# professional education

achievement

occupation performance motivation



#### INTERN IN THE SPOTLIGHT: AMBER MARGALIS



My name is Amber Margalis and after many years of being out of school, I finally got the chance to go back to college to obtain a B.S. in Accounting.

I am a happily married mother of four, which has made college a challenge in itself. I have not only succeeded, but I have excelled and have been able to maintain a 4.0 GPA throughout my college career.

I recently completed my internship at JHI Auto & Affiliates in Hazleton, Pa., and then accepted a position as a cost accountant for HarperCollins.

I just started with HarperCollins on February 16,

I took advantage of every opportunity that Lackawanna College presented to me, including getting certified in QuickBooks online. I have been as successful as I have been due to the opportunities that were offered to me throughout my college career. I am very thankful for everything that Lackawanna College has given me and I can not wait to see what the future has in store for me.

-Amber Margalis

## VIRTUAL JOB FAIR ON WEDNESDAY, MARCH 17!

Feeling lucky? Come to the Virtual Job Fair on St. Patrick's Day, Wednesday, March 17! Have your result

## **PARTICIPATING BUSINESSES INCLUDE:**



## TO PARTICIPATE:

**Comserve Systems LLC** 

**Dunmore Health Care** 

**IWDA Engineering** 

**Jewish Home** 

**Keen Lake Resort** 

**PA State Police** 

**Step By Step** 

TC Energy

**Woodloch Resorts** and more!



1. Register in our job seeker database at





2. Use "My Resumes" and "My Career Portfolio" to create and upload documents.



3. Select "Sign Up to Search Employer Profiles" link in the red "Alert!" section of the dashboard.



4. Select the "Search Employers" button to review participating employers and to submit your resume and/or portfolio.



5. View the "Check Interview Status" section of your account to schedule meeting times with employers and to use "Join Meeting" to connect with employers on the scheduled dates and times.



6. Report your offers and hires after the event to notify us of your success!





#### SAMPLE RESUMES FOR THOSE ATTENDING THE VIRTUAL JOB FAIR

For criminal justice majors seeking a possible job or internship:

## Jane Doe

#### OBJECTIVE

eeking a criminal justice internship utilizing my education background, leadership experience, and problem solving skills.

#### EDUCATION

University of Louisville Bachelor of Science in Criminal Justice

Jefferson Community and Technical College Associate of Science

Louisville, KY May 2015

#### SUMMARY OF SKILLS

- oad understanding of criminal law and the criminal justice system.

- Broad understanding of criminal law and the criminal justice system.

  Bi-lingual with articulate fluency in English and Spanish.

  An analytical thinker who demonstrates strong problem assessment and resolution skills.

  A strong communication who is adept in report writing and presentations.

  Remains focused in high pressure situations and demonstrates flexibility and adaptability in changing work conditions.

  Exemplifiles excellent leadership skills through campus and community involvement.

- EXPERIENCE
  The Center for Women and Families
  Crisis Intervention Advocate
  Provide crisis intervention, safety planning, counseling, advocacy, information and referrals, and other support incoming calls; practice content expertise on community in

er/screen/document and appropriately direct incoming calls; practice content expertise on community information

- Coordinate advocate response to hospital runs and complete associated paperwork and statistics as appropriate

□ Support walk-in clients as appropriate

- Acage riancer

  Ensure that packages will be put on the belt in a timely fashion, which demonstrates a strong attention-to-detail.

  Display great organizational and time management skills through working third shift while attending college as a

  Metropolitan College Student.

  Adhere to safely protocol and procedures to ensure a safe work environment at all times.

#### COMMUNITY ENGAGEMENT Habitat for Huma

- □ Habitat for Humanity, Volunteer, 2014-Present
  □ St. Joseph's Children's Home, Volunteer, 2013-2016

#### CAMPUS INVOLVEMENT

- Criminal Justice Club at the University of Louisville, Member, 2015-Present Zeta Tau Alpha Sorority, Treasurer, 2015-Present Student Government Association, Member, 2016-Present

#### For students pursuing nursing:

#### **Nursing Student Resume (Entry-Level RN)**

Motivated Registered Nurse seeking to leverage a BS in Nursing and 1,223 hours of accumulated clinical experience into a full-time position at your hospital. Recently graduate with a 4,0 GPA, excellent bedside manner, and a sunny attitude.

#### ST. MICHAEL'S HOSPITAL, Boston, MA – Mar 2016 – Jun 2016 Skills Learned – Chronic and Palliative Care

- Performed suturing, splinting, culture collection and assessment, and wound treatment for 10+
  patients daily
- Developed treatment plans and diagnosed chronic healthcare problems such as illnesses, injuries infections, high blood pressure, and diabetes
- Learned the function and operation of the following tools: cardiac monitors, pacemaker analyzers, catheters, suction equipment, endoscopes

#### RDF MEDICAL CENTER, Boston, MA – Sep 2015 – Dec 2015 Skills Learned – Acute and Complex Care

- Performed basic cardiac life support (BLS), advanced cardiac life support (ACLS), and administered blood & intravenous infusions in a 90-bed medical center
- Treated patients with acute conditions: heart attacks, respiratory distress, shock, observing advanced
  and invasive diagnostic and therapeutic procedures
- Learned the function and operation of the following tools: foreceps, hemostaps, nebulizers, otoscopes

#### FRANKE AT SEASIDE, Boston, MA - Jan 2014 - Jun 2014 Skills Learned - Service & Foundations of Nursing

- Performed basic duties such as feeding and bathing, recording vital signs, measuring food & liquid intake, and detecting symptoms such as bruisses, wounds, and blood in urine.

  Assessed patient needs, treated and diagnosed minor illness and injuries, and provided therapy.

  Learned the function and operation of the following tools: defibrillators, glucometers, stethoscopes, thermometers, hot and odd packs

#### EDUCATION

#### Boston University, Boston, MA

- . Bachelor of Science in Nursing, June 2016
- GPA: 4.0

#### LICENSES & CERTIFICATIONS

- Registered Nurse: Massachusetts License # 85699012 Expires March 2019
- Basic Life Support for Health Care Providers (BLS) Expires July 2018 Advanced Cardiac Life Support (ACLS) Expires February 2018
- · Mask Fit Test Certification

#### Cover letter example for a diagnostic medical sonographer:

### **adam** haley

100 Broadway Lane, London, UK NW80QE | | M: (020) XXXX XXXX | adamhaley@example.com

Dear Ms. North

I am responding to your advertisement for a Diagnostic Medical Sonographer for Breechwood Imaging Associates. As a professional diagnostic medical sonographer Iwould bring a strong sense of responsibility and an understanding of all medical laws and guidelines to your

Currently I am the primary diagnostic medical sonographer for the maternity wing of the hospital I work for. I rely on my keen eye for detail and my strong ability to communicate with patients to get my job done properly. I also rely heavily on the resources and personnel around me to make sure that every aspect of the job is done right.

As your organisation expands to accommodate the new machines you will be purchasing my abilities as a diagnostic medical sonographer become vitally important. I have experience in developing policies and guidelines that make the experience as comfortable as possible for the patient. I also have extensive experience in operating the very latest in medical imaging

My familiarity with the new technology and dedication to making patients feel comfortable make me the ideal diagnostic medical sonographer candidate for your organisation. I am anxious to discuss my qualifications and to arrange a personal meeting at your very earliest. convenience.

Sincerely Yours

Adam H. Haley

#### Cover letter example for a physical therapist assistant:

You may format the header to match your resume. penix, AZ 85000 (602) 781-5555

yourname@email.com

April 24, 2011

Ms. Samantha Jones Physical Therapy Dept. Company Name 102 S. Central Ave Phoenix, AZ 85000

Re: Physical Therapist Assistant position

I am applying for the Physical Therapist Assistant (PTA) position at Banner Baywood Hospital as advertised on your hospital website on February 28, 2011.

Currently, I am a student in the Physical Therapy Assistant (PTA) program at Maricopa Community College with an expected graduation date of May 2011, and I believe that my experience and education will be an asset to your physical therapy department because:

- · I will be eligible to take the National Physical therapy Exam for PTA

- on June 5, 2011

  1 have over 900 hours of clinical experience

  1 have over 900 hours of clinical experience

  1 have over one year's experience as a physical therapy aide and over

  80 observation/volunteer hours

  As a healthcare provider, I am dedicated to helping the patients
  achieve their goal in a timely fashion

  My previous work experience reflects a self-starter attitude and
  willingness to work as a team player

I am looking forward to meeting with you to further discuss this work opportunity. At your convenience, you can contact me at (602) 123-4567 or via email at myemail@email.com

Sincerely

John Smith

Attached: Resume

Sample Cover Letter.doc 1/6/11 pmo

### **RESUME TIPS**

Using a template can be a great place to start your resume. It allows for customization and can be edited to fit your skills and abilities. Writing platforms like Word and Google Docs offer templates.

#### PROOFREAD!

Many hiring managers will eliminate a candidate if there are spelling and grammar errors on their resume. Don't rely solely on automated programs; have a friend also look it over or send it to the Career **Development Center!** 

#### **CHOOSE A SIMPLE FONT**

Choose a font that is easy to read like Times New Roman, Helvetica, or

Arial. They will make your resume clear and look polished while retaining individual style.

#### SEND AS A PDF

. . . . . . . .

If you are electronically submitting your resume, send it as a PDF instead of an editable document. Turning it into a PDF avoids the possibility of your formatting becoming scrambled and hard to read.

#### MAKE USE OF BOLD, ITALICS, AND UNDERLINES

Including these adds variety, makes your resume interesting to read, and can help differentiate sections. However, avoid overuse to keep it from looking messy and too busy.

#### CHAMBER SEEKS STUDENTS TO AID VACCINE ADMINISTRATION RESPONSE PROGRAM

Skills in Scranton, the workforce development affiliate of The Greater Scranton Chamber of Commerce, and in partnership with the Lackawanna County Area Agency on Aging, has launched a COVID-19 Vaccine Administration Response Program to match college students and recent graduates with Lackawanna County pharmacies and medical practices for temporary, non-clinical work related to COVID-19 vaccinations.

"Our organization is honored to support such a timely and historic program. The work that comes from this program not only provides young college students and professionals with real world experience, but will also make a significant impact on many lives in the Lackawanna County community," said Bob Durkin, president of The Greater Scranton Chamber of Commerce.

Whether you're looking for supplemental employment or just want to make a difference, we encourage those who qualify to join the fight against COVID-19. The positions involve COVID-19 data administration functions as well as customer service support.

Eligible employees must meet at least one of the following criteria:

- Be a resident of Lackawanna County and currently enrolled in a college or university or 2020 college or university graduate
- Be a student currently enrolled in a Lackawanna County college or university and residing in Lackawanna County
- Be a student currently enrolled at a Greater Scranton Chamber of Commerce member college or university and living in Lackawanna County

The positions are available for immediate hire and will stay open on a rolling basis. Those interested in applying can visit **scrantonchamber.com/vaccineprogram**.

For more information on the COVID-19 Vaccine Administration Response Program contact Amy Luyster at **aluyster@scrantonchamber.com** or (570) 342-7711.

## JOB HUNTING? USE THESE RESOURCES TO FIND YOUR NEXT PLACE OF EMPLOYMENT!

PA CareerLink- Find a job, post a resume, and more
Careerbuilder.com
Monster.com
Snagajob.com
Indeed.com
USAjobs.gov
LinkedIn- Business networking

Ziprecruiting.com- Upload your resume scsc.pa.gov- PA civil service Jobs LCLSHome.org/find livecareer.com learningexpresshub.com msu.edu mn.gov

"Life may take you in my many different directions, some you may not be prepared for, but do you have the strength and courage to go after your true passions and dreams?"

- India Bickley

For more information on internship and job opportunities, contact

Beverly J. O'Hora, Lackawanna College Employment Placement and Internship Coordinator

Healey Hall, Room 202 | (570) 504-7939 | ohorab@lackawanna.edu