



SALEM STATE UNIVERSITY
CAREER SERVICES

CARTOGRAPHY & GEOGRAPHIC INFORMATION SYSTEMS

MAJOR CAREER GUIDE

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ACADEMIC INFORMATION

Follow this link to the Salem State University Geography Department. Here you will find program information, degree options, course listings, licensure information, events information and much more:

<https://www.salemstate.edu/academics/college-arts-and-sciences/geography>

WHAT CAN I DO WITH MY MAJOR?

Are you a Cartography and Geographic Information Systems major or are you considering Cartography and Geographic Information Systems as a major? Follow the link below to the “What Can I Do With My Major?” resource on the Salem State University Career Services web site:

<https://elearning.salemstate.edu/courses/939337/pages/what-can-you-do-with-your-major>

PROFESSIONAL ASSOCIATIONS

As in any profession, staying connected to professionals in your field is vital. Below are links to professional associations for Cartography and Geographic Information Systems professionals. Stay up to date with industry trends, connect with fellow Cartography and Geographic Information Systems professionals and utilize resources for job searching:

[Association of American Geographers](#)

[National Geographic Society](#)

[National Council for Geographic Education](#)

[Society for Woman Geographers](#)

[North American Cartographic Information Society](#)

INFORMATIONAL INTERVIEWING

Informational interviewing is a method of gathering information about career options, industries and employers. It is an opportunity to learn about a particular job from someone already in the field. It is *not* a job interview, but it can help you learn about job opportunities and build your network for when the job search comes. This is an ideal chance to help you gain a more thorough understanding of a particular industry or job. It's also a great way to determine “is this what I want to do?” and to learn about different paths others have taken to get where they are.

JOB SHADOWING

An additional option you may want to consider to obtain information about your industry of choice is job shadowing. Job shadowing is an opportunity to step into the life of a professional in your field while they are working. Typically, job shadow experiences will last anywhere from one day to one week. Much like an informational interview, this is your opportunity to see firsthand what a “day in the life” of a professional is like.

VOLUNTEERING

Volunteering is another great way to learn about what to expect when working in your industry. Similar to a job shadow, you will be able to see a “day in the life” of a professional while also contributing some of your own skills or services. Volunteering can give you a chance to gain new expertise and help you narrow down your specific interests in the field. Follow the links below to help you identify current volunteer opportunities:

<http://volunteer.nsw.org/>

ADDITIONAL RESOURCES

Historical GIS Clearinghouse and Forum

- <http://www.aag.org/cs/programs/historicalgis>

SAMPLE RESUME

MAURA MAPMATE

50 Pond Street, Salem, MA 01970 | 978-542-7658 | mmapmate@gmail.com

EDUCATION

Salem State University, Salem, MA

Bachelor of Science, Geography

May 20XX

GPA: 3.5

Relevant Coursework:

- Introduction to Maps and Geographical Information Systems
- Weather and Climate
- Physical Geography
- Global Climate Change
- Oceanography
- Meteorology

RELEVANT EXPERIENCE

Geographic Company, Beverly, MA

Geographic Information Systems Intern

September 20XX – May 20XX

- Created maps and updated spatial data within Spatial Database Environment
- Utilized GIS Technology and techniques to analyze multiple resources for a variety of projects
- Gained knowledge of land use planning and classification
- Evaluated source material for map production for a variety of projects
- Assisted co-workers in the development and construction of maps
- Used a variety of techniques to evaluate and update existing feature classes

Salem State University, Salem, MA

Research Assistant

January 20XX – March 20XX

- Worked on several projects with guidelines using ArcMap software
- Researched and gathered information on a potential landfill site
- Studied a variety of planning mistakes in various cities and offered possible solutions
- Researched Massachusetts wildlife to determine the impact that an invasive species has on the state's residents and other wildlife

ADDITIONAL EXPERIENCE

RED'S RESTAURANT, Salem, MA

Waitress

June 20XX – November 20XX

- Provided efficient service to customers.
- Answered questions and resolved concerns.
- Worked effectively as a member of a team in a very busy, fast paced environment.

SKILLS/COMMUNITY SERVICE

Computers: IBM; Microsoft Excel, Access, Power Point, Word, ERDAS Imagine, ArcGIS 9.3

Volunteer: Salem State University Blood Drive, Walk for Hunger, Walk for HAWC

SAMPLE COVER LETTER

MAURA MAPMATE

50 Pond Street, Salem, MA 01970 | 978-542-7658 | mmapmate@gmail.com

Date (i.e. January 1, 20XX)

John Smith
Metropolitan Area Planning Council
60 Temple Place
Boston, MA 02111

Dear Mr. Smith:

I am applying for the position of Entry-level GIS Specialist which was recently advertised on your web site. As my resume indicates, I recently completed an internship as GIS Intern at Geographic Company. I have completed my Bachelor of Science in Geography from Salem State University and believe that my skills and experiences make me a qualified candidate for the Entry-level GIS Specialist position.

I am especially adept at field work, and I am more than willing to travel in order to conduct surveys and produce accurate mapping results, as I have done for my previous employers. I routinely draw on my computer skills to maintain and enter data into a GIS database, manipulate and record digital land data, and read, interpret, and analyze maps. My comprehensive written and oral communication skills allow me to work well both as part of a team and independently. I am equally skilled at defining data needs, integrating spatial feature representations, and making astute field observations.

I appreciate your time and look forward to talking with you further about the position of Entry-level GIS Specialist. I welcome the opportunity to further discuss my qualifications and thank you for your consideration.

Sincerely,

Maura Mapmate

Enc: Resume

SAMPLE COMPANIES

ENSCO

HERE

NATIONAL WATER CENTER (NWC)

NAVIONICS, INC

PUBLIC WORKS DEPARTMENT, TOWN OF CANTON

WIND LAKE SOLUTIONS