



# Career Services

*"Your journey to career success begins here..."*

Gwynedd-Mercy College • Campbell Hall • Ext. 230 • [careerservices@gmc.edu](mailto:careerservices@gmc.edu)

## **ARTS AND SCIENCES RESOURCES:**

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# ADDITIONAL RESOURCES

In addition to this workbook, Career Services has an abundance of other resources and guides to help you. These materials can be found in our Career Library and/or on our website.

➤ Some of our resources/books include the following:

- Resumes: Knock 'em Dead Resumes and Gallery of Best Resumes. Resume books for healthcare and education are also available.
- Cover Letters: Gallery of Best Cover Letters.
- Interviewing: High-Impact Interview Questions – 701 Behavior-based Questions; Succeeding at Your Interview; Interview Magic.

➤ In addition, make sure to review the other academic areas on the Major-Specific Resources section on our website to find more examples of how to design your resume. ([www.gmc.edu/careerservices](http://www.gmc.edu/careerservices))

Before sending out your resume and cover letter, make sure it is error free and markets you in the best way. Schedule an appointment with Career Services to have your documents reviewed. We can be reached at 215-646-7300 ext: 230 or [careerservices@gmc.edu](mailto:careerservices@gmc.edu).

*\*These resumes are available as samples only.  
Please use it as a guide and don't copy them word-for-word.*

# MICHAEL SCOTT

26 Manor Road; Gwynedd Valley, PA 19437  
215-123-4567; [Scott.michael@gmc.edu](mailto:Scott.michael@gmc.edu)

## OBJECTIVE:

To secure the Communication Assistant position at Disney World utilizing my skills in product planning, buying, and analysis.

## EDUCATION

Gwynedd-Mercy College

**Bachelor of Arts in Communication**

Minor: **History**

Gwynedd Valley, PA

May 2007

GPA: 3.5

## EXPERIENCE

Smithville Youth Group

**Group Leader**

Smithville, PA

July 2008-Present

- Developed, coordinated, and facilitated educational and recreational activities for a group of 50 culturally diverse children.
- Trained in diversity issues, conflict resolution, and successful activity planning.
- Coordinated programs to foster community spirit and awareness.

Eden Toys

**Market Research Analyst**

Elizabeth, NJ

Summer 2006-2007

- Reviewed and approved samples for toy line.
- Determined materials and color selections for toy construction.
- Collaborated with engineering and design departments to design, manufacture and implement cost effective product lines.

Student Government Association—Gwynedd-Mercy College

**Vice President**

Gwynedd Valley, PA

Spring 2007

- Marketed and publicized events and fundraisers, including the Movie Marathon which raised money for the Children's Diabetes Association.
- Created and designed social media sites, including Facebook and Twitter to improve the organization's outreach to the GMC community.

## ACTIVITIES

- Habitat for Humanity, Volunteer
- Women's Lacrosse Team

Summer 2006, 2007

Fall 2007-Present

## SKILLS

- Microsoft Office
- Adobe Photoshop
- Able to converse in Spanish

# BRUCE WAYNE

8482 Marley Drive; Pittsburgh, PA 15244  
(412) 123-4567; [wayne.b@abc.net](mailto:wayne.b@abc.net)

## PROFESSIONAL SUMMARY:

Intelligent, articulate, and conscientious individual with strong desire to pursue a career in finance. Self-starter with skills in communication, analysis, and organization.

## RELEVANT PROFESSIONAL SKILLS

### *Organization and Leadership*

- Organized/maintained a 350 client database for financial consultant in brokerage firm
- Coordinated and supervised a successful community service campaign involving 40+ volunteers over a one year period
- Managed and maintained \$500,000 of product inventory

### *Analysis*

- Initiated analysis and complete reorganization of client files, resulting in easier access to records and improved service to clients
- Developed and implemented marketing strategies, materials, and correspondence resulting in 12% increase in client base
- Conducted research and made recommendations aimed at improving departmental efficiency
- Skilled in development of spreadsheet applications through Lotus 1, 2, 3 and Excel

### *Communication*

- Demonstrated ability to effectively handle difficult customer service inquiries
- Converted customer inquiries into sales on a regular basis
- Awarded numerous certificates for excellence in public speaking, debate, and persuasion

## WORK HISTORY

Del. Driver/Cust. Service Rep.	Regents Supply Corp.	2008-present
Finance Department Intern	Glatfelter Insurance	Summer 2008
Financial Services Intern	Smith Barney	Fall 2007
Driver	Pizza Hut	2005-2006
Package Handler	RPS	2004-2005

## EDUCATION

Gwynedd-Mercy College  
**Bachelor of Science in Psychology** Gwynedd Valley, PA  
May 2007

- Minor: Philosophy

# LEE BIO

5555 Hamilton Ave. Philadelphia, PA 19104  
(988) 555-5555 [bio@gmc.edu](mailto:bio@gmc.edu)

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## EDUCATION

Gwynedd-Mercy College; Gwynedd Valley, PA

May 2007

### **Bachelor of Arts in Biology**

Coursework: Cellular Biology/Biochemistry, Biological Basis of Psychiatric Disorders (current)

## SKILLS

Laboratory: Primer Design, PCR, Restriction Enzyme Digestion, Agarose Gel Electrophoresis, ELISA, ELISPOT, Lymphoproliferation Assay, Flow Cytometry, Intramuscular Immunizations, Retro-Orbital Bleeds, Tissue Harvest

Computer: Microsoft Office (Word, Excel, PowerPoint, Access); Peoplesoft; Internet proficiency; talent for organizing spreadsheet data; skilled at organizing large amounts of data for presentations and group meetings

## RESEARCH EXPERIENCE

Department of Pathology, University of Pennsylvania School of Medicine

2006-2008

### **Research Laboratory Technician**

- Assisted in DNA vaccine research against infectious diseases such as HIV and West Nile Virus
- Worked in team setting and was responsible for training new employees and undergraduate students
- Designed DNA vaccine adjuvant currently in Phase I human clinical trials with the NIH
- Awarded 2nd place in the field of Vaccines at the UPENN Center for AIDS Research 6th Annual Retreat

Department of Otorhinolaryngology, University of Pennsylvania School of Medicine

2005

### **Laboratory Assistant**

- Performed image capturing of Purkinje neurons in postmortem tissue of Alzheimer patients
- Participated in animal research section of laboratory by assisting in immunizations and tissue harvest
- Organized and filtered large amount of data generated from experiments for publication

Violence Intervention Project, Children's Hospital of Philadelphia

2004

### **Clinical Research Assistant**

- Assisted in health surveillance program that refers violently injured youth to community organizations
- Conducted follow-up interviews with patients from 3 major Philadelphia hospitals
- Created and organized precise database using MS Excel and Access

## OTHER EXPERIENCE

Children's Hospital of Philadelphia

2008-Present

### **Hospital Volunteer**

- Interact with patients in their rooms at bedside and at the activity center
- Provide sensitivity and positive reinforcement to hospitalized children and their family

Inner-City Missions, Kensington, PA

2005-2007

### **Mentoring Program Coordinator**

- Coordinated weekly tutoring and mentoring program
- Developed activities incorporating multiple learning styles

# TOM JONES

42 Landing Drive; Gwynedd Valley, PA 19446

215-111-2233; [jones.tom@gmail.com](mailto:jones.tom@gmail.com)

## Website and Graphic Designer/Online Content Producer/Front-End Web Developer

Solid Computer Graphics Experience    Excellent customer service skills

*A highly creative, energetic, and growth-oriented website/content professional dedicated to taking a leadership role in helping to expand organizational growth and profits through website -development.*

## CORE STRENGTHS

### Technical Skills

Adobe Photoshop; Illustrator; Dreamweaver; Flash; Acrobat; HTML; CSS; PHP; Javascript; jQuery; AJAX.

### Organizational Leadership

Productivity and efficiency enhancement; long and short-term planning/forecasting; accounts receivable; personnel training and development.

## PROFESSIONAL EXPERIENCE

Internet Web Designer, Inc., Lansdale, PA

Oct. 2007-Present

### **Director, Web Production**

#### Key Accomplishments:

- Acquired new clients and projects including website designs and redesigns of companies in several industries, such as the medical and educational fields.
- Directed the activities of a 7-person team charged with finding clients.
- Created and designed company from scratch including, formulating an entire business plan.
- Coordinated the improvement or creation of client's websites.

#### Responsibilities:

- Develop and parse data feeds in XML related to ecommerce solutions.
- Direct open source development projects, including Site Sprout, a CMS/WYSIWYG editor hybrid.
- Design and code custom content management solutions based in PHP and MySQL.

Horizon, LLC., Ambler, PA

March 2008-Present

### **Front-End Web Developer**

#### Key Accomplishments:

- Created and coded marketing email blasts to be sent to previous buyers.
- Improved techniques for mass-marketing emails to customers.

#### Responsibilities:

- Manage day-to-day operations and maintenance for both of company's websites.
- Analyze web analytics data from both Core metrics and Google Analytics platforms.
- Design monthly site advertisements as directed by company's purchasing department.

## OTHER EXPERIENCE

**Assistant Director**, Summer Adventure Recreational

Summers 2006-2007

**Residential Counselor/Staff Supervisor**, Devereux Foundation

Fall 2005

## EDUCATION

**B.S. Computer Information Technology**

May 2005

Gwynedd-Mercy College, Gwynedd Valley, PA

# JAMES JONES

23 Main Street Ambler, PA 19446 (215) 555-5555 [jones.j@gmc.edu](mailto:jones.j@gmc.edu)

## WORK EXPERIENCE

TV LAND/NICK AT NIGHT, New York, New York

**MTVN Summer Associate Program - Production and Development Associate** - Summer 2007

- Formulated departmental competitive report on shows, news, and trends that correlate and/or compete with network
- Filled in for Assistant to VP of Production and Development - keeping phone log, sending and receiving packages with Airborne Express, faxing, and answering phone lines
- Observed and participating in departmental, staff, and pitch meetings
- Assisted in compiling, screening, and selecting footage for hotmixes and independent producers

MIRAMAX FILMS, New York, New York

**Development Intern** - Summer 2006

- Compiled database of writers and directors in developing projects
- Tracked NY theatre festivals, productions, and playwrights for Creative Executives in daily reports
- Filled in for Assistant to SVP of Production and Development - updated travel arrangements, checked expense reports, updated calendars, answered several phone lines, kept phone sheet, arranged and confirmed meetings
- Researched literary material and provided script coverage for Creative Executives

NICKELODEON, New York, New York

**On-Air Promotions Intern** - Summer 2006

- Assisted in edit sessions for "Teen Nick Spins the Bottle" and "Nick Video Picks"
- Purchased props and assisted on set at "V-Pick Live," Nick Jr. promotional pilots, and promotional shoots
- Compiled, screened, and prepped promotional footage for producers

LEE DANIELS ENTERTAINMENT, New York, New York

**Freelance Script Reader** - Spring 2006

- Composed script coverage and evaluated acquired scripts for changes and rewrites
- Attended weekly development meetings and recommended writers and scripts for development

MINI MACE PRO PICTURES, Philadelphia, Pennsylvania

**Production Intern** - Fall 2005

- Screened footage, dubbed tapes, and assisted in editing promotional videos
- Conducted web research and assisted with converting web images to film

## EDUCATION

Gwynedd-Mercy College, Gwynedd Valley, PA

**Bachelor of Arts in English**, *summa cum laude*- May 2007

GPA 3.8/4.0 and Dean's List Honors

*Minor:* Women Studies

*Activities:* Minorities in Media Club and Peer Program Advisor

## ADDITIONAL INFORMATION

- Proficient in Microsoft Office applications for both Mac and PC and familiar with Final Draft
- Former guest columnist in *The Atlanta Journal-Constitution*
- Named Horizons New South Festival Young Playwright 2004 & 2005

# SAMPLE INTERVIEW QUESTIONS

## **General questions:**

- Tell me about yourself.
- Why are you interested in this position and/or organization?
- Why do you want a career in this field?
- Why did you choose the college you attended? Are you happy with that choice?
- What was your major and why did you choose it?
- What is the toughest decision you have ever made?
- Where do you see yourself three years from now?
- What are your career goals? How do you plan on reaching your career goals?
- What is your most significant accomplishment?
- What are your major strengths/weaknesses?
- How would you describe your personality?
- What motivates you?
- What will you do if we decide not to hire you?

## **Business-related questions:**

- Interviewer picked up a paperweight and said "sell me this."
- If you were to introduce a new product into a foreign market, what are some of the factors you would first study in that country?
- You need more shelf space in a store, how do you convince the store manager to give it to you?
- Explain relational databases as if I were not computer literate.
- Describe telecommunications protocols.
- You mess up a depreciation/amortization number in your model, i.e. too low / too high. Walk through your income statement, balance sheet, CF and describe the net effect of your mistake.
- Did you ever have a leader you despised?
- Describe a time when you used data to prove a point?
- If you could have any job in the world, what would it be?
- Why do you want to work for us and not for our competitor?
- Give me an example of how you are a risk taker?
- Why should we hire "you" over everyone else we spoke to today?
- Why are tennis balls fuzzy?
- You have very good grades. However, you don't you have a 4.0. Given the fact that there are students around with stronger academic credentials, why should we consider you?
- Give me an example of a time your ethics were tested and how you responded and reacted.
- If you could be one person in the world, who would it be?
- What problems do you see in your school? How would you go about correcting them?
- Use 12 equal sided sticks to construct 6 equal size squares?
- What is the one question you don't want us to ask you?

## **Behavioral questions:**

- Give me an example of how you handle working under pressure.
- Tell me about your leadership experience.
- Tell me about a disastrous team experience that you had.

*Tell me about a time when you ...*

- Worked effectively under pressure
- Handled a difficult situation with a co-worker
- Were creative in solving a problem
- Were tolerant of an opinion that was different from yours
- Had to deal with an irate customer
- Were unable to complete a project on time

## ☆ STAR Interviewing Technique ☆

One strategy for preparing for behavioral interviews is the STAR technique, which will help keep your answer on track and demonstrate your positive qualities to the employer(s).

### Situation or Task

Describe the situation that you were in or the task that you needed to accomplish. You must describe a specific event, not a generalized description of what you have done in the past. Be sure to give enough detail for the interviewer to understand, but not a tedious amount of background information. This situation can be from a previous job, from a volunteer experience, or any relevant event.

### Action You Took

Describe the action you took and be sure to keep the focus on you. Even if you are discussing a group project or effort, describe what you did – not the efforts of the team. Don't tell what you might do, tell what you did. This is one of the most important parts of your answer, so be specific.

### Results You Achieved

What happened? How did the event end? What did you accomplish? What did you learn?

**Example:** *Tell me about a time when you displayed initiative in a work situation?*

**Situation or Task (ST):** Advertising revenue was falling off for my college newspaper, *The Beacon*, and large numbers of long-term advertisers were not renewing contracts. I needed to find a way to increase ad sales for the paper.

**Action (A):** I designed a new promotional packet to go with the rate sheet and compared the benefits of *The Beacon* circulation with other ad media in the area. I also set up a special training session for the account executives with a School of Business Administration professor who discussed competitive selling strategies.

**Result (R):** We signed contracts with 15 former advertisers for daily ads and five for special supplements. We increased our new advertisers by 20 percent [quantity is always good] over the same period last year. From this situation I learned...

## QUESTIONS TO ASK INTERVIEWERS

- What are the major responsibilities of this position?
- What are your plans for new products or services?
- How would you define your management philosophy?
- What are you looking for in the person who will fill this job?
- Describe a typical day.
- What kind of training would I receive?
- Where can I expect to go from this position?
- What activities could I engage in now that might help me on the job if I'm hired?
- How long have you been with the company?
- How centralized is the organizational structure?
- What do you like most about your job and the company?
- Whom could I speak with who has the position now or who has been promoted from the position recently?
- What are the avenues for advancement?

\*Make sure to check out the "Interviewing Packet" in the Interviewing section of the Career Services website at [www.gmc.edu/careerservices](http://www.gmc.edu/careerservices)

# WEB RESOURCES

## Gerontology

Gerontological Society of America

[www.geron.org](http://www.geron.org)

National Academy on an Aging Society

[www.agingsociety.org](http://www.agingsociety.org)

Geriatric Social Work Initiative

[www.gswi.org](http://www.gswi.org)

Association for Gerontology in Higher Edu

[www.aghe.org](http://www.aghe.org)

International Association of Gerontology

[www.iagg.info](http://www.iagg.info)

Administration on Aging

[www.aoa.gov](http://www.aoa.gov)

Alliance for Aging Research

[www.agingresearch.org](http://www.agingresearch.org)

American Assoc. of Homes & Services for Aging

[www.aahsa.org](http://www.aahsa.org)

National Assoc. of Area Agencies on Aging

[www.n4a.org](http://www.n4a.org)

Nation Council on Aging

[www.ncoa.org](http://www.ncoa.org)

Social Work JobBank

[www.socialworkjobbank.com](http://www.socialworkjobbank.com)

Non Profit Times

[www.nptimes.com](http://www.nptimes.com)

The New Social Worker Magazine

[www.socialworker.com](http://www.socialworker.com)

Idealist

[www.idealists.org](http://www.idealists.org)

National Association of Social Workers

[www.socialworkers.org](http://www.socialworkers.org)

## Biology

American Institute of Biological Sciences

[www.aibs.org](http://www.aibs.org)

American Assoc. for the Advancement of Science

[www.aaas.org](http://www.aaas.org)

New Scientist

[www.newscientist.com](http://www.newscientist.com)

Science Jobs

<http://sciencecareers.sciencemag.org>

Environmental Careers World Job Bank

[www.environmental-jobs.com](http://www.environmental-jobs.com)

Virology

[www.virology.net](http://www.virology.net)

Biotechnology Industry Organization

[www.bio.org](http://www.bio.org)

Biology Job

[www.biologyjobs.com](http://www.biologyjobs.com)

Society for Interactive and Comparative Biology

[www.sicb.org/careers](http://www.sicb.org/careers)

Association of American Medical Colleges

[www.aamc.org](http://www.aamc.org)

## Communication

The Association of Women in Communications

<http://www.womcom.org/>

National Communication Association

<http://www.natcom.org/>

Institute of Global Communications

<http://www.igc.org/index.html>

The Association of American Publishers

<http://www.publishers.org/>

American Advertising Federation

<http://www.aaf.org/>

Public Relations Student Society of America

<http://www.prssa.org/>

Magazine Publishers of America

<http://www.magazine.org/>

American Marketing Association

[www.marketingpower.com](http://www.marketingpower.com)

The Write Jobs

<http://www.writejobs.com/>

Media Week

<http://www.mediaweek.com>

National Association of Broadcasters

[www.nab.org](http://www.nab.org)

Society for Technical Communication

[www.stc.org](http://www.stc.org)

## Computer Information Technology

Association for Computing Machinery

[www.acm.org](http://www.acm.org)

Association for Women in Computing

[www.awc-hq.org](http://www.awc-hq.org)

Computer Jobs

[www.computerjobs.com](http://www.computerjobs.com)

Dice

[www.dice.com](http://www.dice.com)

Developer's Nest

<http://www.developers.net>

Techies

<http://www.techies.com>

Computer Work

<http://computerwork.com>

## Criminal Justice

Academy of Criminal Justice Sciences

[www.acjs.org](http://www.acjs.org)

American Society of Criminology

[www.asc41.com](http://www.asc41.com)

Careers in Government

[www.careersingovernment.com](http://www.careersingovernment.com)

Government Jobs

[www.governmentjobs.com](http://www.governmentjobs.com)

National Criminal Justice Reference Service

[www.ncjrs.org](http://www.ncjrs.org)

National Federation of Paralegal Associations

[www.paralegals.org](http://www.paralegals.org)

US Agencies

[www.govtjobs.com](http://www.govtjobs.com)

The American Lawyer

[www.law.com](http://www.law.com)

Law Enforcement Jobs

[www.lawenforcementjobs.com](http://www.lawenforcementjobs.com)

USA Jobs

[www.usajobs.gov](http://www.usajobs.gov)

Criminal Justice Education

[www.cjed.com](http://www.cjed.com)

### **English**

American Society of Journalists & Authors

[www.asja.org](http://www.asja.org)

American Society of Magazine Editors

<http://asme.magazine.org>

Modern Language Association

[www.mla.org](http://www.mla.org)

National Council for Teachers of English

[www.ncte.org](http://www.ncte.org)

The Write Job

[www.writejobs.com](http://www.writejobs.com)

Newspaper Association of America

[www.naa.org](http://www.naa.org)

Magazine Publishers of America

[www.magazine.org](http://www.magazine.org)

Book Jobs

[www.bookjobs.com](http://www.bookjobs.com)

PoeWar

[www.poewar.com](http://www.poewar.com)

Journalism Jobs

[www.journalismjobs.com](http://www.journalismjobs.com)

### **History**

American Historical Association

[www.historians.org](http://www.historians.org)

Organization of American Historians

[www.oah.org](http://www.oah.org)

American Association for State & Local History

[www.aaslh.org](http://www.aaslh.org)

National Council on Public History

<http://ncph.org>

Museum Employment Resource Center

[www.museum-employment.com](http://www.museum-employment.com)

American Association of Museums

[www.aam-us.org](http://www.aam-us.org)

Society for History in the Federal Government

[www.shfg.org](http://www.shfg.org)

Social Science History Association

[www.ssha.org](http://www.ssha.org)

Pennsylvania Historical & Museum Commission

[www.phmc.state.pa.us/](http://www.phmc.state.pa.us/)

Historical Society of Pennsylvania

[www.hsp.org](http://www.hsp.org)

Society of American Archivists

[www.archivists.org](http://www.archivists.org)

### **Human Services**

National Association of Social Workers

[www.naswdc.org](http://www.naswdc.org)

Assoc. for Community Org. & Social Administration

[www.acosa.org](http://www.acosa.org)

The Chronicle of Philanthropy

<http://philanthropy.com>

Social Work JobBank

[www.socialworkjobbank.com](http://www.socialworkjobbank.com)

Non Profit Times

[www.nptimes.com](http://www.nptimes.com)

The New Social Worker Magazine

[www.socialworker.com](http://www.socialworker.com)

Idealist

[www.idealists.org](http://www.idealists.org)

InfoLink

[www.infolinkpa.org](http://www.infolinkpa.org)

PA Department of Public Welfare

[www.dpw.state.pa.us](http://www.dpw.state.pa.us)

Human Services Career Network

[www.hscareers.com](http://www.hscareers.com)

Social Work Career Center

<http://careers.socialwork.org>

### **Math**

American Mathematical Society

[www.ams.org](http://www.ams.org)

Mathematical Association of America

[www.maa.org](http://www.maa.org)

Association for Women in Mathematics

[www.awm-math.org](http://www.awm-math.org)

Society for Industrial & Applied Mathematics

[www.siam.org](http://www.siam.org)

Math Jobs

[www.mathjobs.org](http://www.mathjobs.org)

PH.Ds.org

[www.phds.org](http://www.phds.org)

Careers in Math

[www.coolmath.com/careers.htm](http://www.coolmath.com/careers.htm)

The American Institute of

[www.aip.org](http://www.aip.org)

Physics Plus Magazine

<http://plus.maths.org>

### **Psychology**

American Psychological Association

[www.apa.org](http://www.apa.org)

National Association of School Psychologists

[www.nasponline.org](http://www.nasponline.org)

Association for Psychological Science

[www.psychologicalscience.org](http://www.psychologicalscience.org)

Society for Human Resources

[www.shrm.org](http://www.shrm.org)

Association of Black Psychologists

[www.abpsi.org](http://www.abpsi.org)

PsychWeb

[www.psywww.com](http://www.psywww.com)

National Institute of Mental Health

[www.nimh.nih.gov](http://www.nimh.nih.gov)

Association of Women in Psychology

[www.awpsych.org](http://www.awpsych.org)

Psychology—Online Resource Center

[www.psychcentral.com](http://www.psychcentral.com)

Online Psychology Career Center

[www.socialpsychology.org](http://www.socialpsychology.org)

Opportunity Knocks

[www.opportunitynocs.org](http://www.opportunitynocs.org)

Social Service Jobs

[www.socialservice.com](http://www.socialservice.com)

American Counseling Association

[www.counseling.org](http://www.counseling.org)