

CAREER SERVICES

CAREER GUIDE FOR COUNSELING STUDENTS



Work toward greatness.

CAREER GUIDE FOR COUNSELORS

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INTRODUCTION

Congratulations! You are about to enter one of the most challenging and rewarding Professions, where you will have the opportunity to impact the lives of others in a very meaningful way.

This Career Guidebook for Counseling Students is designed to provide you with practical insight and information to guide you through the process of planning your career and conducting your job search. Career Services encourages you to use this guide, as well as our other services to assist you in reaching your goal.

- Visit our homepage at **pace.edu/career-services** to view websites where you can find job postings and information related to seeking a job in the Counseling field
- Make an appointment with a **Career Services Counselor** to develop your resume and strengthen your interviewing skills.

The key to successful career planning is a combination of opportunity and careful preparation. The opportunities are out there and should be for years to come. Career Services is there to help you locate those opportunities and prepare an effective job search.

Good luck!

CURRICULUM FOR MASTER OF SCIENCE IN MENTAL HEALTH COUNSELING AT PACE UNIVERSITY (Summer 2011)

Helping Relationships: Theories and Techniques of Counseling I & II
Human Growth and Development
Group Dynamics
Psychopathology and Personality Disorders
Integrating Seminar: Professional Orientation
Field Experience: Counseling Internship I & II
Research and Program Evaluation
Career and Lifestyle Development
Working with Families & Recognizing/Reporting Child Abuse/Maltreatment
Social and Cultural Foundations of Counseling
Assessment and Appraisal of Individuals, Couples, Families, and Groups
Foundations of Mental Health Counseling and Consultation

Elective Courses: (18 credits)

Students choose from special topics courses, substance abuse courses, grief and loss courses, and other specialty courses. *A sample listing of these courses follows:*

Social Psychology
Orientation to Addiction
Domestic Violence: Practical and Psychological Perspectives
Child Psychotherapy and Psychopathology
Pharmacology and Supervision
Death and Bereavement: Fund. Perspectives
Grief Counseling
Loss and Bereavement Counseling
Spiritual Issues in Counseling
Couples Counseling
Sex Education & Counseling: Intimacy & Sexuality
Post Traumatic Stress Disorder

NYS Education Department Requires That Those Who Wish To Pursue A License To Practice Mental Health Counseling Complete A Master' Degree That Includes The Following curricular contents

(Pace meets all requirements)

Human Growth & Development
Social & Cultural Foundations of Counseling
Counseling Theory and Practice
Psychopathology
Group Dynamics
Life & Career Development
Assessment and Appraisal of Individuals, Couples, Families And Groups
Research and Program Evaluation
Professional Orientation & Ethics
Foundation off Mental Health Counseling & Consultation
Clinical Instruction of At Least One Year/600 Hours

MASTER OF SCIENCE IN MENTAL HEALTH COUNSELING (MS in MHC)

As graduates of the 60 credit program, Pace students will be eligible for the New York State license in mental health counseling and fully prepared for a variety of professional counseling positions in a wide array of community human service agencies and organizations, including psychiatric and substance abuse settings. Our emphasis is on hands-on skills development, using role-playing, group exercise, and videotaping and other tools, in addition to a supervised counseling internship, which provides up to 600 hours of experience in an approved setting.

WHY HIRE A MENTAL HEALTH COUNSELOR (MHC)?

Pace MHC counselors receive therapeutic training as well as a theoretical background in all life areas and are equipped to work with individuals, families, couples or groups. Highly skilled professionals, they provide a full range of services approved by the American Mental Health Counselors Association, AMHCA.ORG:

- **assessment and diagnosis, psychotherapy**
- **treatment planning and utilization review**
- **brief and solution focused therapy**
- **alcoholism and substance abuse treatment**
- **psycho-educational and prevention programs**
- **crisis management**

License requirements are equivalent or exceed those for clinical social workers and marriage/family therapists.

Mental Health counselors are eligible for licensing with a variety of job titles depending on the job description.

‘Mental Health Counselor’ does not have to be the job title.

WHAT TYPE OF SUPERVISION IS REQUIRED for LMHC?

- “Supervision must be provided by a licensed psychologist, psychiatrist, psychiatric RN, Licensed Clinical Social Worker (LCSW), Licensed Mental Health Counselor (LMHC).” (NYS Education Department Office of the Professions)

COMPARISON MS in MHC TO MSW

Mental Health Counseling (MHC)	Social Work (MSW)
60 credits	60 credits
Must complete 600 hours internship/practicum while pursuing degree	Must complete 900 hours internship/practicum while pursuing degree
Upon completing degree, candidate may apply for a limited permit (permit is site specific)	Upon completing degree, candidate may apply for a license and permit (permit is site specific)
<i>Permit good for 2 yrs with an option for 1 yr extension - must be supervised by licensed psychologist, psychiatrist, psychiatric RN, Licensed Clinical Social Worker (LCSW), Licensed Mental Health Counselor (LMHC).</i>	<i>Permit good for 1 yr with no extension-must be supervised by Licensed Master Social Worker(LMSW) or Licensed Clinical Social Worker (LCSW) Upon completion of degree, candidate may sit for exam and apply for license (LMSW)</i>
<i>Candidate may apply to become a Licensed Clinical Mental Health Counselor (LCMHC) and sit for the National Clinical Mental Health Counselor Exam (NCMHCE) upon completion of 3000 hours of post graduate work supervised by a LMHC, LCSW, licensed psychiatrist, licensed psychologist, RN or Nurse Practitioner-mental health</i>	<i>Candidate may apply to become a Licensed Clinical Social Worker (LCSW) , upon completing at least 2000 hours over a continuous 3 year period under supervision of a LCSW , licensed psychiatrist or licensed psychologist</i>

EMPLOYMENT OPTIONS

Landing a counseling job in today's competitive marketplace can be a challenge. It is important for all job hunters to remain open and flexible to a variety of social service, educational and health care related opportunities.

Look and apply to positions that have various titles besides counselor, such as **program coordinator, behavioral health specialist, life skills specialist, trainer, or advisor**. **Reminder: positions with Social Work in their title will not be considered toward licensure.**

Broadening your experience will increase your skills and value in the marketplace! Volunteering, interning and networking will get you a foot in the door.

RELATED EMPLOYMENT

As a trained counselor you have many transferable skills which can be put to use in other environments besides a counseling setting. Consider taking a job in any of the following kinds of organizations:

- Hospitals/Nursing Homes/Rehab Centers/Hospice Care
- Group homes/residential treatment facilities
- Churches, synagogues, hospitals
- Community recreation centers (i.e. YM/YWCAs)
- Non profits/Social Services Agencies
- Senior citizen centers/Adult day care programs
- State/federal/government
- Vocational/job training centers
- Colleges or universities
- Schools (alternative/boarding/private)
- Youth services
- Insurance/Health Care Agencies
- Office of Mental Health (OMH) approved facility
- Office for People with Developmental Disabilities (OPWDD) approved facility
- Office of Alcoholism and Substance Abuse Services (OASAS) approved facility
- Department of Health (DOH) approved hospital or nursing home
- Office of Children & Family Services (OCFS) approved facility
- Public health agency/facility approved by the social services district
- Office of a licensed Mental Health Counselor (not owned by the applicant), licensed physician, clinical social worker, or psychologist (PLLP, PLLC)

COVER LETTERS AND OTHER CORRESPONDENCE

A well-written and business style cover letter should accompany any resume being sent to a prospective employer. Think of the cover letter as a promotional advertisement of your candidacy. The first impression of you as a candidate will be based on your ability to express yourself and stimulate interest in your background and qualifications. A cover letter's goal is to market the highlights of your knowledge, skills and related experience as well as establish you as a viable candidate. It should show how your qualifications match the needs of the organization. After all, a cover letter is your one minute commercial and you will want it to stand out from the rest.

There are two basic types of cover letters: **application** (responses to available openings) and **broadcast** (general inquiry about available openings). Letters should be addressed to a specific individual.

The first step in writing a cover letter is to review information about the job and attempt to address key points relating specifically to that position, organization and population. Next, consider your own qualifications and select those that most closely fit the requirements of the position. What are your strongest selling points? What makes you specifically qualified for that position? Cover letters should be no more than one page and should not repeat your entire resume.

Review the outline on the next page and keep the following tips in mind:

REMINDERS

- *Since most cover letters get only a minute or two of consideration, you must grab the reader's interest immediately!
- *Always customize your letter for each position.
- *Appearances count! Pay attention to format! Proofread and proofread again! Mistakes could cause immediate rejection.
- *Use standard 8 ½ x 11 inch bond paper to match your resume.
- *Avoid using sentences beginning with "I".
- *Use professional language without too much jargon.
- *Highlight relevant experiences, appropriate training and specific qualifications.

BASIC COVER LETTER FORMAT

Your Street Address
Town, State and Zip
Today's Date

Administrator's Name
Administrator's Title (if available)
Agency Name
Street Address
Town, State and Zip

Dear _____: (If unknown, use "Recruiter or Hiring Manager," not
"It May Concern", or first and last name, use Mr. /Ms. /Dr. last name if known)

The first sentence must name the specific position for which you are
applying.

The second paragraph should begin with a great attention getting
sentence that shows how you can help the agency address its needs
and sets a well-written, sincere tone. Continue to describe your
strengths and accomplishments as they relate to the needs of the
organization.

Reveal more of yourself in this paragraph. Career changers or
candidates returning to the workforce after raising a family can
address that situation; inexperienced applicants can address
their circumstance. Accomplishments and special talents should be
stressed.

The fourth paragraph expresses your sincere commitment and interest in counseling.
You can end by thanking the reader and requesting a personal interview.

Sincerely,

Your name typed

Enclosure

Opening

Use standard
business letter
format

"To Whom

1st paragraph

What position

2nd paragraph

How you can

3rd paragraph

To highlight
special talents or

4th paragraph

The closing

Box 123
Pace University
Pleasantville, NY 10570
February 1, 2011

Dr. Drew
Arms Acres
75 Seminary Hill Rd
Carmel, NY 10512

Dear Dr. Drew:

I am currently pursuing my Master of Science in Counseling with a concentration in Substance Abuse. I would like to be considered for an internship with your organization. Specifically, I am interested in your art and adolescent program as well as working with dual diagnosis patients.

Since I am entering the final semester of my studies, I have already completed several counseling courses including: Group Dynamics, Orientations to Addictions, Psychological Assessment, Reporting and Treatment Planning for Addictions and Individual and Family Counseling for Addictions. While working on my degree, I have been a teacher's assistant at an after school program for children aged 6-18 years old. Since I have a Bachelor of Arts in Psychology and Fine Art, I have developed art programs for the children. Along with providing homework help and developing study and time management strategies, I have also used art to provide the children with a creative outlet. Many of the children I work with talk about bullying. I have used the subject and art to help them manage their feelings and use it as a tool for engaging them in conversation. I would like to apply my skills and knowledge in this area to the patients at Arms Acres. I think the program and model used are in line with my values and believe I can learn as well as contribute.

Please feel free to contact me at (914) 321-7223, as I would greatly appreciate the opportunity to discuss my background with you further. Thank you for your time and consideration.

Sincerely,

Signature

Emma Pillsbury

Enclosure

Lynn Adler
24 Pear Street
Yonkers, New York 10474
(914) 987-6543
ladler@gmail.com

June 1, 2011

New York Presbyterian Hospital
Cornell Medical Center, Westchester Division
21 Bloomingdale Road
White Plains, NY 10605
Attention: Lisa DeFelice

Dear Ms. DeFelice:

I am interested in applying for an internship position at New York Presbyterian Hospital in the Department of Psychiatry-Westchester Division for the fall 2011 semester, however, I am available to begin my internship this summer.

I am currently pursuing my MS in Counseling at Pace University, after raising my children. My life experiences, as well as the academic rigors in my program have given me deep interest and commitment to the field of mental health and have prepared me well for an internship role in a mental health setting. As an intern at New York Presbyterian, I can ensure that I will offer the same dedication to your staff and clients that I have given to my studies at Pace.

Attached you will find a copy of my resume. I look forward to speaking with you regarding internship opportunities at Presbyterian and to further discuss my qualifications.

Sincerely,

Lynn Adler
Enclosure

Mary-Ellen Jones

41 Apple Lane, Hartsdale, New York 10530 | (914) 804-0000 | Maryjones@yahoo.com

April 18, 20xx

Sam Rodriquez
Human Resources Manager
Northern Westchester Hospital
400 East Main Street
Mount Kisco, New York 10549

Dear Mr. Rodriquez:

I am applying for the Psychiatric Tech position recently posted on your website. If your center is looking for someone who is reliable and hardworking, please accept the accompanying resume for your review and consideration.

For my graduate experience, I have had the opportunity to work as a Clinical Counseling Intern at Hilltop Village, an outpatient treatment facility for individuals with alcohol and substance abuse issues. This position provided me with the opportunity to work with diverse populations and age groups. I worked closely with counselors in co-leading group sessions and met with clients individually as well. My goal was to assist clients in creating successful treatment plans to help aid in their recovery. I enjoyed brainstorming new ideas and learning new concepts which helped me grow as a Counselor.

Additionally, during my undergraduate internship at Saint Rosa on the Mount, a treatment facility for those suffering from alcoholism and chemical dependency, I effectively worked closely with the Case Manager in running group and individual meetings, conducting psycho-socials, and working directly with clients. I am able to communicate and work well with other employees to enhance the wellbeing of the clients we serve. I am confident that I would make a significant contribution to the continued success of your center.

Although the accompanying resume illustrates my background well, I feel that a personal interview opportunity at a time that is convenient for you will give you a better idea of who I am. Thank you for your review and consideration. I look forward to hearing from you soon.

Sincerely,

Mary-Ellen Jones

Mary-Ellen Jones

Enclosure

Donald Ellis
861 Bedford Rd.
Pleasantville, NY 10570
May 26, 2011

Mental Health Association of Rockland County
55 Main Street
New City, New York 10308

Dear Hiring Manager:

I am writing to apply for the position of 'Family Specialist' that was recently posted on Pace University's job search website.

As you will see from my attached resume, I have a master's degree in Mental Health Counseling from Pace University, nearly 2 years of experience offering mental health services to individuals and in group settings, and am currently employed at an OMH-approved mental health clinic in Queens, NY where I serve a wide variety of populations. I also worked as an intern at ICP in Dobbs Ferry, a residential facility for troubled youth. Here, the majority of my efforts were devoted to developing an anger management group for adolescents, where I was free to use mindfulness-based CBT, person-centered, existential, and relational models of psychotherapy (as well as reading extensively on DBT).

In total, I have completed well over 700 hours of clinically-related mental health services to a wide variety of populations.

Please consider my resume, and if there is any additional information that I can provide, I can be contacted at 212-346-1111 or via email at Donald_Ellis@yahoo.com.

Sincerely,

Donald Ellis, MA, MS, LMHC (provisional)

Enclosure

CREATING YOUR RESUME

Your resume is your ticket to the interview; your marketing tool to sell or advertise yourself to a potential employer. It is a summary of your education, experiences, skills, achievements, knowledge, accomplishments, licensures and strengths. Begin gathering your thoughts by thinking about your education, work experiences and activities. A resume should be more than just an historical account. Think about your specific counseling skills; (assess, listen, guide, analyze, report), review the skills you've developed, your accomplishments and the activities in which you've been involved. Include specific results and outcomes on your resume by using such phrases as "developed list of funding sources," "benefited the group by...", "improved patient care." These kinds of statements show more than just your responsibilities on a particular job. As you think about these and your past jobs, review the list of action verbs and personal characteristics. These should help you describe your activities and achievements.

Keep in mind the following guidelines for putting together your resume:

- ◆ Create a 1 page resume, 2 pages only if you have lots of relevant experience, publications, and achievements.
- ◆ Stress your inventory of readily transferable (these are skills that were developed in one setting but can be applied to other settings) and highly desirable job skills such as interpersonal communication, critical thinking, clinical decision making, and the ability to work as a team member.
- ◆ Highlight the experiences most relevant to the position which you are seeking, indicating how your abilities meet the needs of the population.
- ◆ Include your cumulative or major grade point average.
- ◆ Describe in depth your internship experience.
- ◆ Use bullets, bolding, indentation, and capitals as well as positive action words (**see list**). Use vivid and powerful language throughout your resume.
- ◆ Check grammar and spelling carefully-proofread!! Make sure that your resume is readable, clear, concise and without errors.
- ◆ Use a laser quality printer or typeset on bond resume paper. Conservative colors are best. Purchase blank matching paper and envelopes for your correspondence.
- ◆ Include a phone number where a person or voicemail will take a message. The voicemail message should be professional and brief.
- ◆ Include your e-mail address and remember to check for messages daily. Use an email address that is professional. **Do not use an address such as: uneedhelp1989@yahoo.com**
- ◆ List most recent and relevant experience, not necessarily your entire employment history. Non-counseling experience can also be included.
- ◆ Remember that a strong resume details your unique accomplishments and makes you stand out from the crowd.

RESUME FORMATS

There are two basic formats for the resume: chronological and functional. Consider using a combination when switching careers. Select which of these formats works best for you. Whatever one you select, always target to the position.

CHRONOLOGICAL

The information is organized in reverse chronological order and the most recent information appears first. This is best used by people who have a solid work history in the same field in which they are seeking employment.

FUNCTIONAL

This format is organized by specific skill areas or functions. For example you may select three or four skills to highlight such as clinical, problem solving, analytical and management skills. This style of resume allows you to focus the attention on your skills and strengths while it de-emphasizes dates and job titles.

CHRONOLOGICAL/FUNCTIONAL

This format emphasizes both employment and skills.

WHAT TO INCLUDE ON YOUR RESUME

HEADING

Name, address, phone, e-mail. Make sure your name stands out clearly.

OBJECTIVE OR PROFILE

(OPTIONAL) An objective should state a specific goal. A profile is best for an experienced candidate, 2-3 sentences summarizing your experience, strengths and objective.

SUMMARY OF QUALIFICATIONS

For experienced grads, highlights of your accomplishments or overview of your strength areas.

EDUCATION

For new graduates, put this before work experience. More senior candidates put this toward the end. Include honors and awards, scholarships, GPA (if over 3.0).

LICENSURE/CERTIFICATIONS

Include types and states.

EXPERIENCE

This includes any work experience that was clinical/non clinical in nature. It demonstrates your work maturity and general knowledge of what it means to be an employee. Depending on your background, you may want to have more than Experience section separating related/non related.

PROFESSIONAL ORGANIZATIONS/AFFILIATIONS AND COMMUNITY ACTIVITIES

List groups you belong to and positions you held, if any. You may include your volunteer work here.

SPECIAL SKILLS

Include foreign language, computer, etc.

REFERENCES

Simply state "Available upon Request". Be sure to have the actual list on a separate sheet of paper. List should include person's name, place of business and address, phone number and email. Ideal list includes three professional references/past supervisors.

ACTION VERBS TO DEMONSTRATE TRANSFERRABLE SKILLS

<u>ADMINISTRATIVE/ORGANIZATIONAL</u>	<u>COMMUNICATION</u>		<u>CREATIVE</u>	<u>ANALYTICAL/RESEARCH</u>	
Allocate	Address	Motivate	Act	Abstract	Obtain
Approve	Advertise	Negotiate	Author	Allocate	Organize
Arrange	Advise	Network	Compose	Analyze	Plan
Budget	Answer	Notify	Conceive	Appraise	Project
Catalogue	Arbitrate	Persuade	Conceptualize	Ask	Question
Categorize	Arrange	Present	Create	Assess	Reflect
Classify	Author	Promote	Customize	Audit	Repair
Collect	Clarify	Publicize	Design	Balance	Report
Compile	Coach	Read	Develop	Budget	Research
Coordinate	Collaborate	Reconcile	Devise	Calculate	Resolve
Design	Compose	Recruit	Direct	Clarify	Review
Develop	Communicate	Renegotiate	Display	Collect	Search
Distribute	Compose	Report	Dramatize	Compare	Study
Enter/Input	Contact	Research	Entertain	Compile	Summarize
Establish procedures	Converse	Sell	Establish	Compute	Survey
Execute	Convince	Speak	Fashion	Conceive	Systematize
Generate	Correspond	Summarize	Find/Founded	Critique	Troubleshoot
Implement	Define	Teach	Generate	Detect	Wrote
Inspect	Demonstrate	Train	Illustrate	Develop	
Manage	Develop	Translate	Initiate	Diagnose	
Monitor	Direct	Tutor	Innovate	Discover	
Operate	Discuss	Use humor	Institute	Disprove	
Organize	Draft	Write	Integrate	Document	
Prepare	Edit		Introduce	Estimate	
Plan	Encourage		Invent	Evaluate	
Prioritize	Enlist		Market	Examine	
Process	Explain		Originate	Explore	
Purchase	Facilitate		Perform	Extract	
Record	Formulate		Plan	Forecast	
Report	Guide		Produce	Formulate	
Review	Influence		Revitalize	Gather	
Retrieved	Inform		Shape	Identify	
Scan	Instruct			Inquire	
Schedule	Interpret			Inspect	
Screen	Interview			Interpret	
Specify	Lecture			Interview	
Systematize	Listen			Investigate	
Tabulate	Mediate			Locate	
Validate	Moderate			Observe	

ACTION VERBS TO DEMONSTRATE TRANSFERRABLE SKILLS

<u>LEADERSHIP/MANAGEMENT</u>	<u>INTERPERSONAL/HELPING</u>	<u>TEACHING</u>	<u>TECHNICAL</u>
Achieve	Launch	Adapt	Analyze
Acquire	Lead/Led	Advise	Apply
Administer	Manage	Advocate	Assemble
Allocate	Mediate	Assess	Build
Analyze	Monitor	Assist	Calculate
Apply	Motivate	Care for	Code
Arrange	Organize	Clarify	Compute
Assign	Outline	Coach	Configure
Attain	Oversee	Collaborate	Construct
Budget	Persuade	Communicate	Convert
Chair	Plan	Cooperate	Design
Classify	Prepare	Counsel	Determine
Collaborate	Prioritize	Demonstrate	Devise
Collect	Problem solve	Diagnose	Engineer
Compile	Process	Educate	Fabricate
Complete	Produce	Empathize	Inspect
Confront	Recommend	Enable	Install
Consolidate	Redesign	Encourage	Maintain
Contract	Reengineer	Expedited	Operate
Coordinate	Report	Facilitate	Overhaul
Debate	Resolve	Familiarize	Program
Decide	Revamp	Greet	Regulate
Delegate	Review	Guide	Remodel
Design	Scheduled	Help	Repair
Develop	Set goals	Intervene	Restore
Direct	Spearhead	Interview	Retrieve
Draft	Streamline	Listen	Solve
Encourage	Strengthen	Motivate	Standardize
Establish procedures		Negotiate	Test
Evaluate	Supervise	Nurture	Train
Execute	Systematize	Provide	Upgrade
Expedite		Refer	Utilize
Facilitate		Rehabilitate	Validate
Implement		Represent	Verify
Improve		Support	
Incorporate			
Increase			
Influence			
Initiate			
Inspire			

JENNIFER ELLIS

146 TROUT FISH DRIVE, YORKTOWN HEIGHTS, NY 10598
(914) 999-1111 • JENELLIS@GMAIL.COM

EDUCATION:

Pace University, Pleasantville, NY

Combined Degree BA/MS

Master of Science, Mental Health Counseling, December 2010

QPA: 3.8

Bachelor of Arts, Psychology, May 2008

QPA: 3.5

CERTIFICATIONS:

GSE/NCC: Passed October 2009

PUBLICATIONS:

Published November 2009

- **Worked with media psychologist Dr Judy Kuransky and contributed to a chapter in her book**

Kuriansky, J., Vallarelli, A, DelBuono, J. & Ortman, J, (2009, in press). Cinematherapy: Using Movie Metaphors to Explore Real Relationships in Counseling and Coaching. In M. Gregerson (Ed.). The Cinematic Mirror for Psychology and Life Coaching. New York, NY: Springer Science + Business Media.

MENTAL HEALTH COUNSELING EXPERIENCE:

Mental Health Counselor Assistant, Elant at Brandywine, Briarcliff Manor, NY May 2009-May 2010

- **Promoted from intern within 3 months, employer developed position**
- Created and facilitated weekly support group meetings on various topics: coping skills, anger management, adjustment to disability and disease including multiple sclerosis, HIV/AIDS and TBI
- Conduct counseling sessions with a diverse population of residents on a regular basis
- Advocate for residents' wellbeing in various outlets including nursing and rehabilitation therapy
- Create and manage care plans for residents
- Perform Admissions, Psycho-socials, Mini mental exams and evaluate needs specific to resident
- Document admissions notes and ongoing progress notes on residents
- Assist residents with applying for disability and Medicaid/Medicare
- Administer resident discharge planning which includes completing 1050 forms, arranging for home care or coordinate a transfer to a more appropriate facility

Mental Health Worker (per diem), Four Winds Psychiatric Hospital, Katonah, NY June 2007-June 2008

- Assisted in direct care of acute psychiatric patients ranging in ages five to seventy-five
- Worked as a part of a multi-disciplinary team and on several different units including children, adolescent and adult units
- Helped patients adjust to structured situations by giving them support and teaching them coping skills
- Maintained patient safety and assisted in the de-escalation of crisis situations with patients
- Supervised suicidal patients in need of one to one care and instructed them in activities of daily living
- Documented daily patient care in the medical record

SCHOOL COUNSELING EXPERIENCE:

Guidance Counseling Intern, Yorktown High School, Yorktown Heights NY September 2009-June 2010

- Counseled high risk students on post high school graduation plans
- Supported and coordinated signing up for the SAT and ACT
- Assisted special education teacher and tutored students in learning center
- Led workshops on college admission essay writing

VOLUNTEER:

Family Justice Center, Brooklyn, NY

January 2006 – May 2006

- Created resource guides for clients suffering from domestic violence
- Assisted clients with needs at time of check-in and assisted administrator with client intake

SCHOOL ORGANIZATIONS:

PSI CHI Member and Former Secretary

COMPUTER SKILLS:

Proficient with Microsoft Word, Excel, PowerPoint, Internet Explorer, web researching and SPSS

LYNN ADLER
24 Pear Street
Yonkers, New York 10474
(914) 987-6543
ladler@gmail.com

OBJECTIVE: Second-year MS in Counseling candidate seeking internship in mental health setting utilizing diverse experiences working with youth, parents and school personnel; solid academic coursework and a desire to help others.

EDUCATION

Pace University, Pleasantville, NY

MS in Mental Health Counseling, expected May 2012 GPA: **4.0**

Relevant Coursework: Abnormal Psychology, Positive Psychology, Group Dynamics, Addictions, Youth Violence

Brooklyn Law School, Brooklyn, NY

JD, May 1992

State University of New York at Albany, Albany, NY

Bachelor of Arts *magna cum laude*, June 1987

Major: Political Science

EXPERIENCE

Lincoln-Titus Elementary School, Cortlandt Manor, NY

Annual Play Producer, 2007 and 2008

- Coordinated and managed 80 children, ages 9-11, throughout 3 months preparation
- Organized all aspects of play production including financing, rehearsals, sales, prop and set design

School Newspaper Instructor 2005-2006

- Conceived and developed unique after-school writing program curriculum for students, ages 10-11
- Taught all aspects of newspaper production including, expository writing, interviewing, cartooning and editorials and critical reviews, culminated in production of School Newspaper

First Grade Classroom Assistant, 2001-2002, 2004-2005

- Assisted Head Teacher with helping young students with math and reading skills

Destination Imagination Coach, 2005, 2006

- Coached and advised children, ages 9-10, in a creative problem solving competition
- Helped develop team building skills within group
- Promoted supportive behavior within setting

League of Women Voters, Northern Westchester

Voter Service Director, 2002-2005

- Coordinated issue debates during election season for candidates seeking local offices

Careers for Women, New York, NY

Recruiter, 1996-1999

- Interviewed and advised job applicants for marketing and sales recruiting firm
- Accurately evaluated strengths and skills of job candidates for selected positions

New York City Campaign Finance Board, New York, NY

Staff Attorney, 1992-1996

- Counseled local candidates on requirements of the New York City Campaign Finance Law
- Provided editing assistance for *New York Voter's Guide*

INTERESTS

Reading, Photography, Hiking, Food Co-op Member

Dana Rodriguez

333 King Court, Somers, NY 10589 | 914.777.9999 | d9998n@pace.edu

PROFILE

Self-motivated, responsible and compassionate professional with excellent interpersonal skills experienced in working with individuals who are in need of assistance, resources, and support

EDUCATION

Pace University, Pleasantville, NY

Masters of Science in Counseling, *Substance Abuse Track*, May 2010

GPA: 3.7

Thesis: Behavior Therapy: An Integrated Approach

Bachelor of Science in Criminal Justice, Minor: *Law*, May 2006

GPA: 3.5

INTERNSHIPS

White Dove Domestic Violence Shelter, Hawthorne, NY

January 2011-May 2010

Intern, Victims Advocate

- Provided a safe, supportive and welcoming environment for women and children leaving abusive situations
- Developed a vocational program for women for the Case Managers to implement upon discharge
- Created an "Exit Packet" including important domestic violence resources throughout the State of New York, inspirational readings, and safety tips

Westchester District Attorney's Office, White Plains, NY

May 2004-September 2004

Intern, Special Prosecution Division

- Gained vital experience in interviewing, counseling, fact gathering, drafting, witness preparation, case analysis, and litigation
- Inspired by working in the office under Jeanine Pirro, became even stronger advocate of victim's rights

EMPLOYMENT AND LEADERSHIP

Young Spring Valley Advocates United, Spring Valley, NY

April 2011-Present

Non-Profit Development Coordinator

- Work to spread awareness of the causes and effects of addiction, suicide, bullying, drunk driving, and other self-destructive behaviors, and advocate for and guide those who need assistance
- Connect with businesses to promote and raise money to support our mission
- Book events at community festivals, fairs, and other social gatherings
- Order products relate to our fundraising including shirts, brochures, banners, and other promotional items

Sports Therapy of Spring Valley, Spring Valley, NY

May 2005-Present

Office Manager (Part-time)

- Provide administrative support for busy sports therapy practice
- Maintain a good rapport with medical and administrative staff, patients and the public
- Handle confidential medical and insurance information appropriately

Happy Kids Child Care Center, Montrose, NY

May 2003-May 2005

Teacher's Assistant

- Assisted Teacher in preparing and executing lesson plan
- Working with students one on one and in groups
- Communicated with the parents as well as the other teachers about child's progress and daily activities

ACTIVITIES

- **Member**, Pace University Criminal Justice Society & Alpha Phi Sigma National Criminal Justice Honor Society
- **Volunteer**, Perverted-Justice Online, an internet watch group dedicated to keeping registered sex offenders off social networking sites such as MySpace
- **Supporter**, "Free the West Memphis 3", a non-profit organization dedicated to helping three falsely incarcerated men strengthen their legal defense
- **Fundraiser**, Raised money two years in a row for Relay for Life Overnight Cancer Walk
- **Writer**, Two fictional short stories showcased on iEmily.com
- **Blogger**, Ardent participation on online forums regarding legal issues

SKILLS

Proficient in Microsoft Word, Excel and PowerPoint; Conversational Spanish

Mary-Ellen Jones

41 Apple Lane, Hartsdale, New York 10530 | (914) 804-5674 | Maryjones@yahoo.com

Education	<p>Pace University – Dyson School of Arts and Sciences, Pleasantville, New York <i>Masters of Science in Mental Health Counseling, Substance Abuse Track</i>, June 20xx <i>Bachelor of Arts in Applied Psychology</i>, June 20xx</p> <p><u>Certifications:</u> CASAC-T: Certified Alcohol and Substance Abuse Counselor, Pending NCC: National Certified Counselor, Pending May 20xx</p> <p><u>Relevant Coursework:</u> Counseling Techniques · Etiology, Screening, and Treatment · Individual and Group Addiction Counseling · Appraisal: Assessment, Reporting and Treatment Planning · Group Dynamics · Death, Loss, and Bereavement · Case Management in Treating Addictions · Psychopathology and Personality Disorders · Research and Program Evaluation · Career and Lifestyle Development · Marriage and Family Systems · Recognizing and Reporting Child Abuse and Maltreatment</p>	
Related Experience	<p>Hilltop Village – Hawthorne, New York <u>Clinical Counseling Intern</u></p> <ul style="list-style-type: none">▪ Counsel clients ages 13-70 from a variety of different cultures and ethnic backgrounds▪ Co-lead groups on feelings, relapse prevention, triggers, coping skills, family roles, and healthy relationships▪ Work closely with counselors in a collegial environment▪ Conduct evaluations/psycho-socials▪ Assist clients with treatment and discharge planning▪ Interact with parents of clients and form a strong rapport▪ Observe/co-lead “Parents Helping Parents” group <p>Benjamin Franklin Elementary School - Eastchester, New York <u>Psychology Intern</u></p> <ul style="list-style-type: none">▪ Observed daily routines of learning-disabled students▪ Viewed a range of teaching methods▪ Oversaw various activities psychologists performed with students▪ Witnessed occupational therapist work with students▪ Monitored students interact with each other▪ Assisted Speech Therapist during client sessions▪ Coordinated activities for speech lessons▪ Aided students in coping with their outbursts <p>Saint Rosa on the Mount - Garrison, New York <u>Psychology Intern</u></p> <ul style="list-style-type: none">▪ Worked closely with Case Managers▪ Observed group and one-on-one sessions▪ Oversaw “Family Day”▪ Supervised clients during viewings of Intervention series and films▪ Coordinated personal group sessions and prepared activities for clients▪ Conducted psycho-socials▪ Accompanied clients to and from different areas of the facility	<p>January 20xx-Present</p> <p>Summer 20xx</p> <p>Spring 20xx</p>
Employment	<p>Flour and Sun Bakery- Pleasantville, New York <u>Bakery Assistant</u></p> <ul style="list-style-type: none">▪ Handle cash and credit transactions▪ Answer customer inquiries and provide excellent customer service▪ Place inventory orders and assist with billing <p>Dr. John Smith, MD -Hawthorne, New York <u>Receptionist</u></p> <ul style="list-style-type: none">▪ Answered phones and scheduled appointments in a fast-paced environment▪ Maintained confidential patient files	<p>May 20xx-Present</p> <p>December 2004-July 2005</p>
Computer Skills	Proficient in Word, Excel and PowerPoint 20xx	
Activities	<p><i>Volunteer</i>, Bedford Women’s Prison <i>Vice President of Operations</i>, Delta Sigma Epsilon Sorority <i>Historian and Ritualist</i>, Delta Sigma Epsilon Sorority</p>	

KEVIN ROGERS

2468 10TH ST
Valley Stream, NY 11426
917-558-1234
KevinR@yahoo.com

SUMMARY

Educator with experience working with at risk youth, developing relationships with parents and administrators. Self-employed business owner with ability to schedule, coordinate and delegate. Seeking internship to combine administrative and counseling skills and apply them to a new career in the Mental Health Services Field.

EDUCATION

Pace University, Pleasantville, NY, MS Counseling, expected: May 2012
CUNY Queens College, Queens, NY, MS English Literature/Secondary Education, 1985
St. John's University, Jamaica, NY, BA Philosophy/English Literature, Cum Laude, 1981

COUNSELING & GUIDANCE SKILLS

- Guided students through discussions of various pieces of literature, and designed writing curriculum for grades 9 and 11.
- Managed the At-Risk Student Center - an after-school program that provided discipline, tutoring and mentoring for At-Risk students along with bi-weekly discussions about values, leadership, self-esteem, and peer pressure.
- Established and maintained relationships with parents of At-Risk students to discuss and monitor progress towards specifically designed goals.
- Maintained a 70% retention rate for students 4 years in a row.
- Recognized, alerted and discussed distressed students with Guidance Counselor to coordinate optimal services for particular students.

TEACHING SKILLS

- Taught Ninth, Tenth and Eleventh grade Regents, non-Regents and At-Risk students.

MANAGERIAL SKILLS

- Established and manage a full time paint and contracting business.
- Manage a crew of 7 men on numerous job sites.

ADMINISTRATIVE & PROGRAMMING SKILLS

- Interact with clients through all phases of project.
- Handle all advertising, marketing and building ongoing relationships with commercial and private clients.
- Oversaw staffing, training and supervision of dining room.

EXPERIENCE

President, *Kevin's Painting and Contracting*, Bellerose, NY: 1997–Present

- Angie's list 'A+' rating for 3 years in a row.

Restaurant Manager, *The New York Restaurant Group*, New York, NY: 1992-1997

English Teacher, *Freeport High School*, Freeport, NY: 1987-1992

NANCY HATHAWAY

25 Bronx Rd. Hawthorne, New York 10532
(914) 900-0008 nancyh@aol.com

Profile	Professional with MS Counseling degree with a concentration in grief and bereavement possesses over ten years experience in the legal estate field. Seeking opportunity to transition into bereavement counseling. Looking to utilize my natural abilities, experience in counseling and working with individuals in the grief process.		
Education	Pace University, Pleasantville, NY <i>Master of Science Counseling</i> <i>Concentration: Grief & Bereavement</i>	20xx GPA 3.93	
	Pace University, Pleasantville, NY Bachelor of Arts, Liberal Studies	20xx GPA 3.89, Graduated with Distinction	
Sample of Coursework	Psychology of Death & Dying Social/Cultural Foundation of Counseling	Adolescent Psychology Loss and Bereavement Across the Lifespan	
Research	<i>Pace University, Pleasantville, NY</i> <ul style="list-style-type: none">• Research project on causes, management of, healthcare system issues and outlook of clients with eating disorders• Presented in PowerPoint and research paper upon completion of semester• Research paper investigating 1990 Census and several analyses comparing different-type-parented-families and child happiness and resilience		
Bereavement Experience	Calvary Hospital and Hospice, Bronx, NY, Intern September 2009 – January 2010 <ul style="list-style-type: none">• Co-facilitated bereavement group for children aged 6-11• Encouraged and supported participants to express feelings with methods including arts and crafts and other play therapy• Outreach to family members who recently lost a loved one, provided information about Calvary program and support services• Listened actively to those who suffered a loss• Visited home hospice patients with nursing and social worker staff to assess pain and needs or to develop care plan		
Employment	McGovern & Dawson, White Plains, NY <i>Legal Assistant</i>	March 1996 - Present	
	<ul style="list-style-type: none">• Perform intake interviews, guide and support client through information gathering process needed to initiate probate of estate• Assisting the executors of estates with the varied and often difficult tasks of dealing with and completing documents dealing with death of loved one• Guide and support client through the lengthy time estate probate process often takes		
Computer	MS Word, Word Perfect, Power Point		
Memberships	New York Mental Health Counselors Association The American Counseling Association		

AMY FEELINGOOD-FULLTIME

1234 Sigmund Street Avenue, Bronx, NY 10469 ♦ (718)999-9999 ♦ Amy.Feelingood@gmail.com

EDUCATION

Pace University, Pleasantville, NY

MS in Counseling, expected May 2011 GPA: **3.75**

Psy Chi National Honors Society

Pennsylvania State University, Altoona, PA

BA in Communications, May 2006

Leadership Activities: *President*, Black Student Union, 2005-06; *President*, Urban Dance Troupe, 2002-05; *President*, West Indian Student Association, 2004-05, *Discussion Leader*, Student Minority Advisory Recruitment Team, 2001-06, *Supervisor*, Telecounseling Office, 2005-06

RELATED EXPERIENCE

New York University, New York, NY

Dec 08 – Oct 09

Admissions Consultant, Robert F. Wagner Graduate School of Public Service (Temporary Placement)

- Facilitated Open House sessions, Information Sessions, and Admitted Student's Day activities through coordination with: Student Organizations, Faculty, Facilities, Security, Financial Aid, Student Resources, Health Department, Campus Housing and Athletics.
- Served as NYU Wagner liaison, communicating with general public and with senior level administration to resolve issues and problems.
- Handled inquiries requiring comprehensive knowledge of department's activities, policies and programs.
- Prioritized office activities and delegated work to students and/or employees as needed.
- Monitored complex department budgets utilizing complex databases and spreadsheets.

College of Mount Saint Vincent, Riverdale, NY

Aug 09 – Dec 09

Graduate Assistant, Office of Student Activities & Leadership

- Created and implemented GOAL Program to involve disengaged freshmen into student life through leadership workshops and community involvement.
- Worked with V.P. of Student Affairs to analyze and assess incoming freshman statistics
- Trained student leaders on effective program development, leadership and recruitment strategies.
- Designed budget and programming monitoring system for student organizations.
- Co-coordinated New Student Orientation for incoming freshman.
- Supervised and trained Orientation Leaders, Student Organization Leaders, and Commuter Assistants.
- Coordinated campus wide trips, concerts, and special events.

City College of New York, New York, NY

May 09 – Jul 09

Office Assistant, Student Affairs

- Planned and coordinated luncheons and special events for the Division of Student Affairs.
- Co-organized New Student Orientation for incoming students.
- Assisted with College Commencement rehearsal, cap/gown distribution, and Ceremony.
- Responded to inquiries of current and prospective students.
- Managed division budget, process bills, prepare purchase and disbursements requisitions.

OTHER EXPERIENCE

Wilson Elser Moskowitz Edelman & Dicker LLP, White Plains, NY

Apr 10 - Present

Executive Assistant, E-Business

- Track department projects and ensuring project deadlines are met.
- Manage timekeeping database (ADP E-Time) and investigating discrepancies.
- Communicate with all levels of management daily regarding projects and issues.
- Schedule and coordinate meetings, interviews, appointments, events and other similar activities for supervisors and managers.

SHANER HOTEL GROUP, State College, PA

Sep 07 – May 08

Accounts Payable Clerk

- Processed and generated check requests.
- Created and manipulated Excel spreadsheets.

COMPUTER SKILLS

Windows XP, Word, Outlook, Excel, Access, PowerPoint, Publisher, Word Processor, Microsoft Works Spreadsheet, Calendar, Adobe Acrobat, Word Perfect, PeopleSoft, Questys

INTERVIEWING TO GET THE JOB

Marketing yourself successfully to a prospective employer is the key to getting an interview. Convincing an agency, school or hospital to hire you requires the ability to convey your skills, abilities and enthusiasm effectively. Thorough preparation for your interviews will determine much of your success in landing a job.

BEFORE THE INTERVIEW

- Being informed about your prospective employer speaks volumes about your motivation and enthusiasm. Information about potential employers may be gathered via the Internet, public library, newspapers, publications in the field, networking or by reading the organization's annual report. Your research will give you ideas for questions to ask the interviewer.
- Identify your strengths. Practice describing your skills and be prepared to give examples of your experiences demonstrating those skills.
- Prepare for interviews by formulating answers to typically asked questions (see page 25).
- Make sure you know the exact location of the interview and the name of the interviewer, if possible.
- Arrive 10 to 15 minutes early. Be sure you know how to get there! If you can't get there on time, call and let the interviewer know your expected arrival time.
- Look purposeful while waiting. Review your resume, or read a magazine. You will probably be making your first impression before you even realize anyone has seen you.
- Practice! Practice! Practice! Schedule a mock interview session with a Career Counselor to fine tune your responses. Practice with friends or video record your session at Career Services.

DURING THE INTERVIEW

- Wear simple, professional clothing. Be careful not to wear too much perfume or cologne.
- First interviews are generally used to screen final candidates and may be with more than one person. Be sure to address all individuals conducting the interview.
- Be courteous to the secretary. First impressions begin as soon as you walk in the door.
- Be ready with a handshake, but wait until the interviewer extends a hand first. Avoid an awkward moment by being prepared to offer a firm handshake when requested. It is not unusual for interviewers to eliminate candidates because of a weak or clammy handshake.
- Project self-confidence, believability and sincerity. Non-verbal signals leave an impression as strong as what you say. Maintain eye contact.
- Show enthusiasm and sincere interest in the position.
- You may want to have the names, addresses, and telephone numbers of at least three references on a separate sheet of paper which should be typed.
- Carry several copies of your resume with you, as well as your list of references to be provided on request.
- Never make negative comments about a previous company or boss.
- If you are asked, "Do you have any questions?" the answer is always yes (see page xx). "No" could lead them to believe that you are not interested. "Yes" shows your intelligence and enthusiasm. Prepare a list in advance, and refer to it purposefully. Don't ask about salary, benefits, or personnel policies until you have been offered the job.
- End the interview by summing up and restating your interest in the position, emphasizing your strengths. Ask when decisions will be made and what happens next.
- Be sure to get a business card or the correct spelling and title of the interviewer.
- If you are offered the job on the spot, ask for 24 hours to review the information you've gathered before you make a decision.

ENDING THE INTERVIEW

Restate points you want to emphasize at the conclusion of the interview as well as your interest in the position. Ask when the selection decisions will be made so you will know how long the process should take and what the next steps are. Be sure to thank the interviewer (s) for his/her time and make sure that you have the correct spelling of interviewer's name.

A typical ending to an interview might include this question: "Is there anything else you'd like us to know about you or to share with us?"

If you are given the opportunity to summarize your strengths and state why you should be considered above the other applicants, you should seize the chance to put the icing on the cake. A sincere thank you combined with your ability to meet the needs of the organization can be very effective. For example, consider crafting something like:

"I just want to thank you for your time and consideration. I am really excited about the possibility of working here. Since you are looking for a counselor who can interact with a diverse age group and who have developmental disabilities, I know I am the person who can do just that. My experience at YAI has provided me with strong training in this area. I also have experience with the paperwork that is often needed for completing treatment plans and billing. If given the chance, I know I can be effective with your clients as well. "

AFTER THE INTERVIEW

- Emphasize your interest in the position by sending a thank-you letter within 24 hours. See sample on page 27. If interviewed by more than one individual, send letters to all.
- Reflect on your interview and assess which questions needed stronger responses. Address them in your letter.
- Follow up within two to three weeks of your interview to inquire about your status as a candidate.

Second interviews tend to be held with a Program Supervisor and could include other staff members. Many organizations also require completion of a writing sample and drug testing.

Behavioral or Competency based interviews have become increasingly popular because they focus on specific examples of past behavior that can be used to predict future actions and attitudes. A Behavioral Interview relies less on hypothetical questions and incorporates the use of open-ended real-life incidents. As an applicant, you will want to describe times when you have been successful using skills, abilities, and knowledge required for the job.

Give examples of past performance from work, internships, research, hobbies, activities or volunteer work.

Examples of Behavioral Questions:

- ◆ "Tell me about a time when you had to overcome an obstacle."
- ◆ "Describe your experiences working with a diverse population."
- ◆ "Describe a team project you have worked on and your role."
- ◆ "Describe how you would deal with a disruptive client in a group setting."

In order to best prepare for this type of interview you can review the position qualifications and then identify examples (stories) from your past experience that relate to those requirements. Always give specific examples to interview questions in order to establish your credibility. The interviewer is looking for results not just activities. Therefore, a recommended approach to answering this style of questioning is called the STAR technique.

STAR stands for:

- ◆ST (situation/task)
- ◆A (action – what you did)
- ◆R (results – the outcome of your effort)

An example of how to use the STAR method:

“Tell me about a time when you had to refer a client elsewhere for services?”

Situation/Task: While working as a psychology intern at Franklin elementary school I observed daily routines of learning disabled children. One child had outbursts whenever he felt frustrated during reading lessons.

Action: After several observations and marking down the triggers I spoke to the psychologist and the reading specialist about him. I provided documentation to support my theory that he was feeling agitated when he read certain words that are commonly misread when one has dyslexia.

Result: Additional testing was completed on student and additional resources through the school’s Reading Specialist were implemented.



COMMONLY ASKED INTERVIEW QUESTIONS

Tell us about yourself? *(The most commonly asked question)*

Explain your MS in Mental Health Counseling degree?

Why should I hire you instead of someone with an MSW?

When will you obtain your license?

Can you provide a writing sample of a case study?

What courses have you taken? Tell me more about them.

What are your strengths? Challenges/Weaknesses?

What are your short term and long term goals?

Are you interested in research? If so, what topic?

What has brought you into the field? What area of counseling is most interesting to you?

What interests you about this kind of work? Why would you be good at this kind of work?

Would you be comfortable working in our faith-based environment?

What do you know about our agency and why do you want to intern/work here?

What type of populations have you worked with before?

What types of clients are you most comfortable/uncomfortable working with and why?

How do you handle pressure?

How you work with peers and what would those peers say about you.

What qualities would you desire in a manager?

Why did you leave your last job? How can you apply the skills and knowledge to this setting?

How are you qualified for this job?

What do you like best/least about your last position?

Discuss your experience working with volunteers.

What would you do in a case with a resistant client?

How would you assess for [x] disorder?

Describe your previous experience including internship of responding to hostile, demanding person, sad person, and suicidal person. Explain how you handled the situation.

Describe your experience facilitating support groups.

Questions regarding boundaries/ethics and self care

Diagnostic skills (5 axis), theory, and treatment modalities.

If you have personal experience with abuse issues, how will you manage them in your work?

If interviewing with a substance abuse agency, be prepared for questions about CASAC eligibility.

What is your opinion of the relationship between mental illness and substance abuse?

What sorts of questions do you ask clients to screen for co-morbid psychiatric problems?

What are the primary motivations for individuals seeking treatment?

PRACTICE...ASKING QUESTIONS

Interviewers expect candidates to ask questions. In fact, candidates who do not ask questions are often eliminated from consideration. Remember, you are evaluating the employer and need to have as much information as possible in order to make your decision. Make sure questions indicate that you have researched the company, the position and the industry. Be sure not to ask questions already explained by the interviewer, in company literature or at an Information Session. Here are some possible questions. Think about them and ask those that are appropriate.

The interview is the time for you to evaluate a potential employer. Be sure to ask questions that will help you establish if this position is a good fit.

- What are you looking for in a candidate for this position?
- Can you tell me about the size of the caseload?
- What type of supervision will I have? Will I have supervision from a licensed psychologist, licensed mental health counselor, licensed clinical social worker, licensed psychiatrist or licensed RN?
- Can you tell me about some of the clients and their needs?
- Are additional training/continuing education opportunities available or required?
- What other professionals/services does the agency collaborate with?
- What type of training is provided?
- How are employees evaluated?
- Where new graduates are usually assigned?
- Is this a newly created position or are you filling a vacancy?
- Have you hired interns before?
- How are new hires/interns trained and developed?
- Will I be working as part of a team or more independently?
- How would you describe the work environment?
- Could you describe the career paths of people in this job/department?
- Could you describe a typical day for someone in this position?

SAMPLE: THANK YOU LETTER

86 Sure Way
Queens, New York 10653
(718) 345-6712

June 12, 20xx

Dr. Betsy Gold
Director of Staffing
Brooklyn Memorial Hospital
Brooklyn, NY 10679

Dear Dr. Gold:

It was a pleasure meeting with you on June 12th to discuss the counseling internship available at Brooklyn Memorial. I was very impressed with the high quality of mental health care services evident at Memorial and would like the opportunity to join your staff.

I feel that my education qualifies me for a position with your hospital, as I have already completed coursework in Group Dynamics, Loss and Bereavement and Grief Counseling. In addition, my volunteer experience at Helping Hearts has given me the opportunity to work with children who have lost a loved one. Helping Hearts follows the Dougy Center model of reflecting, peer support and sharing experiences in a grief support group model.

Again, thank you for spending the time with me today to describe the hospice counseling intern duties at Memorial. I look forward to receiving your call within two weeks.

Sincerely,

Kim Gibbons

****A thank you letter should be sent within 24 hours of an interview***

SAMPLE: THANK YOU LETTER

86 Albion Way
Tarrytown, New York 10591
(914) 631-2300

June 4, 20xx

Betsy Hardy
SLS Residential
Brewster, NY 51000

Dear Ms. Hardy:

It was a pleasure meeting with you on June 2nd to discuss the Activity Coordinator position available. I was very impressed with the facility and the other staff members. I would like the opportunity to join your staff.

My background in coordinating activities for young adults at a day camp and previous internship experience at a YAI residence make me an excellent candidate. As we discussed, I have just completed my MS in Mental Health Counseling and am looking for an opportunity that matches my experience while making a positive contribution to the therapy of others. I am also enthusiastic that there are many licensed professionals on staff that can provide supervision for my pending licensure.

I look forward to receiving your call within the next two weeks. If, in the meanwhile, I can provide you with any additional information, please do not hesitate to contact me.

Sincerely,

Jennifer Ellis

*(*Letter should be sent within 24 hours of interview)*

JOB SEARCH AND PROFESSIONAL ASSOCIATIONS

Alcoholism & Substance Abuse Providers of NYS Job Bank-A great resource for positions in OASES licensed agencies throughout the NYC metro area and state.

American Psychological Association-Student resources include membership, conferences, career information, salary guides, books on gaining admission to graduate school, a career guidebook for students of color, and more.

Children's Village-The Children's Village is more than a place to work-jobs and internships. It is a place to grow, to contribute and to find satisfaction through your efforts.

Columbia University- Websites and info on internships for Psychology majors.

Correct Care Solutions (CCS) - The third largest correctional healthcare provider in the country. The vast majority of our clients are large urban jails.

Counseling.org- The American Counseling Association contains a large database of resources and books, links to professional organizations worldwide, as well as a detailed job search engine.

Delta-T Group.com- A national broker of contract staffing services providing interesting work opportunities for professionals in areas such as social services.

Good Works Job Search- List of human service type jobs by state with descriptions and contacts.

Housing Works- This NYC nonprofit organization is committed to ending the twin crises of AIDS and homelessness.

Jobs in Psychology- Search for jobs in psychology in your area along with thousands of mental health jobs nationwide.

National Board for Certified Counselors and Affiliates (NBCC)

New York Counseling Association-A professional organization consisting of members who work in or with educational, vocational, and personal counseling.

New York Mental Health Counselors Association (NYMHCA)

New York State Office for People with Developmental Disabilities (OPWDD)- Formerly known as New York State Office of Mental Retardation and Developmental Disabilities (OMRDD). There are many rewarding career opportunities working with individuals with developmental disabilities. Positions exist in both the public and the private sectors. Jobs in the following categories: Direct Support, Clinical Services, Facility Maintenance, Security Services, Administrative/Clerical

New York State School Counseling Association (NYSSCA)

NonProfitJobs.org- The Community Career Center links not-for-profit employers with job seekers.

Oak Ridge Staffing- A recruiting firm working solely with non-profits.

Office of the Professionals-NYS Education Department site for mental health practitioners. Very helpful when working with students who want to get the NYMHC license. Op.nysed.gov

Pathways to Housing, Inc.- Looking for a great clinical internship or externship? This is a great place to start.

Psychology Career Center- Online Guide to Psychology Careers.

Research Foundation for Mental Hygiene, Inc. (RFMH)- Entry, mid, and senior level positions in research and medicine. Also lists positions for those interesting in working in health care or research, but in other areas such as IT, marketing, communications, etc.

Saint Dominic's Home- Find full-time jobs and internships. Located in the Bronx, Orange, and Rockland counties, this nonprofit services educational, physical, social, emotional, medical, vocational and spiritual needs of individuals and families of all backgrounds who are developmentally disabled, socially disadvantaged and or vocationally challenged.

SocialService.com- Great place for social workers and other social service professionals to start looking for a social work or social service job.

Society for Industrial and Organizational Psychology Inc. (SIOP)

Social Psychology Network- The largest social psychology database on the Internet. In these pages, you'll find more than 5,000 links to psychology-related resources.

SocialWorkJobBank- List of specific job openings nationwide with descriptions and requirements. Contains any and all information related to social workers.

Substance Abuse and Mental Health Services Administration (SAMHSA)

Westchester's Department of Community Mental Health- Very helpful directories of regional and local treatment centers, mental health facilities, and hospitals.

Directory of Community Mental Health Services: Treatment Centers

APPLYING FOR EXAMS AND LICENSURE

Upon completion of your degree you may elect to take the exam to be a National Certified Counselor. This is a general practice credential through the National Board for Certified Counselors. It is voluntary and distinct from State licensure.

Licensing - What does it take to be a licensed practitioner in your field of study? Find out:

- [Connecticut Licensing Information Center](#)
- [New Jersey Licensed Professions and Occupations](#)
- [New York State Office of the Professions](#)

Apply for limited permit upon completion of your degree and finding employment. Limited permits are site specific and valid for two years (with a one year extension option): A limited permit allows an individual who has submitted an Application for Licensure, who, in the determination of the Department, has satisfied all the requirements for licensure as a Mental Health Counselor except the examination and/or experience requirements to practice Mental Health Counseling under the appropriate supervision while meeting the requirements.

Limited permits are only issued for specific practice sites in New York State under a qualified supervisor acceptable to the Department. The setting must be authorized to employ licensed professionals and provide services that are restricted under Title VIII of the Education Law. Appropriate supervision and allowable practice sites are the same as those for the experience requirements specified above. Effective January 1, 2006, one must be licensed or otherwise exempt to practice Mental Health Counseling or supervise a permit holder.

The limited permit is valid for a period of two years. The permit may be extended for one additional year at the discretion of the Department if the Department determines that the permit holder has made good faith efforts to successfully complete the examination and/or experience requirement during the year but has not passed the licensing examination or completed the experience requirement, or has other good cause as determined by the Department for not completing the examination and/or experience requirement.

Apply for NCMHCE (National Clinical Mental Health Counselor Examination) administered by NBCC, upon completion of 3,000 (equivalent to two years full time work) supervised hours post graduate work.

Your supervisor must be licensed and registered in New York State to practice Mental Health Counseling, medicine, as a physician assistant, psychology, licensed clinical social work, or as a registered professional nurse or nurse practitioner and competent in the practice of Mental Health Counseling, or must have the equivalent qualifications as determined by the Department for experience completed in another jurisdiction.

Students may not work out of NYS to gain/accrue hours for a NYS License and it is highly recommend that they not work per diem (unless it for 30 hours per week) as the 2-3 year limitation to complete the required 3000 hours for licensure will expire prior their being able to do so.

**Above information pertains to NYS and was taken from NYS education Department, Office of the Professions.*

CAREER SERVICES

WESTCHESTER CAMPUSES

Pleasantville

**Gannett House
&
Kessel Student Center**

**861 Bedford Road
Pleasantville, New York 10570
(914) 773-3415/3361**

White Plains Graduate Center

**1 Martine Avenue, Suite 218
White Plains, New York 10601
(914) 773-3415/3361**

NEW YORK CAMPUS

**41 Park Row, 14th Floor
New York, New York 10038
(212) 346-1950**

www.pace.edu/career-services
