

## SUSAN COMMUNITY

603 Park Avenue • Greenville, MS 38701 • 662-335-2222 • scommunity@okra.deltastate.edu

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### SKILLS

Word Processing, Excel, Access, PowerPoint, SPSS, CPR Certified

### EDUCATION

- 20xx-Present**      **Delta State University**      **Cleveland, Mississippi**  
*Bachelor of Science in Social Sciences*  
Anticipated Graduation: December 20xx  
GPA 3.4, Overall 3.2
- 20xx-20xx**      **Mississippi Delta Community College**      **Moorhead, Mississippi**  
*Associate of Arts: Sociology*

### EXPERIENCE

- 20xx-Present**      **Washington County Industrial Development**      **Greenville, Mississippi**  
*Internship*
- Assist Director in organizing monthly events for special events
  - Perform data entry tasks for research projects
  - Help conduct monthly collaboration meetings with 27 clients
- 20xx-20xx**      **Paterson County Department of Hospitals**      **Cleveland, Mississippi**  
*Office Assistant*
- Interviewed patients to determine financial competence
  - Arranged for outpatient follow-up with various health services
- 20xx-20xx**      **Season's Restaurant**      **Cleveland, Mississippi**  
*Waitress*
- Trained eight new employees
  - Served as hostess and waitress

### HONORS & ACTIVITIES

- Dean's List
- Delta Theta Honor Society
- National Association of Social Sciences
- Rural Development Association
- Council on Social Work Education
- Student Government, Spirit Committee Member
- Volunteer – Helping Hands Food Program

**Sample**

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### REFERENCES

**Dr. Alan Barton**

**Professor**

Department of Social Sciences

Delta State University

P.O. Box 3264

Cleveland, MS 38733

(662) 846-4097

[abarton@deltastate.edu](mailto:abarton@deltastate.edu)

**Mr. Law Mann**

**Former Supervisor**

Manager, Paterson County Department of Hospitals

3354 Lost Highway

Cleveland, MS 38732

(662) 846-4186

[lmann@cablone.net](mailto:lmann@cablone.net)

**Ms. Due Rite**

**Current Supervisor**

Director, Washington County Industrial Development

549 Hwy 1 South

Greenville, MS 38701

(662) 334-2298

[rite@bellsouth.net](mailto:rite@bellsouth.net)

**Note: Do NOT duplex (copy front/back) actual resume!**

**Sample**

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February 25, 20xx

Ms. Mary Williams  
Memphis Community Development Corporation  
1234 University Avenue  
Memphis, TN 33333

Dear Ms. Williams: (use name if you know it)

I am interested in the Community Development Coordinator position at Memphis Community Development Corporation. Upon investigation of the position, I believe that I possess the knowledge, experience, skills and talent to make a significant contribution to the success of the organization's mission, "\_\_\_\_\_."

I will receive my Bachelor of Science degree in Social Sciences from Delta State University in December 20xx, and I am looking for an opportunity to put my skills and knowledge to use in an entry-level position. The position at Memphis Community Development Corporation would give me the opportunity to utilize my communication skills to help the organization meet its goals.

After graduation, I plan to move to the Memphis area. In addition to studying such valuable courses as \_\_\_\_\_ and \_\_\_\_\_, I have learned a great deal about the profession through my internship at the Washington County Industrial Development Foundation.

The position at Memphis Community Development Corporation reflects my interests and abilities. I am very excited about the possibility of joining the team and working closely with the citizens and staff members. To provide you with more information about my experiences and education, I have enclosed my resume with this letter. Thank you for your time and consideration.

Sincerely,

*Susan Community*

Susan Community

Enclosure

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### Social Science Interview Questions

- What do you know about this organization?
- How has your education prepared you for a career with this organization?
- What qualities would you look for in an applicant for this position?
- In what areas do you need to improve your skills?
- What type of research are you more specialized in?
- How would the community we are located in meet your needs?
- What sort of serious problems have you experienced and how have you handled them?
- What issues might you have with [adoption, for example]?
- What are some examples of activities and surroundings that motivate you?
- How does the work in this organization fit your professional mission or experience?
- Tell me about a time when your course load was heavy. How did you complete all your work?
- If traveling is necessary for this position, will that bother you?
- How would you resolve conflicts with employees, coworkers, and supervisors?
- In what ways have you learned from your mistakes?
- Why do you want to work with this target population?
- What are your experiences with the target population?
- What questions do you have for me?