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The Resume (or "CV")

Starting Tips:

- The "best" resume is the one you never have to use. **Networking** is the key to getting interviews!
- Better to make a resume from scratch or "reset" the format (see below) than using a MS or internet templates.
- The resume is a "marketing document" that highlights your value for a specific audience. **Know thy audience, know thy self!**
- Importance of **first impression** - the book IS judged by its cover when it comes to resumes. Be consistent in your format and be mindful of overall "readability."

Reformatting/Resetting Format for Existing Resume:

Technique #1 (automatic reset):

1. Save your document "as" a "plain text" document and open it (usually opens with notepad)
2. Go to "format" and check "word wrap"
3. Go through the document and fix any obvious spacing issues
4. Save
5. Open the plain text file with MS Word and customize
6. Using this technique will automatically accomplish all the steps from technique # 2

Technique #2 (manual reset):

1. Open resume file in Word and highlight all text. While everything is highlighted:
 1. Change font size in the "advanced tab" of the "font" section on ribbon to scale of "100%" and spacing set to "normal." Unclick all "effects" from the font tab.
 2. Change paragraph spacing to "single spaced" with line spacing "before/after" to "0"
 3. Change "margins" in the "layout tab" to "0.5" for the top and bottom; "0.7" for the sides
 4. Delete all "tabs" by going to "paragraph tab" click "tabs" at the bottom and click "clear all"
 5. Left justify all text
 6. Remove any inserted "headers" or "footers"

Tips for Customization:

- Other than your name and section titles, all font should be size 10.5 – 11.
- Font styles to consider: Garamond, Calibri, Cambria, Palatino Linotype, Arial Narrow; Helvetica, Georgia, Book Antiqua, Bookman Old-style, Baskerville Old Face, Perpetua, Arial.
- Avoid inserting "headers/footers"; instead manually add your name, email and "page 2" to top of second page.
- Two pages for the health professions is OK, normal, and expected. No need to cram.
- Use "reverse chronological" order within each section = most recent experiences come first.
- Utilize/insert "border lines" to separate each new section. Helps with readability.

Customization continued:

- The file name ought to include your last name, first name, job title, the word “resume,” and date.
- Save as a Word-friendly and pdf version. The .pdf will retain the formatting best so try to apply with .pdf
- Before saving, ensure YOU are the stated “author” of the file. *R-click the file, “properties,” “details.”
- No need to include “references” or “references upon request.”
- Avoid using “etc” or too many abbreviations unless they are field-specific jargon.
- Proof read for spelling, punctuation, and verb tense.
- Always do a physical “test print” before sending it out.
- Do not lie or overinflate your experiences.
- Consider saving your resume and cover letter together as ONE file.
- Be consistent with formatting.....i.e. dates, spacing, size, layout for sections.
- **Protips: use MS Word’s “format painter,” “paragraph line spacing”, and “insert borders”**

Descriptions for Clinical Placements, Jobs and Volunteer Experiences:

- The descriptions are supposed to give the employer a clear image of "the degree to which you were exposed" to that particular setting. Everyone's level of exposure is unique: kinds of diagnosis, number of cases, technology used, diversity of cases, diversity of assessments, treatments...etc. so in theory, despite there being a universal checklist of skills to be learned, no two resumes should read the same when it comes to the clinical placement section.
- Your placement descriptions ought to reflect your progressive independence in the use of clinical skills, technological, and work-related social skills. **They should reflect the level of your exposure to that setting.** So consider: populations served, caseload, common and uncommon diagnosis, assessments & treatments, techniques, diagnostics, tests implemented, core skills learned, charting system/EMR. Be sure to highlight any UNIQUE experiences and lead with the information most relevant to the setting you wish to work in.
- To help with descriptions, read your course description, floor descriptions from the hospital website, job descriptions, and resume examples found on <https://indeedhi.re/2X5BVtL>
- Use 3-5 indented bullets that are no more than 2-3 lines, each. Or use 2-3 paragraphs, no more than 4-5 lines each. Readability is very important for these! Use the most room for the one(s) that are most relevant.
- Start each bullet or description paragraph with different and impactful action verb.
- Be sure to include the most relevant skills/keywords/jargon.
- The first bullet should be the most relevant/interesting information.
- FOR VIRTUAL CLINICALS (example):

MGH Institute of Healthcare Professionals, Medical/Surgical
Virtual Praxis (xxx total hours)

July- Oct 2020

- Bulleted description: How did instructors recreate patient interactions? How did they ensure that you had the ability to conduct assessments, prioritize patient needs, make decisions about care, implement that care and evaluate the results? Describe this process.
- Any special software being used to run this virtual clinical? Explain how it works. For example, one software uses actual "actors" that students "control" through verbal commands.
- What types of diagnosis did you learn about. What skills in how to treat such diagnosis?

Resume Sections & Order

1. **Contact Information:**

- Name on first line (16-18 size font, bold). Include: Address, city, state zip, phone, IHP or personal email on second line (size 10.5, no bold). Use two or three lines; depends on space and how it looks to you.

2. **Education:**

- In all resume sections, the most recent experiences come first. So, **MGH Institute of Health Professions, Boston, MA** - should be listed first.
- On the line below school name (s), start with highest degree. You can put multiple degrees on separate lines, below school name, or on same line if saving space.
- Degrees at IHP are: **Doctor of Occupational Therapy, Master of Science in Speech-Language Pathology, Bachelor of Science in Nursing, Master of Science in Nursing, Master of Physician Assistant Studies, Master of Science in Genetic Counseling, Doctor of Physical Therapy....**
- GPA can be included at your discretion. 3.50+ is the standard. Be consistent.
- Other items such as *selective coursework, concentrations, thesis, scholarly/capstone project, or honors/awards* could also be included in this section if it is relevant to highlight these elements. Use as bullets under degree(s)

3. **Licensure/Certification (sometimes “skills”):**

- Includes expected Licensure/Certification/Test date or eligibility, CPR/BLS number and expiration, and any additional interesting certifications. Skills such as a second or third language and EMR training can sometimes be included here. In some cases, this section can be moved to the end of resume.

4. **Clinical Rotations/Clerkships/Fieldwork/Student Clinical Experience:** (*in cases where you have directly relevant and recent work experience, your “Professional Experience” section will precede)

For Occupational Therapy:

- ADE (with description statements/bullets) comes first, followed by Full-Time level II (with description bullets) and finally Part-time Level I's (usually just listed; no description bullets needed)
- Includes Site Name (bold), city/state, month/year-month/year on the first line. Includes kind of setting (i.e. Pediatrics, community health, etc.) if applicable, on the line below. Followed by descriptions.

For Physical Therapy:

- Full-time experiences (with descriptions) comes first, followed by Part-time experiences (with descriptions)
- Includes kind of setting (i.e. Pediatrics, community health, etc.) if applicable, on the line below. Followed by descriptions.

For Physician Assistant:

- Typically indicated in list form, one right after the other: Site Name (bold), city/state, month/year-month/year followed by “kind of setting/clinical.”
- Include a description paragraph(s) below your sites list discussing skills learned and practiced.

For Direct-Entry Nursing:

- Advanced Practice Rotations with descriptions are listed first. Includes Site Name (bold), city/state, month/year-month/year on the first line. Includes Kind of Unit/setting (i.e. Pediatric floor, community health, etc.) on second line.
- RN Clinicals follow – sometimes with descriptions, sometimes without.
- For the NP job search, students will typically eliminate bullet descriptions for the RN clinicals and instead give more room for NP clinicals.

For Communication Sciences:

- Includes Site Name (bold), city/state, month/year-month/year. Title of “*Graduate Student Clinician*” on the second line.
- Typically indicated in reverse chronological order. If you have a concentration, this section could be segmented into “Adult-medical” and “School-based,” for example, allowing you to lead with the most relevant clinical experiences.
- If you worked with or under a supervisor with strong name recognition, consider including the name.

For ABSN Registered Nurse:

- Includes Site Name (bold), city/state, month/year-month/year on the first line. Includes Kind of Unit/setting (i.e. Pediatric floor, community health, etc.) on second line.
- Includes a bulleted or paragraph description describing the nature of your learning for this setting.

For Genetic Counseling:

- Lead with Capstone Project and work your way backwards to observations. Spend the most description real estate on the ones that relate most to the setting you hope to work in!

5. Professional Experience:

- Typically includes only paid work experience. But can include select volunteer/internship experiences if very relevant- must indicate that these are unpaid in your titles.
- Includes Employer, city/state, month/year-month/year on first line. Your title on the second line. 2-4 bulleted description underneath the title.
- Descriptions should clearly indicate your job responsibilities AND any valuable accomplishments. The more relevant, interesting – the better.
- You are using two pages, do not be afraid to list any customer service, food service, sales jobs! Although Bullet descriptions for these kinds of jobs may not be needed.

6. Volunteer/Internship Experience/Activities:

- Includes name of site, city/state, month/years-month/years and a short description if the name of the organization does not tell the story you wish to convey.

7. Optional Resume Sections to consider:

***Electives/Selective Coursework**

- Optional section – employers love seeing CSD electives

***Skills**

- Optional section – Include fluent or conversational language skills, Epic, other EMR.

***Achievements, Honors, Awards**

- Optional section - Honor society, special awards, special professional achievements.

***Leadership Activities/Professional Affiliations**

- Optional section – for professional memberships, leadership roles/activities.

***Professional Development**

- Optional section – aby additional coursework, professional certificate programs, professional conferences, on the job training.

***Interprofessional Activities**

***Shadowing/Internships**

***Publications/Presentations/Posters**

“Icing on the cake”

Consider using some comments from your clinical evaluations within your resume!