

Tips for creating a successful resume

Job application can be stressful and intimidating. We all want to impress the potential employers in order to have an opportunity for an interview and eventually landing that dream job. Our resume is the mirror of our actions and activities so creating a professional resume is the major step in any job application. Here are key tips and components for creating a successful resume:

- **First, make sure your resume consists of these standard but very important elements:**
 - a. Your name and your contact information
(it should be the first thing anybody can see).
 - b. Objective statement, skill summery, or career summery
(be bold, tell your potential employer who you are and what are you looking for. It is a space to show off your creativity, skills, and ambitions).
 - c. Education
(start from the most recent one, indicate the years of employment, you might also want to include your GPA, particularly if you are a new graduate. It tells the employers you take your responsibilities seriously and you are good at what you do).
 - d. Experience
(start once again from the most recent one, include your employer, job title, years of your employment, and the location. Give a brief summary of your responsibilities, but make sure you don't write a novel. The summery should contain two or three lines. You might not want to include the

experience that is completely unrelated to what you are applying for. For example, bartending job is not relative to a healthcare).

e. Acknowledgements and Awards

(this is the area where you want to tell about your achievements and accomplishments. List all the awards starting from college, all your volunteer activities, and your personal achievements. It shows that you like to accomplish things in life, not afraid of responsibilities, work great as a team, and like to help others. You definitely want to have something in this section so take the time and write down everything that you have done and accomplished. Make sure you give a brief description if necessary).

- **Next, are some tips to make your resume stand out from the rest of applicants:**
 - a. Keep it to one page, it is not a curriculum vitae. Your potential employer might only spend 15-30 seconds to look through your resume, so make sure it is not messy and it is easy to follow.
 - b. Do not use “I” statement in your resume. Instead, use words like planned, performed, oversaw, prepared, assisted, and so on. Make sure you use the correct tense. Don’t overuse the same words, research different adjectives and synonyms that would make sound more creative and not generic.
 - c. Use bullet points and bold typeface to highlight the important information. Keep your resume clean and easy to follow.
 - d. If you don’t have any healthcare related experience and you are applying for one, talk about your clinical experience. Let your potential employer know your skills and expertise.
 - e. Proofreading is another important key. Give your resume to two or more people to read it over. They might give you some good insights and suggestions.

- f. Most applications are submitted online. Check if you can add a cover letter with your resume.
- g. Research the organization you are applying for. Know their mission, vision, and values. Cover letter is the place where you can talk in detail about their values and why do you think you are a good fit.
- h. Make sure you have at least two people who are willing to testify for you as well as letters of recommendation.
- i. Be professional, punctual, and good luck with your interviews.