

HUMAN SERVICES

SAMPLE OCCUPATIONS

Case Worker
 Child Care Manager
 Community Director
 Early Intervention Specialist
 Health Care Administrator
 Human Resources Assistant
 Mental Health Aide
 Residential Counselor
 Rehabilitation Case Worker
 Social Service Liaison
 Social Work Assistant
 Teacher K-12
 Youth Outreach Facilitator

KEY SKILLS

Communication	Organizational
Listening	Interpersonal
Patience	Problem-Solving
Compassion	Leadership
Empathy	Analytical

GRAD SCHOOL OPTIONS

JD	MBA
MSW	MS Nursing
MA/MAT Education	MA Public Affairs
MA Public Health	PHD

SAMPLE SECTORS & WORK PLACE SETTINGS

Public Sector

Public Welfare Agencies
 Federal, State, Local Govt.
 Prisons
 Correctional Facilities
 Courts
 Schools

Private Sector

Private Social Service Orgs.
 Group /Halfway Houses
 Religiously Affiliated Orgs.
 Community Agencies
 Private Treatment Facilities
 Business Firms/HR

Non-Profit/NGO

Victims Services
 Homeless Shelters
 Adoption Agencies
 Human Rights
 Humanitarian Aid
 Volunteer Corps

ONLINE RESOURCES

SAMPLE EMPLOYERS

[American Red Cross](#)
[AmeriCorps](#)
[Amnesty International](#)
[Catholic Charities](#)
[Child Protective Services](#)
[The College Board](#)
[DCPS](#)
[Department of Children's Services](#)
[Department of Education](#)
[Department of Human Services](#)
[Department of Justice](#)
[Department of Veterans Affairs](#)
[Fairfax County Public Schools](#)

[The Ford Foundation](#)
[George Washington Hospital](#)
[George Washington University](#)
[Habitat for Humanity](#)
[Head Start Daycare Programs](#)
[Job Corps](#)
[Points of Light Foundation](#)
[Peace Corps](#)
[Ronald McDonald House](#)
[Share Our Strength](#)
[Success Academy Charter School](#)
[Teach for America](#)
[YMCA](#)
[YWCA](#)

STUDENT ORGANIZATIONS

Human Services Student Org.
[Camp Kesem GW](#)
[Circle K International](#)
[Alpha Phi Omega](#)
[GWupstart](#)

JOB SEARCH

www.bridgespan.org/home.aspx
www.careersinnonprofits.com
www.usajobs.opm.gov
www.studentjobs.gov
www.Idealist.org
www.nationalservice.org
www.hscareers.com
www.opportunitynocs.org

PROFESSIONAL ORGANIZATIONS

[National Organization for Human Services](#)
[American Public Human Services Association](#)
[National Association of Social Workers](#)
[Business for Social Responsibility](#)



Center for
 Career Services

SUSANNE B. ANTHONY

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123-456-7890

EDUCATION

The George Washington University, Washington, DC

Bachelor of Arts in Human Services, May 2013

GPA: 3.85

Honors:

J.B. & Maurice C. Shapiro Public Service Award, June 2011

The George Washington University Presidential Scholarship, August 2010

Dean's List, Fall and Spring 2009, 2010

Universidad de Chile & Pontificia Universidad Católica de Chile, Santiago Chile

Study Abroad: Completed an intensive Spanish language program, Fall 2012

EXPERIENCE

Polaris Project, Washington DC

Client Services Fellow, September 2011-Present

- Assist with case management by entering client data into the system
- Staff the daily drop-in center; facilitate the job training program
- Escort clients to meetings and appointments through the criminal justice and social service systems
- Provide emotional and social support and coordinate social activities and outings

Youth Haven Retreat, Washington, DC

Outreach Intern, May 2011- August 2011

- Assisted coordinator with scheduling and camper recruitment for youth living with HIV/AIDS
- Participated in staff training events
- Organized and coordinated the acquisition of donations
- Oversaw the purchasing of supplies and supply storage after events
- Communicated with staff, counselors, nurses and social workers throughout the planning process
- Participated on-site during a teen retreat by facilitating games for retreat attendees

Catholic Charities, Washington DC

Volunteer, September 2010-May 2011

- Organized food, diaper and toiletry drives by recruiting and training volunteers
- Assisted in Capital Area Food Bank's Mobile Pantry food distribution

ACTIVITIES AND PROFESSIONAL AFFILIATIONS

GW Habitat for Humanity, Member, September 2011-Present

Student Global AIDS Campaign, Member, September 2010-Present

Youth for a Better DC, Member, September 2009-Present

American Sociological Association, Member, November 2009-Present

Rotary International, Member, June 2009-Present

SKILLS

Computer: Proficient in Microsoft Word, Excel, PowerPoint, Access

Language: Professional Working Proficiency in Spanish

SAMPLE RESUME



Center for
Career Services

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