

Resume Writing Handbook

Information provided by:

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RESUME vs. CURRICULUM VITAE

Résumé <i>French for "summary"</i>	Curriculum Vitae (CV) <i>Latin for "course of life"</i>
<p>WHO USES:</p> <ul style="list-style-type: none"> ◆ Most <i>employers</i> request this common style of documenting skills and credentials <p>LENGTH:</p> <ul style="list-style-type: none"> ◆ <i>One page</i> in length (two is acceptable only if you have many years of relevant experience) <p>CONTENT:</p> <ul style="list-style-type: none"> ◆ Showcases <i>education and experience</i> ◆ Summarizes your skill sets with strong <i>action verbs</i> in a concise manner ◆ Resumes should be <i>tailored</i> to each job/industry 	<p>WHO USES:</p> <ul style="list-style-type: none"> ◆ <i>Research-based</i> and <i>academic fields</i> typically use a CV <p>LENGTH:</p> <ul style="list-style-type: none"> ◆ Typically <i>several pages</i> long <p>CONTENT:</p> <ul style="list-style-type: none"> ◆ Showcases <i>research, publications, academic work</i>, awards, teaching and honors in chronological order ◆ <i>Static</i> and doesn't change according to job description

DO

- Use a common font like Arial or Times New Roman
- Set *margins* between 0.5"-1"
- Display information in *reverse chronological order*
- *Customize* your resume to highlight desired skills and experiences
- *Rename* each resume to match the job description (SallyStudent –JEFFResume)
- Submit as a *PDF* (convert here: <http://get.adobe.com/reader/>)

DON'T

- Use fonts like *Brush Script* or *Comic Sans*
- Use *personal pronouns* like I, me, and my
- *List duties* or use the phrase "Responsibilities include:"
- *Repeat bullet points* for multiple positions
- Include *personal information* (ex: DOB, height, weight, sex, social security number, marital status, photograph)
- Include the phrase "*references available upon request*"

Employers are polled every year to identify the *top skills* they want to see on an applicant's resume*. The list below aligns with the top skills employers report each semester at the Jefferson Career Fairs. Let's think of strategies that highlight these desired skills throughout your resume!

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Leadership 2. Ability to work in a team 3. Written communication skills 4. Problem-solving skills 5. Strong work ethic | <ol style="list-style-type: none"> 6. Analytical/quantitative skills 7. Technical skills 8. Verbal communication skills 9. Initiative 10. Computer skills |
|---|--|

How do your experiences line up with the skills that employers are looking for in their candidates?

*Source: <http://bit.ly/1XZwNFB>

RESUME BREAKDOWN

SECTION	TIPS
CONTACT INFORMATION	<ul style="list-style-type: none"> List your <i>name, phone number, address</i>, and <i>email address</i> Include a personalized URL for your <i>LinkedIn</i> account Use a <i>professional</i> and <i>permanent</i> email account (some school accounts expire) Have an appropriate voicemail greeting Remove all hyperlinks
SUMMARY <i>(OPTIONAL)</i>	<ul style="list-style-type: none"> Incorporate <i>relevant skills</i> that apply to the industry and <i>customize</i> for each position Can include specific <i>certifications</i> and number of <i>years of experience</i> Limit to <i>2-4 sentences</i>
EDUCATION	<ul style="list-style-type: none"> List in <i>reverse chronological</i> order Include the <i>formal name</i> of the school, city and state, date of graduation, formal name of degree and/or minors obtained and your course of study List <i>GPA if 3.0 and above</i> (ask a counselor if you have questions about this) You may include bullets for study abroad, scholarships, academic awards, and/or to highlight the fact that you worked while in school If an award or scholarship is not self-explanatory, include <i>a one-line description</i>
EXPERIENCE	<ul style="list-style-type: none"> Different headings enable you to place your <i>most relevant experience</i> by listing it first in a separate section Customize this section based on each job and utilize the <i>job description</i> as a guide Headings can include: <i>Clinical Rotations, Healthcare Experience, Leadership Experience, Additional Experience, Volunteer Experience, [Your field here] Experience</i>, and more! If you have done a lot with an organization that is relevant to your goal, use a few bullets to describe your accomplishments
CERTIFICATIONS & LICENSURE	<ul style="list-style-type: none"> Include the name of each license and certification If you are in the process of receiving one, can include <i>“expected” date</i> it will be received Include <i>date range</i> or <i>expiration date</i> the licensure or certification is valid
SKILLS	<ul style="list-style-type: none"> For this section, focus on including <i>technical skills</i> rather than “soft skills” (ex: Leadership, Teamwork, Customer Service) Some examples are: <i>Language, Software</i>, and <i>Data Entry/Charting Systems</i> Depending upon level of importance, some skills can be incorporated into Experience Section Focus on skills listed in the job description or that help you stand out in the field
ADDITIONAL SECTIONS	<ul style="list-style-type: none"> Some examples of additional sections include, <i>Professional Associations, Publications, Presentations, Related Coursework</i>, and <i>Activities</i> If an award or scholarship is not self-explanatory, include a <i>one-line description</i>. <i>Contact us</i> if you have any questions about additional information to include!

BULLET POINT BUILDER

TIPS FOR WRITING BULLETS:

- Always start bullets with an **action verb** (see page 4), and list in order of importance (most relevant/impressive bullets at the top)
- Do **not** use periods, pronouns, or informal language
- Job descriptions should include **specific duties, skills, and accomplishments**
- **Quantifying** (if applicable) job descriptions creates a strong resume - use numbers, percentages, statistics
- Use SAR as a guide as you describe your responsibilities. Always include the situation and action, and include results when applicable
- There is no set number of bullet points for each experience; ensure that the bullet points you do have are strongly worded and display why you are a qualified candidate

Situation – Lab tests were coming back late from the testing facilities

Action – I developed a new system and policy, shared this idea with my supervisor, and we implemented this with the testing facilities

Result – As a result, the lab work was consistently returned on time

OR

Action Verb	Skill	Duty/Accomplishment	Quantity
Streamlined	Teamwork/Communication	Developed system and policy	20%

LEADS TO:

- Streamlined communication with testing facilities to ensure lab work was returned promptly; increased efficiency by 20%

Situation	
Action	
Result	

Action Verb	Skill	Duty/Accomplishment	Quantity

ACTION VERBS

Action verbs help you communicate to employers the specific actions and accomplishments you had throughout your experiences. Below we've included a list of action verbs that you can use to start off your bullet points!

MANAGEMENT SKILLS		COMMUNICATION SKILLS		LEADERSHIP SKILLS	
Analyzed	Improved	Addressed	Informed	Achieved	Influenced
Assigned	Organized	Arbitrated	Interpreted	Adapted	Initiated
Administered	Oversaw	Arranged	Lectured	Advised	Instructed
Chaired	Planned	Authored	Moderated	Clarified	Led
Contracted	Prioritized	Communicated	Mediated	Coached	Persuaded
Consolidated	Produced	Corresponded	Negotiated	Enabled	Set goals
Coordinated	Recommended	Developed	Promoted	Encouraged	Spearheaded
Delegated	Reviewed	Drafted	Publicized	Explained	Stimulated
Directed	Scheduled	Edited	Recruited	Facilitated	Streamlined
Executed	Strengthened	Enlisted	Spoke		
		Formulated	Translated		
RESEARCH SKILLS		TECHNICAL SKILLS		CLERICAL SKILLS	
Assessed	Inspected	Assembled	Operated	Approved	Processed
Clarified	Interviewed	Built	Presented	Catalogued	Purchased
Classified	Investigated	Calculated	Programmed	Charted	Recorded
Coded	Modified	Computed	Published	Compiled	Retrieved
Collected	Reported	Devised	Remodeled	Dispatched	Screened
Compared	Researched	Diagnosed	Repaired	Generated	Specified
Critiqued	Screened	Engineered	Solved	Increased	Systematized
Evaluated	Studied	Fabricated	Trained	Monitored	Tabulated
Examined	Summarized	Fortified	Upgraded	Prepared	Validated
Extracted	Surveyed	Maintained	Utilized		
Identified	Tested	Modeled	Wrote		
FINANCIAL SKILLS		CREATIVE SKILLS		HELPING SKILLS	
Allocated	Forecasted	Acted	Implemented	Assisted	Guided
Appraised	Managed	Conceptualized	Instituted	Counseled	Motivated
Audited	Marketed	Created	Integrated	Demonstrated	Referred
Balanced	Maximized	Designed	Introduced	Educated	Rehabilitated
Budgeted	Projected	Enhanced	Invented	Expedited	Represented
		Established	Originated	Familiarized	Supported
		Fashioned	Performed		
		Founded	Revitalized		
		Illustrated	Shaped		

BEN FRANKLIN

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SUMMARY

Two years of experience as a Registered Nurse. Provide care for pediatric patients in an acute setting. Experienced in ventilator care, wound care, and family education. CPR and AED certified.

EDUCATION

Thomas Jefferson University Philadelphia, PA
Bachelor of Science in Nursing May 20__

Liberty Community College Harrisburg, PA
Associate of Science in Nursing May 20__
• Dean's List, Award for Top Nursing Student

CERTIFICATION

- PA RN license # 364318 (7/17/2012- 9/20/2017)
- CPR, AED and First Aid Certification, Red Cross

HEALTHCARE EXPERIENCE

Thomas Jefferson University Clinical Experience Philadelphia Metropolitan Area
May 20__-Present

Sites: Thomas Jefferson University Hospital, Jefferson Hospital for Neuroscience, Roxborough Memorial Hospital
Comprehensive Wound Healing Center, and Alfred I. duPont Hospital for Children

Rotations: Medical-Surgical, Telemetry, Obstetric, Pediatric, Psychiatric, Neurological, Community, and Complex Care

- Develop and initiate individualized nursing care plans based on biopsychosocial, religious, and cultural factors
- Engage in therapeutic communication with patients and thorough change of shift report with primary nursing staff
- Maintain V.A.C. therapy and perform advanced wound and ostomy care under the supervision of a WOCN
- Collect vital signs; measure I&O; analyze cardiac strips; perform physical assessments, EKG monitoring, patient teaching, and blood glucose monitoring via Accu-Chek; document on EMRs, including EPIC and JeffChart
- Administer PO, IV, SC, IM, and topical medication and tube feedings under the supervision of a clinical instructor

Community Hospital Harrisburg, PA
Registered Nurse June 20__-August 20__

- Trained and supervised 10 new employees as Lead Nurse
- Educated family members and patients regarding treatment plans
- Streamlined communication with testing facilities to ensure lab work was returned promptly; increasing efficiency by 20%

Sunshine Healthcare Center Cherry Hill, NJ
Volunteer February 20__- August 20__

- Provided customer service for up to 200 people per day
- Received recognition for "Most Committed Volunteer" voted on by supervisors and other team members

ADDITIONAL EXPERIENCE

Jones Family Washington, DC
Caregiver Summers 20__-20__

- Supervised three children ages 2-9; planned daily activities and prepared meals
- Tutored second grader in reading, math and spelling

SKILLS

- Language: Fluent in Spanish

REFERENCES

Tips:

- Provide **3-5 references** that can speak to your qualifications and abilities
- Include the same heading from your resume and to keep a **consistent format**
- Consider asking references from your **different experiences** (ex: clinical supervisors, professors, former colleagues, student group advisor, and many more)
- Always **ask for permission** before listing someone as a reference
- If someone agrees to serve as a reference, **provide** them with a **copy of your resume** and a **thank you note**
- If you have a potential reference **with previous or current experience** at the organization to which you're applying, be sure to include them on your list!
- **Inform** your references **when applying** for jobs. Provide them with a **brief overview** or the job description
- Avoid using family or friends, unless a personal reference is requested
- Be sure to follow up and **thank your references** and inform them that you have accepted a position
- Include a short note if you would **not** like your current supervisor to be contacted (see ***)

Ben Franklin

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REFERENCES

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*****Current Supervisor.** Presently, my job search is confidential. Please refrain from contacting this person unless I am considered a finalist for the position.

Your references are members of your network. Keeping in touch can help strengthen your connection and lead to references speaking better to your value to potential jobs and organizations!