



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 on our website and in our Career Center.

- Some of our resources/books include the following:
 - Resumes: Knock ‘em Dead Resumes and Gallery of Best Resumes.
 - Cover Letters: Gallery of Best Cover Letters.
 - Interviewing: High-Impact Interview Questions – 701 Behavior-based Questions; Succeeding at Your Interview; Interview Magic; and Interviewing packet on website.

- In addition, make sure to review the other academic areas on the Major Resources section on our website to find more examples of how to design your resume.

- 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 a Career Counselor to have your documents reviewed. We can be reached at 215-646-7300 ext: 230 or 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 Dunder Road; Gwynedd Valley, PA 19437
215-123-4567; Scott.michael@gmc.edu

OBJECTIVE:

Seeking the Communication Assistant position at Disney World.

EDUCATION

Gwynedd-Mercy College

Gwynedd Valley, PA

Bachelor of Arts in Communication

May 2011

Minor: **History**

- GPA: 3.5

EXPERIENCE

Smithville Youth Group

Smithville, PA

Group Leader

July 2009-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

Elizabeth, NJ

Market Research Intern

Summer 2010

- 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

Gwynedd Valley, PA

Vice President

Spring 2010

- 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

Men's Lacrosse Team

Fall 2007-May 2011

Habitat for Humanity, Volunteer

Summer 2008, 2009

SKILLS

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

LEE BIO
5555 Hamilton Ave.
Philadelphia, PA 19104
(215) 646-7300
bio@gmc.edu

EDUCATION

Gwynedd-Mercy College; Gwynedd Valley, PA
Bachelor of Arts in Biology

May 2011

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

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

2010-2011

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 Biology, University of Pennsylvania School of Medicine

Fall 2010

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

Spring 2010

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

KENNY POWERS

3 Eastbound and Down Lane; Philadelphia, PA 19130
215-646-7300; powers.kenny@gmc.edu

Graphic Designer

• Web Designer

• Web Site Developer

HIGHLIGHT OF QUALIFICATIONS

- Strong conceptual design and production skills including digital image enhancement and color correction.
- Excellent at organizing, tracking and managing multiple projects.
- Ability to work under pressure, and to consistently deliver projects on-time.
- Excellent communication skills and project management skills.

EXPERTISE

- Knowledge of current MAC- and PC-based operating systems and programs.
- InDesign, Photoshop, ImageReady, Illustrator, Dreamweaver, Bridge, InCopy and Acrobat.
- Other experience includes: QuarkXPress, Microsoft Office Suite, Flash, PageMill, and FrontPage.

RELATED EXPERIENCE

Stevie Publications

Web and Graphic Designer Intern

King of Prussia, PA

Fall 2010-May 2011

Coordinated the design, layout and production of several bi-weekly publications. Collaborated with editorial, art directors, web design, and photographers in the production process. Volunteered for additional assignments within the company including the online catalog, web design and custom promotions departments.

Key Accomplishments:

- Launched three new publications in four months, including the premiere issue in the first week of employment.
- Designed and coordinated the production of annual industry and salary watch special issue.
- Managed the contact between editorial and web department for managing editorial content and images.
- Represented the company at trade/job fair events in various roles, including hosting event seminars, online sales representative and registration manager.
- Reviewed, implemented and trained designers in using the latest Adobe design and layout software.

Kenny Powers Web, Inc.

Director, Web Production

Philadelphia, PA

2008-Present

Created own web company to assist local clients with web needs. Designed and coded custom management solutions based in PHP and MySQL.

Key Accomplishments:

- Acquire new clients and projects including website designs and redesigns of companies in several industries.
- Created and designed company from scratch including, formulating an entire business plan.
- Coordinated the improvement or creation of client's websites.

EDUCATION

Gwynedd-Mercy College

Bachelor of Arts in Computer Information Science

Gwynedd Valley, PA

Graduate: May 2012

- Minor: Psychology

AFFILIATIONS

- Member of the Art Directors Club of Philadelphia
- Member of the Art Institute of Philadelphia Alumni Association

For additional information and sample work, please visit www.linkedin.com/kennypowers

CLARK GRISWOLD

5 National Lampoon's Vacation Drive, Lansdale, PA 19446
215-646-7300; griswold.clark@gmc.edu

PROFESSIONAL PROFILE

- Experienced editor, journalist and designer in newspaper and magazine industries, including video production.
- Recipient of numerous writing awards for excellence in magazine and newspaper publishing.
- Experienced in launching print publications, Web sites and social media.
- Accomplished freelance author with bylines in more than 30 professional publications.
- Presenter of educational seminars at national conventions.

AREAS OF EXPERTISE

- ◆ Writing and editing
- ◆ Supervising and training staff
- ◆ Web/social networks/video
- ◆ Interviewing and Reporting
- ◆ Layout and design
- ◆ Public speaking

RELATED EXPERIENCE

Vacation Publications King of Prussia, PA
Associate Editor, Web Editor 2006-Present

Summary:

- Responsible for the developmental and copy editing for multiple regional and national print publications and Web sites. Duties include providing content for and conducting final reads of all content.
- Lead writer and reporter for multiple magazines and online communities including video, forums, blogs, social networking pages and newsletters.
- Write and present for educational seminars at national conventions.
- Represent company for regional and national conferences, meetings and job fairs.
- Manage freelance work and recruiting authors.

Key Accomplishments:

- Promoted 3 times in 5 years for excellent work performance.
- Assisted in the launch of multiple print publications, Web sites and social networking sites, and helped to manage redesign of multiple publications and Web sites.
- Earned Top Writer Award for Publication Excellence for Feature Series Writing.
- Named winner of company's annual Excellence Award in News Writing.
- Two-time winner of company's Writer's Excellence for Feature Story Writing.

Philadelphia Sports News Philadelphia, PA
Sports Editor 2005-2006

Summary:

- Managed the total production of a weekly sports section for company newspaper.
- Coordinated the development and scheduling of content including editorial, photography and design.
- Wrote features, game stories and columns.
- Responsible for complete layout of weekly section.

Key Accomplishments:

- Earned an award for Best Weekly Sports Section by Suburban Newspapers of America.
- Reported on sports competitions at the high school, collegiate and professional levels.
- Promoted to editor after being hired as assistant editor.

EDUCATION

Bachelor of Arts in English 2005
Gwynedd-Mercy College Gwynedd Valley, PA

WEB RESOURCES

Biology

American Institute of Biological Sciences

www.aibs.org

American Assoc. for the Advancement of Science

www.aaas.org

New Scientist

www.newscientist.com

Science Jobs

<http://sciencecareers.sciencemag.org>

Environmental Careers World Job Bank

www.environmental-jobs.com

Virology

www.virology.net

Biotechnology Industry Organization

www.bio.org

Biology Job

www.biologyjobs.com

Society for Interactive and Comparative Biology

www.sicb.org/careers

Association of American Medical Colleges

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

The Write Jobs

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

National Association of Broadcasters

www.nab.org

Society for Technical Communication

www.stc.org

Computer Information Technology

Association for Computing Machinery

www.acm.org

Association for Women in Computing

www.awc-hq.org

Computer Jobs

www.computerjobs.com

Dice

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

American Society of Criminology

www.asc41.com

Careers in Government

www.careersingovernment.com

Government Jobs

www.governmentjobs.com

National Criminal Justice Reference Service

www.ncjrs.org

National Federation of Paralegal Associations

www.paralegals.org

US Agencies

www.govtjobs.com

The American Lawyer

www.law.com

Law Enforcement Jobs

www.lawenforcementjobs.com

USA Jobs

www.usajobs.gov

Criminal Justice Education

www.cjed.com

English

American Society of Journalists & Authors

www.asja.org

American Society of Magazine Editors

<http://asme.magazine.org>

Modern Language Association

www.mla.org

National Council for Teachers of English

www.ncte.org

The Write Job

www.writejobs.com

Newspaper Association of America

www.naa.org

Magazine Publishers of America

www.magazine.org

Book Jobs

www.bookjobs.com

PoeWar

www.poewar.com

Journalism Jobs

www.journalismjobs.com

Gerontology

Gerontological Society of America

www.geron.org

National Academy on an Aging Society

www.agingsociety.org

Geriatric Social Work Initiative

www.gswi.org

Association for Gerontology in Higher Edu

www.aghe.org

International Association of Gerontology

www.iagg.info
Administration on Aging
www.aoa.gov
Alliance for Aging Research
www.agingresearch.org
American Assoc. of Homes & Services for Aging
www.aahsa.org
National Assoc. of Area Agencies on Aging
www.n4a.org
Nation Council on Aging
www.ncoa.org
Social Work JobBank
www.socialworkjobbank.com
Non Profit Times
www.nptimes.com
The New Social Worker Magazine
www.socialworker.com
Idealist
www.idealists.org
National Association of Social Workers
www.socialworkers.org

History

American Historical Association
www.historians.org
Organization of American Historians
www.oah.org
American Association for State & Local History
www.aaslh.org
National Council on Public History
<http://ncph.org>
Museum Employment Resource Center
www.museum-employment.com
American Association of Museums
www.aam-us.org
Society for History in the Federal Government
www.shfg.org
Social Science History Association
www.ssha.org
Pennsylvania Historical & Museum Commission
www.phmc.state.pa.us/
Historical Society of Pennsylvania
www.hsp.org
Society of American Archivists
www.archivists.org

Human Services

National Association of Social Workers
www.naswdc.org
Assoc. for Community Org. & Social Administration
www.acosa.org
The Chronicle of Philanthropy
<http://philanthropy.com>
Social Work JobBank
www.socialworkjobbank.com
Non Profit Times
www.nptimes.com
The New Social Worker Magazine
www.socialworker.com
Idealist
www.idealists.org

InfoLink
www.infolinkpa.org
PA Department of Public Welfare
www.dpw.state.pa.us
Human Services Career Network
www.hscareers.com
Social Work Career Center
<http://careers.socialwork.org>

Math

American Mathematical Society
www.ams.org
Mathematical Association of America
www.maa.org
Association for Women in Mathematics
www.awm-math.org
Society for Industrial & Applied Mathematics
www.siam.org
Math Jobs
www.mathjobs.org
Careers in Math
www.coolmath.com/careers.htm
The American Institute of
www.aip.org
Physics Plus Magazine
<http://plus.maths.org>

Psychology

American Psychological Association
www.apa.org
National Association of School Psychologists
www.nasponline.org
Association for Psychological Science
www.psychologicalscience.org
Society for Human Resources
www.shrm.org
PsychWeb
www.psywww.com
National Institute of Mental Health
www.nimh.nih.gov
Association of Women in Psychology
www.awpsych.org
Psychology—Online Resource Center
www.psychcentral.com
Online Psychology Career Center
www.socialpsychology.org
Opportunity Knocks
www.opportunitynoes.org
Social Service Jobs
www.socialservice.com
American Counseling Association
www.counseling.org