


Resume Writing





Resumes

- ❑ No right or wrong format
 - ❑ Look professional & easy to read
 - ❑ Well written – relevant content
 - ❑ Tailored & updated for each position
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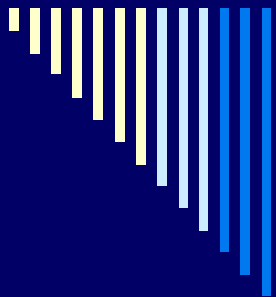
Basic Information

- Name
 - Address
 - City, State, Zip
 - Phone
 - Email
-



Resume – Basic Information

William A. Smith
12835 West Glacier Drive
Omaha, Nebraska 68143
402-343-3274
williamsmith@creighton.edu



William A. Smith
402-343-3274
williamsmith@creighton.edu

Permanent Address:
2300 174th St.
Austin, Texas 84614

Current Address:
12835 West Glacier Drive
Omaha, Nebraska 68143



Objective

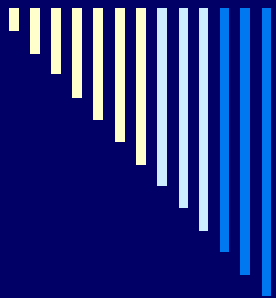
- ❑ To obtain an outpatient physical therapy position
 - ❑ To obtain a pharmacy position within a hospital
 - ❑ To obtain an occupational therapy position
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Education

- Doctorate of _____
 - University, City & State Year

 - Undergraduate degree
 - University, City & State Year
 - Major: Minor:
-



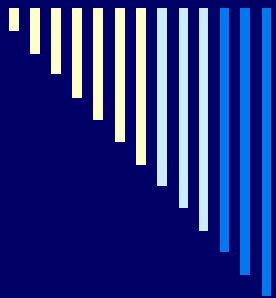
Education

Doctorate of Physical Therapy
Creighton University, Omaha, Nebraska

May 2009

Bachelor of Science - English
Iowa State University, Ames, Iowa

May 2006



Education

Creighton University, Omaha, Nebraska

Doctorate of Occupational Therapy

December 2008

Bachelor of Science, Health Sciences

December 2008

Trinity University, Dublin, Ireland

Spring 2007



Education

Doctor of Pharmacy May 2009

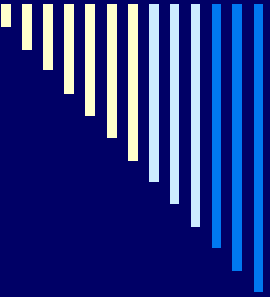
Creighton University, Omaha, Nebraska

Master of Science – Chemistry May 2004

Colorado State University, Fort Collins, Colorado

Bachelor of Science – Chemistry May 2002

Creighton University, Omaha, Nebraska



Most individuals will have a reverse chronological resume/CV

- Experience most relevant to the field at the top of resume
 - Reverse chronological order – most recently obtained, and work backwards
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Categories

- Experience
 - Additional Experience
 - Activities or Honors & Activities
 - Skills or Computer Skills
 - Research Experience
 - Publications
 - Poster Presentations
 - Conferences & Workshops
 - Teaching Experience
 - Additional Training
-



Experience Can Be . . .

- Paid or non paid
 - Rotations
 - Professional practice
 - Field work
 - Clerkship
 - Employment related to your field
 - Put the most emphasis on this section
-



Experience

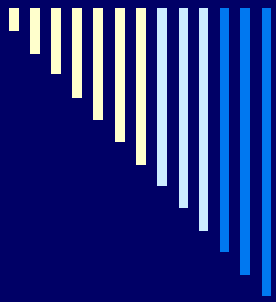
Format:

- ❑ Reverse chronological order
 - ❑ Where you worked, city & state
 - ❑ Title
 - ❑ Dates
 - ❑ Descriptions
-



Descriptions

- ❑ Use bullets or dashes
 - ❑ Start each sentence with an action verb
 - ❑ No periods
 - ❑ Use terms related to your field
 - ❑ Use a variety of descriptions
 - ❑ List responsibilities most important to least
 - ❑ Past tense vs. present tense
 - ❑ Use professional language
 - Managed, supervised and evaluated . . .
-



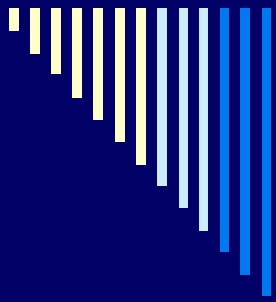
Experience:

Pharmacist

Community Mental Health Center, Lincoln, Nebraska

April 2007 – Present

- Dispense prescriptions for inpatient and outpatient pharmacies
 - Manage control substances inventory
 - Provide clinical support to physicians and patients
-



Experience
vs.
Additional Experience



Additional Experience

UPS, Supervisor, Omaha, Nebraska June 2006 - August 2006

Delice Bakery, Manager, May 2003 – September 2005

OR

Jobber's Canyon, Omaha Nebraska July 2002 – April 2003

Waitress

- Trained new employees and served customers



Additional Categories For Resume/CV

- Additional Experience
 - Research
 - Publications
 - Conferences & Workshops
 - Additional Training
 - Relevant Courses
 - Honors & Activities
 - Teaching Experience
-



Additional Categories (cont'd)

- Licensure/Certification
 - Poster Presentations
 - Professional Organizations
 - Professional Meetings & Conferences
 - Invited Guest Lectures
 - Articles & Editorials
 - Book Reviews
 - Computer Skills
-



Curriculum Vitae (CV)

- Usually 2-4+ pages
 - Often used for an academic & health care audience
 - Plain format, no objective
 - Comprehensive - lists everything
 - Some fields (jobs) may use a combination resume/CV
 - True CV will be less descriptive
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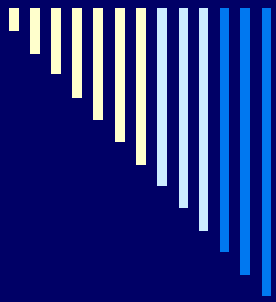
Publications

- Clark, B.E., and Mount, J.K. “Pharmacy Service Orientation: A Measure of Organizational Culture in Pharmacy Practice Sites,” Research in Social and Administrative Pharmacy, Vol. 2, (2006), pp. 110-128.
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Presentations

- Peck K, Cross P. Ignatian pedagogy: An innovative approach to teaching therapeutic exercise prescription in physical therapy education. Platform presentation, American Physical Therapy Association Combined Sections Meeting, New Orleans, LA. 2005.
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Cover Letters



Cover Letters

- Your introduction to the employer
 - Must be sent with every resume
 - “Please submit resume (and cover letter)
 - Summary of your experience, skills, and abilities – show a match
 - More descriptive than your resume
 - Three paragraph format
-

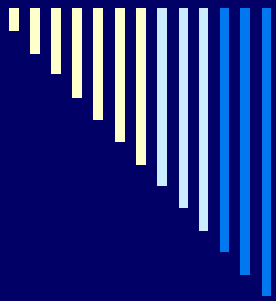


Types of Cover Letters

Application

Inquiry

Referral



Cover Letter Salutation

- Your address
 - City, State, Zip

 - Date

 - Ms. Andrea Smith (Name)
 - Human Resource Manager (Title)
 - Midlands Hospital (Company name)
 - 1620 Dodge Street (Address)
 - Lincoln, Nebraska 68137 (City, State, Zip)

 - Dear Ms. Smith:
-



Cover Letters

□ 1st Paragraph

- Why you're writing
 - Applying for a particular job/internship
 - Inquiring about a clinical experience
 - Relocating to the area
-



Cover Letters

□ 2nd Paragraph

- Experience that is related to the position
 - What you have to offer the employer
 - Demonstrate a match between your experience and the job description
-



Cover Letters

□ 3rd Paragraph

- Wrap up and thank you
 - Reiterate your interest in the position
 - Express interest in an interview
 - Contact information: phone number & email address
-



References

- References: Available upon request - can be listed on the resume
 - References listed on a separate page
 - Include 3-5 professional references
-



References

- Information to include:
 - Your name at the top of reference page
 - Reference's Name
 - Title
 - Where employed
 - Address
 - City, state, & zip code
 - Business phone number
 - Email address
-



Interview Tips

- Dress Professionally – suits
 - Firm handshake
 - Introduce yourself
 - Be specific and give examples
 - Have a road map for answers
 - Think of behavioral situations
-