

WRITING YOUR RESUME

Creating a great resume is an exciting first step to getting a job.

Think of it as an advertisement for yourself—a well-crafted summary of your education, experience and skills—designed to convince the reader to contact you for an interview.

The diagram below highlights some key parts of the resume that you might choose to include. Your resume will likely include a mix of the sections shown.

EDUCATION & CERTIFICATIONS

The education section should include past and current education, including certification programs, degrees, and other credentials earned or in progress.

RELEVANT SKILLS

These skills may include skill sets required for positions in your field or skills that will enhance your ability to perform a job (ie. language skills or technology skills).

RELEVANT COURSEWORK

This section allows a candidate to highlight their education and training to display to an employer the education they have received in preparation for their career field.

EXPERIENCE

This section includes current and past work or volunteer experiences. Descriptions for these roles should focus on transferable skills needed for positions in a variety of industries (ie. communication skills, time management, etc.)

Jane Doe
000-000-0000 | janedoe@gmail.com | Livonia, MI

Education
MedCerts Completed: Jan 2021
Medical Assistant Program

Certifications
Certified Clinical Medical Assistant (CCMA) March 2021
Certified Medical Administrative Assistant (CMAA) March 2021
Customer Service Certified (CSC) March 2021

Relevant Skills
HIPAA/HITECH - OSHA - CMS - CPR - First Aid - Record Vitals - Laboratory Specimen Collection - Infection Control - Environment Safety - Bilingual

Relevant Coursework
HI 6010: Clinical Medical Assisting focuses on patient care in the healthcare facility, providing foundational knowledge required of an allied healthcare professional.

Clinical Experience
DaVita Dialysis, **Clinical Hours** Feb 2021

- Completed 150+ hours of clinical experience in the field of medicine
- Developed the skills necessary to perform duties of a medical assistant

Work Experience
McDonald's, **Customer Service Representative** Jan 2017 - Present

- Collaborated with coworkers to set goals and complete tasks each shift
- Developed a system for handling money and accurate transactions
- Learned to follow direction and efficiently complete tasks and projects
- Engaged in inventory by unboxing and replacing merchandise weekly

Walmart, **Security** Aug 2013 - Aug 2018

- Cultivated the ability to build relationships and provide quality service
- Protected and defended staff members and merchandise daily
- Utilized strong communication skills to de-escalate problems that arise
- Learned to enforce and ensure order through store operations

Volunteer Experience
Gilroy Assisted Living Facility, **Volunteer** Jan 2014 - Present
Color Run 5-K, **Volunteer** Aug 2019

CLINICAL EXPERIENCE OR EXTERNSHIPS

If your program or past education requires(d) an experiential learning opportunity, it may be beneficial to showcase this on a resume to provide a future employer with information on your hands-on experience in the field.



TIPS FOR STANDING OUT

1 - KNOW YOUR BRAND

Your brand is the sum total of what you have to offer an employer—a mix of experience, skills and personal interests/enthusiasm/ passion. What makes you a great candidate? It's useful to write out a personal brand statement and let it guide how you write your resume.

Here is an example:

"My professional background is in customer service and retail, through which I developed skills in communication, time management, and the ability to work with diverse audiences, making me an excellent candidate for this opportunity."

2 - PROVIDE EVIDENCE

The bullets below your job title are called accomplishment statements. They describe your achievements. Sometimes students struggle with elegant self-promotion, but there is a handy formula you can use to articulate your accomplishments:

ACTION + PROBLEM/PROJECT + RESULTS

Example:

- Learned the basics of medical billing through billing-specific activities and achieved the skills needed to effectively perform billing assignments

3 - FORMAT FOR QUICK READERS

According to a study released by online job-matching service *TheLadders*, recruiters spend an average of **six seconds** reviewing an individual resume. This makes it critical to use an information architecture that provides an easy, efficient, and productive reader experience.

Use white space and formatting techniques like bold, italics and underlines to create a visual logic—make it easy for specific information to stand out.

4 - MATCH YOUR RESUME TO THE JOB

Every resume should match the role you are applying to. You might have three or more different resumes for the kinds of opportunities you are interested in. For example, if you are looking for a position in medical billing and coding, you might have one resume focused on the billing and coding skills you developed at MedCerts and through any related jobs. Integrate key words (as best as you can) from the specific job description into your resume to help you stand out.