

Pat James

SAMPLE

5226 Terrace Place Grenada, MS 662-855-8864 patjames@email.org

SUMMARY OF SKILLS

- Experience working with youth in crisis and school counseling settings
- Knowledge of non-profit organizations
- Strong computer skills
- Desire to serve others

EDUCATION

20xx-Present	Delta State University Master of Education Major: Community Counseling Expected Graduation Date: Spring 20xx	Cleveland, MS
20xx	Delta State University Bachelor of Education Major: Psychology	Cleveland, MS

EXPERIENCE

20xx-Present	Hope House <i>Teen Crisis Counselor, Intern</i> <ul style="list-style-type: none">• Provide crisis intervention for teens and their families• Assist in individual recovery plans• Conduct intakes for substance abuse detection under direction of the director• Maintain and implement knowledge of current trends regarding teens• Communicate with Hope House staff to provide services for clients	Sunflower, MS
20xx-20xx	Broad Street High School <i>Counseling Intern</i> <ul style="list-style-type: none">• Identified student needs based on input from students, parents, and teachers• Reported to the staff counselor regarding annual goals and services of program• Conducted group sessions based on students needs and current trends• Helped the school administration develop programming in student development	Shelby, MS
20xx-20xx	Habitat for Humanity <i>Volunteer Coordinator</i> <ul style="list-style-type: none">• Recruited, coordinated, trained, and supervised over 300 volunteers to build low income houses• Worked closely with vendors to provide donated items, services, and labor• Conducted outreach through public speaking and radio interviews• Received training in grant writing and strategic development	Cleveland, MS

ACTIVITIES AND HONORS

- College of Education Counseling Department Scholarship
- President's List
- Psychology Club, Secretary
- Omicron Delta Kappa Leadership Award
- Kappa Iota Sigma Fraternity

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REFERENCES:

Mr. Jimmie Ervin

Former Supervisor

Hope House

4219 Roswell Road

Sunflower, MS 38759

Phone: (548)957-2084

Email: jervin@cableone.net

Dr. Reginald Bush

Former Principal

Broad Street High School

308 East Pearl Street

Shelby, MS 38774

Phone: (789)321-2240

Email: rbush@gmail.com

Mr. Micah Stampley

Volunteer Coordinator/Former Supervisor

Habitat for Humanity

440 Barrett Parkway

Cleveland, MS 38732

Phone: (770)795-7774

Email: mstampley@gmail.com

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September 21, 20xx

Ms. Pamela Williams
Stoneville Center
879 Johnson Avenue
Cleveland, MS 38732

Dear Ms. Williams:

I am very interested in the counseling position at Stoneville Center. I feel I possess the comprehension, understanding and skills that could make a valuable contribution to the success of Stoneville Center's counseling department. I have a well-rounded educational background, and I am looking for an opportunity to put my skills and knowledge to action. This position will give me the ability to use my counseling skills to help individuals in challenging situations.

I will receive my Master's in Education from Delta State University in May 20xx. I have learned a great deal regarding the mental stages of individuals through observations and hands-on experiences. I also offer solid experience in counseling through working as an intern at Hope House and with students at Broad Street High School. I have a strong understanding of working for a non-profit organization through my experiences with Habitat for Humanity.

I am confident that the counseling position at Stoneville Center matches my interests and abilities. I am excited about the possibility of joining the staff and working closely with clients and their families. Thank you for your time and consideration. Enclosed is my resume.

Sincerely,

Pat James

Pat James
Enclosure

Community Development Interview Questions

- Tell me about a time when you had to go beyond what is ordinarily expected of an employee in order to get a job done.
- Give me an example of an important goal you set and describe your success in reaching it.
- Describe occasions when you adapted to a wide variety of people and situations.
- Describe a time when you had to speak with an angry customer on the telephone. How well did you handle the situation? Was the customer satisfied after speaking with you?
- Describe a time when you were faced with a stressful situation that demonstrated your coping skills.
- Describe a challenging work situation. What did you do to solve the problem, and what was the outcome?
- Give me a specific example of a time when you used good judgment and logic in solving a problem.
- Give me an example of a time when you set a goal. Did you achieve it?
- Tell me about a time when you had to use your presentation skills to influence someone's opinion.
- Give me a specific example of a time when you had to conform to a policy in which you did not agree with.
- Please discuss an important written document you were required to complete.
- Describe a situation in which you have disagreed with instruction or criticism from your boss. How did you approach the situation?