situations

EDUCATION

Methodist University, Fayetteville, NC

Bachelor of Social Work

December 20XX

- Child Welfare Scholar
- Eligible for Licensure in School Social Work, May 20xx

INTERNSHIP

Cumberland County Department of Social Services, Fayetteville, NC

Summer 20XX

Caseworker

- Referred clients to community resources when needed; followed through to ensure service efficacy
- Interviewed clients to assess their need and eligibility of services
- Monitored and recorded clients' progress to ensure that goals and objectives were met

MILITARY CAREER

United States Army, Fort Drum, NY

Supply Specialist

July 20XX – July 20XX

United States Army, Schofield Barracks, HI / FOB Spiecher, Iraq

Property Book Clerk

July 20XX– July 20XX

United States Army, Fort Bragg, NC

Laundry Specialist

May 20XX – July 20XX

COMMUNITY INVOLVEMENT

- Cumberland County Guardian Ad Litem: Volunteer
- Methodist University Social Work Club: Member