

Jordan Matthews

Resume

Contact Information:

Email: jordan.matthews@example.com

Phone: (416) 555-1234

Address: 123 Elm Street, Toronto, ON, M5T 1A4

Education:

Bachelor of Social Work (BSW)

University of Toronto, September 2021 - Present

Expected Graduation: May 2025

GPA: 3.8/4.0

Relevant Coursework:

Introduction to Social Work

Criminal Justice and Social Policy

Ethics in Social Work Practice

Community and Social Development

Professional Experience:

Intern, Toronto Community Housing

May 2023 - August 2023

Assisted with case management and client intake

Organized community outreach programs focused on youth engagement and crime prevention

Collaborated with local law enforcement on community safety initiatives

Volunteer Experience:

Volunteer, Black Youth Helpline

September 2022 - Present

Provided crisis intervention and support for Black youth

Facilitated workshops on mental health awareness and community resources

Mentor, Big Brothers Big Sisters of Toronto

January 2021 - August 2022

Mentored at-risk youth, providing guidance and support for educational and personal development

Skills:

Strong communication and interpersonal skills

Proficient in Microsoft Office Suite and data management software

Experienced in community outreach and engagement

Bilingual: English and French