

# The Resume Writing Handbook

*We Can Help You*



*Make Magic Happen*

**Information provided by:**  
Career Development Center  
Jefferson College of Health  
Professions  
<http://www.jefferson.edu/jchp>  
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## Resume Guidelines

The ideal resume is a concise, well-organized, aesthetically pleasing document that describes your background *as it relates to your current career objective*. It is NOT meant to be a complete autobiography that includes both positive and negative experiences - a resume highlights your assets and omits your weaknesses. This guide will give you some general suggestions, but you should talk with a counselor in the Career Development Center about your particular needs, or use our resume critiquing drop-off service.

### Ways to Organize Your Resume

The most common resume style for students is the **chronological** resume. This type is usually recommended for a first resume.

- Information is arranged in reverse chronological order, most recent first
- Easiest to prepare
- Good if you've worked for relatively few organizations

You can use a **skills or functional** resume if you have strong career-related skills in several different areas.

- Organizes information under functional skills headings, such as Clinical Skills, Laboratory Skills, etc.
- Under each skill, list examples of how you used this skill.
- Advantage - provides great flexibility for a variety of occupational areas.
- Depending on your field, this can be a better option than listing unrelated job experience.

### Major Categories of Information to Include

#### **Name and Address**

- Your name should be at the top of your resume, and should stand out in some way. Use your full name.
- Full address, including zip code. Include two addresses if applicable, college and permanent.
- Include your phone number, with an area code. If you don't have a phone in your room, it's essential that you indicate a place where you can receive a message. *Make sure your answering machine has a professional-sounding message, and arrange for roommates to take messages.*
- Include your e-mail address in this section, along with the URL of your homepage, if you have one. *Reminder: be sure you use a professional e-mail address: [js12345@jefferson.edu](mailto:js12345@jefferson.edu) versus [sungoddess@hotmail.com](mailto:sungoddess@hotmail.com), also keep in mind that if you do provide a URL it's a good bet that employers will check it out.* Make sure it's a professional representation of you.

#### **Career or Job Objective**

- Explain in one sentence the type of position you are looking for AND/OR the types of skills you wish to contribute.
- Be specific. Do not use statements such as "a position that utilizes my skills and experience," or "challenging work in my field of study."
- An objective should be employer-focused. Say what you offer, not what you hope to get out of the experience. Do not use statements such as "a position in which I can gain valuable experience in x, y, z."
- If you are interested in applying for more than one type of position, prepare more than one resume, each with a different objective. Never combine objectives onto one resume to save paper or time.
- If you're applying for a job you feel supremely qualified for, consider putting in a "Summary of Qualifications" rather than an objective.

## ***Education***

- Colleges/Universities attended should be listed in reverse chronological order, most recent first.
- Each entry should include the formal college name, city and state, the date you graduated, the degree obtained (“Bachelor of Science” or “BS”), and your course of study.
- For the degree you are currently working on, list it as you would above but use the phrase “Candidate for Bachelor of Science, May 2005” or “Bachelor of Science degree anticipated May 2005.”
- A general guideline suggests you could include your GPA if 3.0 or above.
- If you’ve studied abroad, list it in this section as a separate educational institution.

## ***Experience***

- You may want to include full-time, part-time, summer and volunteer work, student teaching, field observations, affiliations, internships, and co-op in this category, or make separate categories for some of these.
- If you had an internship that was paid, list “Paid Internship” rather than just “Internship.”
- Emphasize only those experiences that best relate to your career objective. You don’t have to include every experience!
- Job descriptions should include specific duties, accomplishments and achievements, verified by including numbers, percentages, statistics, etc., when applicable.
- Consider including work-study experience, especially if it’s related to your field, or if through this job you are earning a significant part of your college expenses.
- Be consistent with verb tense; jobs you have now should be described in present-tense, while jobs in the past should be described as such.

## ***Skills***

- If you have chosen a Skills resume, this should be the main focus of your resume. You will need to consider all your experiences and consolidate them into relevant skill categories.
- On a chronological resume, you may want to include a section highlighting your skills in selected areas, such as Technical Skills, Laboratory Skills, Language Skills, etc. Be as specific as possible and use “keywords” - acronyms, lingo, etc. - that are common in your field.

## ***Activities, Honors***

- List only those that best relate to your career objective. If you have done a lot with an organization that’s very relevant to your career goal, use a few bullets under the name of the organization to emphasize what you did.
- Acknowledge leadership positions (President, Captain, etc.). Some resume critics prefer to see only activities in which you have held leadership positions.
- Some people will see fraternity and sorority membership as positive, others as negative. There’s no way to predict, but you can include a positive description of your involvement.
- If an award or scholarship is not self-explanatory, include a one-line description. “John Smith Award recipient - highest design project grade of senior class.”
- You might want to separate honors and activities, if there are several.

## ***Interests***

If you have enough information on your resume, leave this section out. If you need a couple of lines, you can add this section, but exercise consideration when determining which of your interests to include. Not every employer will be impressed with “Lifetime membership in the National Rifle Association” or “People for the Ethical Treatment of Animals.” The safest bet is to include interests that are related to your career interest, or non-controversial interests.

***Other possible categories might include: Certifications, Licenses, Professional Affiliations, Presentations, Community Involvement, Volunteer Experience, Special Projects, Professional Development, etc.....***

## **Resume Do's and Don'ts**

### **DO...**

- Be consistent in format of entries and tense.
- Use high quality paper, either white or off-white.
- Be conservative with the use of highlights such as different fonts, bolding, italicizing, underlining, etc.
- Use concrete, specific nouns and strong action verbs.
- Quantify as much as possible: number of people supervised or trained, amount of budget responsible for, etc.
- Customize to a specific position or company.
- Include only the best and brightest in your background.
- Try to keep your resume to one page when possible; longer is ok if all experience is relevant.

### **DON'T...**

- Misspell words or use incorrect grammar, or rely only on spell-check to pick it up.
- Have too many different margins or spaces, resulting in a messy looking resume.
- Use a typewriter, cheap paper, or a low quality printer/copier.
- Use the first person (no "I"s, "me"s, or "my"s in your resume).
- Pad your resume with irrelevant background.
- List your social security number, personal information such as birthdate or family, marital status, supervisor's names (except for the reference page), or reasons for leaving positions.
- Include any mention of salary.
- Include anything that you would not want to be asked about in an interview, such as including "Student Volunteers for Community Action," if you've attended meetings but never actually gotten involved in a project.
- Use a "resume wizard" or other template; they are not formatted well, and employers see it as a sign that you didn't take the time to create your own.

## **Sending Resumes Electronically**

Many employers now prefer this method of receiving resumes. If the instructions say to email a resume, you can send it as an attachment. Include a shortened cover letter in the body of your email that includes a sentence like "My resume is enclosed in Word format. Please contact me if you have difficulty opening it."

Some employers will specify that your resume should be sent in TEXT format, or sent in the body of your email. In those cases, the employer is not at all concerned with format. Be sure to take all the formatting and unusual spacing off your resume before sending it.

## **Related Services from the Career Development Center**

- One week critiquing service (also for cover letters, thank you letters or any other job search document). Drop it off in person or upload your resume to our on-line system, eCampusRecruiter ([www.ecampusrecruiter3.com/jefferson](http://www.ecampusrecruiter3.com/jefferson))
- Resume and cover letter guides in our career library.
- Make an appointment for individual assistance with resume/cover letter development.

## Sample Objective Statements

- A medical publishing internship utilizing my knowledge of the field and skills in writing, editing and proofreading.
- A health administration position where I can contribute my leadership skills and experience in nursing and human services.
- A part-time position as Radiographer Aide, utilizing skills and knowledge of sonography.

## Job Description Statement Examples

- Contact and schedule volunteers to obtain "Human Subject Consent Form" signatures
- Perform various office duties such as typing, data entry and preparing bulk mailings up to 11,000 pieces
- Conducted 15 training workshops to teach breast feeding techniques
- Provide total care for four to six medical and oncology patients including dispensing medications and wound, tracheotomy and gastrectomy tube care
- Collaborated with members of the health care team on various issues including nursing aide management, dietary restrictions and patient supervision
- Performed routine diagnostic x-rays including fluoroscopy, portables and operating room procedures
- Coordinated patient information including input of patient identification and procedure information into hospital computer system
- Evaluate slides of gynecological and non-gynecological specimens and determine the presence or absence of malignant and premalignant cells
- Implemented and coordinated biannual workshop titled, "Chemotherapy Agents Given After Radical Mastectomy"
- Interviewed, hired and trained 15 Nurse Extern students
- Handled extensive patient chart reading and interpretation
- Process and plate a wide variety of patient specimens
- Manage and direct a nursing staff of 50
- Oversaw and participated in departmental purchasing, inventory control, staff recruitment and quality assurance
- Established hiring criteria and developed new employee Orientation Manual

- Communicated with Information Systems regarding storage and retrieval of materials
- Mediated disputes between employees and administration
- Introduced new computerized cardiac monitoring system for 15 bed critical care unit
- Maintained communication between clients throughout research project
- Participated in workshop for nurse managers regarding conflict resolution
- Collaborate with members of the health care team on various issues including nursing aide management, dietary restrictions and patient supervision instructions
- Participate in weekly interdisciplinary conferences and report on patients' status
- Presented in-service to staff therapists titled, "*The Many Uses of the Wolfler Hand Splint*"
- Conducted "Healthcare Reform" in-service for 25 occupational therapists
- Provide written documentation including charting, nursing education records and vital signs
- Performed daily activities of patient care
- Documented patient care and relayed pertinent information to health care team
- Promote health awareness to clients by educating about exercise and good nutrition
- Tended to patients with orthopedic or neurological injuries in a private practice setting

## Action Words

Accomplished	Established	Provided	Set up
Achieved	Facilitated	Published	Simplified
Administered	Familiarized	Purchased	Solved
Advised	Helped	Received	Strengthened
Assessed	Implemented	Recommended	Structured
Assisted	Initiated	Recruited	Studied
Attended	Lead	Reduced	Summarized
Budgeted	Lectured	Reorganized	Supervised
Cared for	Managed	Reported	Supported
Completed	Mediated	Represented	Taught
Composed	Organized	Researched	Tested
Consulted	Participated	Reviewed	Trained
Coordinated	Pinpointed	Revised	Translated
Created	Planned	Saved	Transcribed
Designed	Presented	Scheduled	Tutored
Developed	Produced	Screened	Worked
Edited	Proposed	Selected	Wrote

Resume for New Graduate With Healthcare Experience (2 column resume format)

<b>Name</b>	e-mail address
Address, City, State Zip Code	(Area Code) Phone Number

**Objective:** Seeking a position within the Physical Therapy field contributing my clinical background, research skills, and experience in working with a variety of client populations.

**Education:** **Thomas Jefferson University** - Philadelphia, Pennsylvania  
Master of Science Degree in Physical Therapy, to be awarded, August 2005  
Bachelor of Science Degree in Physical Therapy, to be awarded, August 2005

**Honors and Activities:**

- Dean's List, three semesters
- Cumulative Grade Point Average: 3.64/4.00
- Student Ambassador, September 2003 to Present
- Member, Orientation Committee, 2003 and 2004

**Clinical  
Education  
Experience:**

**Thomas Jefferson University Hospital** - Philadelphia, Pennsylvania  
Acute Care Rotation (July to August 2004)

- Job description statement
- Job description statement

**Children's Seashore House** - Philadelphia, Pennsylvania  
Pediatric Rotation (May to July 2004)

- Job description statement
- Job description statement

**Magee Rehabilitation Hospital** - Philadelphia, Pennsylvania  
Rehabilitation Rotation (November to December 2003)

- Job description statement
- Job description statement

**Lower Bucks Hospital** - Newtown, Pennsylvania  
Outpatient Rotation (August to December 2003)

- Job description statement

**Related  
Experience:**

**Moss Rehabilitation Hospital** - Philadelphia, Pennsylvania  
Physical Therapy Aide - Department of Rehabilitation Medicine  
(July 2000 to Present)

- Job Description Statement
- Job Description Statement

**Volunteer  
Experience:**

**Name of Place** - City, State  
Physical Therapy Volunteer (May to August 1998)

- Job description statement
- Job description statement

**Other  
Experience:**

**Thomas Jefferson University** - Philadelphia, Pennsylvania  
Office of Financial Aid

- Office Aide (October 2002 to Present)

**Research:** "*The Effects of Microcurrent on Delayed-Onset Muscle Soreness,*" S. Cohen (Feb. 2003 to Present)

**Certification/  
Licensure:**

- Eligible for Physical Therapy Licensure, November 2005

**Memberships:**

- Student Member, American Physical Therapy Association, 2002 to Present
- Member, Alpha Eta Honor Society, 2001 to Present

**References Available Upon Request**

**Resume for New Graduate Without Healthcare Experience  
(Modified 2 column resume format)**

**Name**

Address  
City, State Zip Code  
(Area Code) Phone Number  
E-mail Address

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**OBJECTIVE**

A full-time position as a Sonographer, utilizing clinical experience as well as a strong background in patient/customer service.

**EDUCATION**

**Thomas Jefferson University** **Philadelphia, PA**  
**Bachelor of Science in Diagnostic Imaging** **Anticipated, May 2004**  
Coursework completed and eligible for employment, December 2004  
Cumulative Grade Point Average: 3.55/4.00 index

**Honors and Accomplishments:**

**Class Representative** for Senior DI Class; **Poster Presenter**, Leading Edge Imaging Conference, Atlantic City, NJ; **Student Member**, College Admissions' Committee; **Class Officer**, Student Advisory Committee

**CLINICAL ROTATIONS**

**Newcomb Medical Center**, Department of Ultrasound **Vineland, NJ**  
**Diagnostic Ultrasound Student**, 245 Clinical Hours **1/03 – 5/03**

- Job description statement
- Job description statement

**Thomas Jefferson University Hospital**, Department of Imaging **Philadelphia, PA**  
**Diagnostic Ultrasound Student**, 220 Clinical Hours **5/03 – 8/03**

- Job description statement
- Job description statement

**Hospital of the University of Pennsylvania**, Department of Diagnostic Imaging **Philadelphia, PA**  
**Diagnostic Ultrasound Student**, 245 Clinical Hours **1/02 – 5/02**

- Job description statement
- Job description statement

**Thomas Jefferson University Hospital**, Department of Radiology **Philadelphia, PA**  
**Radiologic Technology Student**, 150 Clinical Hours **8/01 – 12/01**

- Job description statement
- Job description statement

**St. Agnes Medical Center**, Radiographic Studies Department **Philadelphia, PA**  
**Radiologic Technology Student**, 50 Clinical Hours **1/01 – 8/01**

- Job description statement
- Job description statement

**WORK EXPERIENCE**

**Moriarity's Restaurant and Pub** **Philadelphia, PA**  
**Waitress and Bartender** (Full-time during summer, part-time during school) **9/96 – Present**

- Job description statement

**Hats in the Belfry** **King of Prussia, PA**  
**Sales Manager** **5/92 – 9/94**

- Job description statements
- Job description statements
- Sales Clerk**

**6/90 – 5/92**

**COMMUNITY SERVICE**

**The Boys Clubs of America** **Clifton, NJ**  
**1992 - Present**

**Resume for New Graduate With Healthcare Experience  
(Modified 2 column resume format)**

**Name**

**E-mail Address**

**Current Address**

Address  
City, State Zip Code  
(Area Code) Phone #

**Permanent Address**

Address  
City, State, Zip Code  
(Area Code) Phone #

**OBJECTIVE**

An Occupational Therapist position where I can utilize my skills in occupational therapy, leadership and human service.

**EDUCATION**

**Thomas Jefferson University**

**Bachelor of Science in Occupational Therapy**

Cumulative Grade Point Average: 3.20/4.00 index

Related Coursework - Independent study: The Relationship Between The Spinal  
Cord Injured Patient and the Care Giver in the Home.

**Philadelphia, PA  
Anticipated December 2004**

**Activities:**

**Class Representative**, Senior OT Class; **Student Member**, SOTA; **Student Member**, Education Policy and  
Procedure Committee; **Class Officer**, Student Advisory Committee; **CAHS Member**, University Commons Board;  
**Hospital Volunteer**, Thomas Jefferson University Hospital

**HEALTHCARE EXPERIENCE**

**Thomas Jefferson University**, Department of Occupational Therapy

**Research Assistant**, National Institutes of Health Grant

- Job description statements
- Job description statements

**Philadelphia, PA  
September 2003- Present**

**Magee Rehabilitation Hospital**, Department of Rehabilitation

**Recreational Therapist**

- Job description statements
- Job description statements

**Philadelphia, PA  
May 2002 - February 2003**

**CLINICAL AFFILIATIONS**

**Level II Fieldwork**

**Newcomb Medical Center**, Department of Occupational Therapy

- Job description statement
- Job description statement

**Vineland, NJ  
September - December 2003**

**Medical College Hospitals**, Department of Occupational Therapy

- Job description statement
- Job description statement

**Philadelphia, PA  
May - August 2003**

**Level I Fieldwork**

**Philadelphia Geriatric Center**, Inpatient Elder Care

**Bryn Mawr Hospital**, Acute Care

**Soujourn**, Private Practice

**Hahnemann University Hospital**, Hand Clinic

**Philadelphia, PA  
Bryn Mawr, PA  
Philadelphia, PA  
Philadelphia, PA**

**VOLUNTEER EXPERIENCE**

**Sebastian Riding Associates**

**Riding Instructor**

**Collegeville, PA  
May 1994 - Present**

# Resume for New Graduate Without Healthcare Experience

(1 column resume format)

## Name

Address

City, State Zip Code

(Area Code) Phone Number

E-mail Address

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### Education:

**Thomas Jefferson University** - Philadelphia, Pennsylvania

Bachelor of Science Degree in Nursing, to be awarded, May 2005

Cumulative Grade Point Average: 3.50/4.00 index

### Honors and Activities:

- Selected by Faculty for the Leadership Development Retreat
  - Dean's List, three semesters
  - Student Ambassador, September 2003 to Present
  - Member, Orientation Committee, 2004
- 

### Significant Clinical Education:

**Thomas Jefferson University Hospital** - Philadelphia, Pennsylvania

Leadership Rotation (April 2004)

- Job description statement

- Job description statement

**Children's Hospital of Philadelphia** - Philadelphia, Pennsylvania

Pediatric Rotation (March 2003)

- Job description statement

- Job description statement

**Magee Rehabilitation Hospital** - Philadelphia, Pennsylvania

Rehabilitation Rotation (January 2004)

- Job description statement

- Job description statement
- 

### Other Work Experience:

**Strawbridge's Department Store** - Philadelphia, Pennsylvania

Sales Associate (October 2000 to Present)

- Job description statement

- Job description statement
- 

### Certifications/Licensures:

- Eligible for PA NCLEX Licensure, June 2005
  - Cardiopulmonary Resuscitation Certification, 1999 to Present
  - IV Certified by Perivascular Nurse Consultants, March 2003
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### Memberships:

- Student Member, Student Nurse Association of Pennsylvania, 2002 to Present
  - Member, Sigma Theta Tau Honor Society, 2002 to Present
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### Community Service:

- *University City Hospitality Coalition Soup Kitchen/Medical Clinic*: Provided health education, preventative information and provided referrals
  - *Linda Creed Breast Cancer Foundation*: Involved in breast cancer awareness seminars and distributing educational literature
- 

### Additional Skills:

Proficient in French and American Sign Language