

Dear Penndel Human Resources,

I have enjoyed completing my internship through Penndel Mental Health Center and I am writing to express my interest in applying for future employment opportunities with PMHC after I graduate on August 27th. The +700-hour clinical internship phase of my master's program through Grand Canyon University places me on track toward the Licensed Professional Counselor credential, and PMHC would be an excellent place to continue my professional development.

My direct supervisor Andrew O'Brien and my assisting supervisor Saul Weiss have both agreed to be listed as character references in support of my application. It has been a rewarding and extremely educational experience working with all Penndel staff and clients over the past year. Please let me know if there are any application forms or other documentation HR requires and I would be happy to provide whatever is needed to proceed to the next step.

Feel free to email me at jnolan@Penndelmhc.org or my personal email at jrnolan1987@gmail.com, or reach me any time on my cell at 267-377-6501. Thank you for your consideration.

Sincerely,

John Nolan

Education

Grand Canyon University
M.S. in Clinical Mental Health Counseling
GPA: 3.67

Phoenix, AZ
Class of 2025

Pennsylvania State University
B.A. Political Science with an emphasis in Philosophy (P&P)
GPA: 3.23

State College, PA
Class of 2011

Employment

Penndel Mental Health Center
Counseling Intern

Penndel, PA
October 2024 – Present

- Over 700 verified hours of direct clinical experience
- Group facilitation and individual therapy provided to a wide variety of client populations
- Trained on industry-specific EHR systems, HIPPA compliance, and Medicaid documentation.

Guardian Life
Broker / Plan-holder Coordinator (Fully Remote Position)

Bethlehem, PA
May 2022 – June 2023

- Trained in all product service areas:
 - Disability, Dental, Life, Supplemental Health, Broker Commissions
- Plan administration
 - Coordinated with Guardian teams, external brokers, & company plan administrators

Mentis Psychiatric
Business Development Manager

Newtown, PA
Part-time from April 2022 – Present
Full-time from April 2016 – April 2022

- Website development and marketing strategy
- Patient scheduling, billing, medical records, back-office operations
- Creating and implementing organizational therapy programs for patients
- Assisted with administrative tasks part time while completing an expedited school schedule

Bank of America Merrill Lynch
Registered Representative

Hopewell, NJ
October 2014 – April 2016

- Completed Series 7, 63 & 66 FINRA securities exams
- Assisted clients in placing trades, portfolio conversions, product knowledge and website navigation
- Multi-product equities and stock options team with Retirement Benefits Contact Center (RBCC)

Professional Affiliations

PRO-ACT (*Philadelphia Recovery Organization – Achieving Community Together*)

Membership ID: 7945

444 North 3rd Street, Suite 307, Philadelphia, PA 19123

www.councilsepa.org/pro-act

American Counseling Association (ACA)

Membership ID: 6711409

www.counseling.org



Linked-In Profile

<https://www.linkedin.com/profile/view?id=132345295&trk>