

RESUME BASICS

Your resume is not a static document. It may be used to apply for jobs/internships, scholarships, graduate/professional programs, or for networking. The key is to tailor your document to highlight your relevant qualifications for each situation. The following sample is meant to present a single, possible style. Your resume should reflect your own interpretation, style, and experience. Consider the following when creating your resume:

Special Considerations

Length: Typically, resumes can be one-two pages, but ultimately, the expected length of a resume depends on the requirements of the position/program and the expectations of the field/industry.

Style: Typically, it is appropriate to utilize a personalized, yet traditional resume style. Be prepared to speak about and/or demonstrate examples of experience, knowledge, and skills (i.e. practicum/immersion experiences, job shadowing and observation hours, collaborative work with in-field professionals, etc.).

Unique Sections: Be sure to include your relevant (or required) certifications or other qualifications (that are required or preferred) as well as field-specific skills, methodologies, or experience (experiences with patient/client populations in healthcare settings, patient record management systems, immersion experiences, practicum/internship, job shadowing and observation hours, course projects, business/office management/health care experience, etc.).

Other Things to Keep in Mind: It is essential to have a document that is easy to quickly scan (read). To do this, organize your content according to what is required and relevant to the position, program, and industry/field.

Organization & Layout

- Organize content according to what is required and relevant to the position or program.
- Use margins (.5 to 1-inch), sections, or columns to balance and organize your content.
- Balance the content of your resume using left and right justification, spacing, and tab settings to draw attention to relevant information – remember consistency is key.

Fonts & Style

- Use a font that is clear and easy to read at-a-glance.
- Adjust the size (10-12 pts, typically) based on the font.
- Incorporate style elements like **bold**, *italics*, CAPITALIZATION, and underline to draw attention to the most important parts of your resume.
- Each style element should emphasize a single type of information.

Sections & Information

- Create section titles that market your experiences and align with what an employer or program is looking for.
- Select what you choose to include (ex. education, certifications/licensure, experiences, knowledge, skills, community outreach, leadership, etc.) based on what is required and relevant within the job/program description.
- List section information in reverse-chronological order with the most recent, relevant content first.
- Format your content to make it easily accessible to the reader - it is much easier to skim bullet points for information than paragraphs.
- Be concise but thorough – do not ramble or use irrelevant “filler” words.

NAME

Telephone
Email

EDUCATION

University of Wisconsin-Stevens Point
Bachelor of Science
Major: **Health Science (Health Care Administration)**
Minor: **Business Administration**

Anticipated Graduation: December 2023

Midstate Technical College
Nursing Assistant Certification

Graduated May 2019

EXPERIENCE

Portage County Living Center, Stevens Point, WI

September 2023 - Present

INTERN – OFFICE OF THE DIRECTOR OF ADMINISTRATION

- Ensure confidentiality and HIPAA compliance within business operations.
- Assemble and maintain new hire packets and co-lead onboarding process newly hired staff.
- Organize front desk and co-create promotional flyers to market services and resources.
- Assist Center Administrator with insurance verifications, co-administer billing, data entry, confidential patient record management, and project work.

Daily's Senior Care Center, Merrill, WI

June 2019 - August 2022

NURSE AIDE

- Assisted residents with activities of daily living and administered medications according to plan of care consistent with physical and care team expectations.
- Accurately documented patient information and ensured HIPAA compliance.

Marshfield Clinic, Marshfield, WI

June - August 2018

COPY ASSISTANT (Seasonal Project Position)

- Managed document digitization projects while maintaining accuracy, organization, and communication.
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RELEVANT CERTIFICATION & KNOWLEDGE

- Medical Terminology
 - Healthcare Informatics
 - Personnel / Human Resource Management
 - Health Economics; Accounting
 - Microsoft Office: Word, Excel, PowerPoint, Publisher, Outlook, Access
 - Electronic Health Record Systems (Epic, Cattails)
 - CPR/First-Aid certification, expires Sep 2022
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PROFESSIONAL MEMBERSHIP

- Health Occupation Students of America (HOSA) October 2021 - Present
- National Society of Leadership and Success May 2019 - Present