Preparing a Winning Résumé

LSU Health NEW ORLEANS

Office of Human Resource Management

LSU Health NEW ORLEANS

School of Allied Health Professions

Objectives

- Establish your professional brand through your résumé.
- Develop effective and appealing résumé content to attract employers.
- Explore formatting options for résumés including curriculum vitae, and functional and chronological styles.
- Create polished supporting documents.

Your Professional Brand

- You are a brand.
- You must market yourself.
- You must stand out from the crowd.
- *“Brand yourself for the career you want, not the job you have.”*

Purpose of a Résumé

- Self-marketing tool, a quick advertisement of your professional brand.
- Provide a sample of your written communication skills.
- Showcase your relevant experience, skills and accomplishments to prospective employers.
- Create a professional image of yourself and establish your credibility.

Résumé Content: Contact Information

- Should be listed at the top of the page to include:
  - Name
  - Address
  - Mobile phone number
  - Email address
- Should not include personal information such as marital status, date of birth, SSN, or photograph.
- If available, include your professional website: online portfolio, LinkedIn, blog.

Résumé Content: Objective Statement

A brief, targeted statement outlining your career direction. Best used if any of the following apply:

- Just starting your career and not yet established in the workforce.
- Changing careers or industries.
- Targeting a specific position.

Once your career is established, create a *Career Profile, Professional Summary, Qualifications Summary or Executive Summary* description paragraph.

Résumé Content: Objective Statement

- Position your objective to align with what the employer is seeking.
- Speak the company's (or industry's) language.
- Do not be vague about the direction of your career.

Example: *Recent college graduate seeking a position as an occupational therapy assistant working with special populations within an engaging and positive environment.*

Résumé Content: Education

- List near the beginning of your résumé if you have no professional experience.
- After your first professional job, move it lower.
- Include the following details:
  - Degree title & discipline
  - School name and location (city & state)
  - Year obtained (or year you anticipate attaining the degree)
  - Honors, additional training certifications, study abroad programs, other relevant “educational” experience

Résumé Content: Work Experience

- Job descriptions are a useful reference, but do not indicate actual job performance.
- Must demonstrate your accomplishments and proven results.
- Use quantifiable performance results where possible.
- Correlate and target your experience to your career goals using transferable skills.

Résumé Content: Work Experience

Use powerful action and buzz words for your targeted employer and industry; limit repetition.

Action Words: advocated, assisted, distributed, guided, listened, monitored, referred, regulated, resourced, reviewed, supported, trained, volunteered.

Buzz Words: intuitive training, empowered health, Health Information Exchange (HIE), patient engagement, mobile health, population health management.

Résumé Content: Work Experience

Physical Therapy Assistant Intern, Valley Clinic, Kenner, LA

May 2015 – August 2015

- Completed twelve clinical weeks of outpatient rehabilitation in a community clinic serving over 250 clients.
- Provided exercise, intuitive instruction and therapeutic methods to increase range of motion, strength, and functional abilities under supervision of a Physical Therapist.
- Received formal recognition of outstanding service from the Regional Director of Physical Therapy Operations.

Résumé Content: Additional Sections

- Volunteer Experience | Community Outreach
- Activities | Honors | Leadership
- Skills (Job Specific, Transferable, Self-Management)
- Certifications | Licensure
- Organizations – professional and/or job related. If social group, only include leadership roles.
- University committees
- Interests – teaching or research, no personal hobbies.
- References – do not include on your résumé.

Curriculum Vitae (CV)

- Used for positions involving significant amounts of research and teaching.
- Also required for some scholarships, fellowships, proposals or grants.
- In addition to the contents included on a résumé, a CV will include the following information:
  - Research interests
  - Presentations
  - Publications
  - Grants, honors, and awards
  - Teaching experience
  - Intellectual property and patents

Curriculum Vitae (CV) Tips

- Request CVs from faculty within your discipline
- Ask faculty to review your CV draft

Résumé Style: Chronological

- Describe each experience in reverse chronological order starting with most recent employer first.
- Works well for those with experience related to the desired position.
- As your career progresses, should include the last 10 - 15 years of experience (beyond this time only if applicable)
- This style is preferred by employers and recruiters.

Résumé Style: Functional

- Focuses on your skills and experience, rather than your work history.
- Emphasis on transferable skills.
- Ideal if new to the field or reentering the work force, frequently changed jobs, or have employment gaps.
- Work experience is outlined with brief summaries of each job and located near the end of the résumé.
- Drawback: Employers may assume you are hiding something.

Résumé Style: Combination/Hybrid

- Highlights your relevant skills and provides the chronological work history that employers prefer.
- Works best if looking for a significant career change or promotion in your field.
- Effective for showcasing your skills and accomplishments while incorporating the chronological listing preferred by employers.

Resources for Resume Writing

20 Free Resume Writing Resources Online:

http://study.com/articles/25_Free_Resume_Writing_Resources_Online.html



Cover Letter

- Use same font and style as résumé
- Why you are reaching out to the potential employer
- What you like about the position and company
- What you will like about me (*relate to position qualifications and the company's mission & values*)
- What else you will like about me
- Enthusiastic closing, ask for interview

Cover Letter

Research and identify who the letter should be addressed to, not “To Whom it May Concern”



References

- Professional references include supervisors, work colleagues, clients, faculty members, and student organization advisors.
- Include detailed information - name, title, company name, e-mail address, and phone number.
- Do not send references to the company until asked. Usually three to five references are requested.
- Ask references if they will serve as a reference before actually listing them.
- Use the same heading as your résumé for your references page including your name and contact info.

References

- Prepare your references for calls from potential employers.
- Express your gratitude to references.
- Choose your references wisely.



Summary

- Examined your role in creating a professional brand.
- Discussed résumé arrangement and content that will capture the attention of employers.
- Reviewed formatting options - CVs, and functional, chronological and combination/hybrid résumé styles.
- Explored the importance of well-written supporting documents.