



SALEM STATE UNIVERSITY
CAREER SERVICES

Healthcare Studies

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
SAMPLE RESUME	4
SAMPLE COVER LETTER	5
SAMPLE COMPANY LIST	6

ACADEMIC INFORMATION

Follow this link to the Salem State University Healthcare Studies home page. Here you will find program information, degree options, course listings, licensure information, events information and much more:
<https://www.salemstate.edu/academics/college-health-and-human-services/healthcare-studies>

WHAT CAN I DO WITH MY MAJOR?

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

[American Physical Therapy Association](#)

[American Society for Cytotechnology](#)

[American Occupational Therapy Association](#)

[American Medical Technologists](#)

[American Dental Hygienists' Association](#)

[Society of Nuclear Medicine](#)

[American Health Information Management Association](#)

[Commission on Accreditation of Allied Health Education Programs](#)

[American Society for Clinical Laboratory Science – Careers](#)

[National Wellness Institute](#)
[National Health Association](#)

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:

<https://www.publichealth.org/volunteering/>

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

SAMPLE RESUME

Heather Health

50 Pond Street, Salem, MA 01970 | 978-542-7658 | hhealth@salemstate.edu

EDUCATION

Salem State University, Salem, MA
Bachelor of Science, Healthcare Studies
Minor: Fitness/Wellness
GPA: 3.5

May 20XX

RELEVANT COURSEWORK

- Health Policy
- Health and Disability across the Lifespan
- Principles of Leadership and Management in Healthcare
- Health Disparities in the U.S. in the 21st Century
- Language of Healthcare
- Fitness Programming and Management

RELEVANT EXPERIENCE

Babson Industries, Beverly, MA

Wellness Learning Intern

20XX – Present

- Assist in wellness goal setting with clients including provided exercise and nutrition planning and health and wellness resources as needed
- Perform fitness testing for people of all fitness levels
- Evaluate plans and interpret results from program evaluation
- Assist with wellness event/challenge programming

PARTNERSHIP AGAINST DOMESTIC VIOLENCE, Boston, MA

Team Dating Violence Prevention Intern

20XX – 20XX

- Provided Teen Dating Violence prevention education to youth serving organizations
- Assisted in the preparation and co-facilitation of curriculum and tabling events
- Managed Teen Dating Violence Prevention Program social media
- Assisted in the coordination of Teens Against Dating Violence Advisory Board recruitment and activities

ADDITIONAL EXPERIENCE

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 very busy, fast paced environment.

SKILLS/COMMUNITY SERVICE

Computers: IBM; Microsoft Excel, Access, Power Point, & Word

Certifications: First Responders, CPR, Overdose Prevention/Narcan Training

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

SAMPLE COVER LETTER

Heather Health

50 Pond Street, Salem, MA 01970 | 978-542-7658 | hhealth@salemstate.edu

August 16, 20XX

Fenway Health
1340 Boylston Street
Boston, MA 02215

Dear Hiring Manager:

I am applying for the position of Women's Health Program Coordinator at Fenway Health recently advertised on Salem State University's job database in Handshake. As my resume indicates, I am presently employed as a Wellness Learning Intern at Babson Industries. I have completed my Bachelor of Science in Healthcare Studies with a minor in Fitness/Wellness from Salem State University and believe that my skills and experiences make me a qualified candidate for the Women's Health Program Coordinator position.

Your advertisement specified a need for someone with experience in health education, community organizing, event planning, social services, and/or health care. In my internship positions I have coordinated educational events and individual wellness plans for employees at Babson Industries. My strong communication and organization skills will be a benefit while working in the Women's Health Program Coordinator position at Fenway Health.

I am interested in becoming part of a team that advocates for the LGBTQ community and their rights to access high quality health care, which is part of your mission at Fenway Health. I appreciate your time and look forward to talking with you further about the position of Women's Health Program Coordinator. I welcome the opportunity to further discuss my qualifications and thank you for your consideration.

Sincerely,

Heather Health

SAMPLE COMPANIES

BOSTON PUBLIC HEALTH COMMISSION

BOSTON UNIVERSITY

BRIGHAM AND WOMEN'S HEALTH

CAMBRIDGE HEALTH ALLIANCE

CENTER FOR HEALTH INFORMATION AND ANALYSIS

DANA-FARBER CANCER INSTITUTE, INC.

HEALTH FITNESS

IBM

LOWELL HOUSE ADDICTION TREATMENT AND RECOVERY

MASSACHUSETTS GENERAL HOSPITAL (MGH)

MASSACHUSETTS COLLEGE OF PHARMACY AND HEALTH SCIENCES (MCPHS)

MATHEMATICA POLICY RESEARCH

MERCER

MITRE

NEWTON-WELLESLEY HOSPITAL

STATE OF MASSACHUSETTS

TUFTS HEALTH PLAN

TUFTS MEDICAL CENTER

JUSTICE RESOURCE INSTITUTE

US DEPARTMENT OF HEALTH AND HUMAN SERVICES

VICTORY PROGRAMS

YMCA