



SALEM STATE UNIVERSITY  
CAREER SERVICES

# PHILOSOPHY

## MAJOR CAREER GUIDE

# TABLE OF CONTENTS

ACADEMIC INFORMATION	3
WHAT CAN I DO WITH MY MAJOR?	3
PROFESSIONAL ASSOCIATIONS	3
INFORMATIONAL INTERVIEWING	3
JOB SHADOWING	3
VOLUNTEERING	3
ADDITIONAL RESOURCES	3
SAMPLE RESUME	4
SAMPLE COVER LETTER	5
SAMPLE COMPANY LIST	6

## **ACADEMIC INFORMATION**

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

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

## **WHAT CAN I DO WITH MY MAJOR?**

Are you a Philosophy major or are you considering Philosophy 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 Philosophy professionals. Stay up to date with industry trends, connect with fellow Philosophy professionals and utilize resources for job searching:

[American Philosophical Association](#)

[The American Philosophical Society](#)

[The Society for Ethics](#)

## **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**

Another way to gain access and information to your industry of choice is by job shadowing. Job shadowing is an opportunity to follow a professional in your field for an agreed upon amount of time. 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 a “day in the life” of a professional.

## **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.nsuw.org/>

## **ADDITIONAL RESOURCES**

Graduate School Programs at Salem State University

<https://www.salemstate.edu/academics/school-graduate-studies>

Guide to Graduate Programs in Philosophy

<http://www.apaonline.org/?page=gradguide>

SAMPLE RESUME

# Phil Ossofer

50 Pond Street, Salem, MA 01970 | 978-555-5555 | philossofer@gmail.com

## EDUCATION

Salem State University, Salem, MA

**Bachelor of Science, Philosophy**

May 20XX

*Minor:* Business Administration

GPA: 3.5

*Relevant Coursework:* History of Western Philosophy: Antiquity and the Middle Ages, History of Western Philosophy: The Modern Era, Ethics, Philosophy of Science

## EXPERIENCE

BEVERLY HOSPITAL, Beverly, MA

***Certified Nursing Assistant***

20XX – Present

- Administer medications according to chart notations under the direction of RN/LPN staff.
- Take blood pressure, temperature, monitor pulse, respiration and update patient charts.
- Assist middle-aged and geriatric patients with activities of daily living and maintain documentation.

RED'S RESTAURANT, Salem, MA

***Waitress***

20XX – 20XX

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

## COMMUNITY SERVICE

American Red Cross Blood Drive, Salem State University, Salem MA

20XX – 20XX

*Volunteer*

Walk for Hunger, Boston, MA

20XX – 20XX

*Volunteer*

## SKILLS

***Computer:*** IBM; Microsoft Word, Excel, Access, PowerPoint, Meditech

***Language:*** Chinese, English

## INVOLVEMENT

Philosophy Club, Salem State University, Salem, MA

20XX – 20XX

*Executive Board member*

**SAMPLE COVER LETTER**

**Phil Ossofer**

50 Pond Street, Salem, MA 01970 | 978-555-5555 | philossofer@gmail.com

January 15, 20XX

John Smith  
Webster Center for Quality and Safety  
Massachusetts General Hospital  
57 Highland Ave  
Salem, MA 01970

Dear Mr. Smith:

I am applying for the position of Administrative Staff Assistant recently advertised on your web site. As my resume indicates, I am presently employed as a Certified Nursing Assistant at Beverly Hospital. I have completed my Bachelor of Science in Philosophy from Salem State University and believe that my skills and experiences make me a qualified candidate for the Administrative Staff Assistant position.

Your advertisement specified a need for someone with experience working with all levels of staff and an ability to maintain ethical and confidential records. For the past five years, my work as a Certified Nursing Assistant has provided me the opportunity to work with senior administrators and staff nurses. As a result of my work as a Certified Nurse Assistant, I have developed a level of patience needed to succeed in this type of role. My strong organizational and communication skills and business administration knowledge will be a benefit while working in the Administrative Staff Assistant position at the Center for Quality and Safety at Massachusetts General Hospital.

The Webster Center for Quality and Safety provides anyone who may need it with the proper treatment in radiation. As Administrative Staff Assistant, I would be able to use my previous knowledge as a Nursing Assistant as well as the knowledge gained in my previous leadership positions to help facilitate in the continual operation of the department, allowing the staff to provide the life-saving care they do on a day to day basis. I appreciate your time and look forward to talking with you further about the position of Administrative Staff Assistant. I welcome the opportunity to further discuss my qualifications and thank you for your consideration.

Sincerely,

Phil Ossofer

**SAMPLE COMPANIES**

AMERICAN MEDICAL ASSOCIATION

AMERICAN SOCIETY FOR BIOETHICS AND HUMANITIES

AMERICORPS

ARCHDIOCESE OF BOSTON

ARMED FORCES SERVICES CORPORATION

BRIGHAM AND WOMEN'S HOSPITAL – SPIRITUAL CARE SERVICES

CITY YEAR

GREENWALL FOUNDATION

JOHNS HOPKINS BERMAN INSTITUTE OF BIOETHICS

NEW HAMPSHIRE CHARITABLE FOUNDATION

NORTHEASTERN CENTER FOR HEALTH POLICY AND LAW

PEACE CORPS

PROJECT BREAD

