

# 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 program/position and the expectations of the field/industry.

**Style:** 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. therapy or activity design, clinical/observational hours, empathetic care, one-on-one patient/client work, and evaluation and assessment, etc.).

**Unique Sections:** Be sure to include your relevant (or required) certifications, licensure, GPA, or other qualifications (that are required or preferred) as well as field-specific skills, methodologies, or experience (observational hours, job shadowing, clinical hours with patient populations, volunteer/community outreach, course projects, etc.).

## **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 (UWSP)

Graduation: May 2023

Bachelor of Science: **Health Science (Pre-Occupational Therapy)**

Minor: **Psychology**

Cumulative GPA: 3.73; In-Major GPA: 4.0

## CERTIFICATIONS & MEMBERSHIPS

Health Occupation Students of America (HOSA), member

October 2022 – Present

BLS Certification (American Heart Association), current

March 2021 – March 2022

## RELEVANT EXPERIENCE

*Daily's Senior Care Center*, Merrill, WI

June 2022 – Present

### **Nurse's Aid**

- Assist residents with activities of daily living and personal hygiene
- Administer medications according to plan of care consistent with care team expectations
- Provide quality patient care, environmental safety, and infection control
- Accurately document patient information and ensure HIPAA compliance
- Develop and maintain positive interactions with residents, families, and professional staff

*Aging and Disability Resources Center*, Stevens Point, WI

October 2020 – Present

### **Volunteer**

- Visit with participants and engage in activities promoting areas of wellness (social, intellectual, emotional, vocational, and physical)
- Initiate participant discussions on strategies to promote environmental and physical safety such as fall-prevention and functional mobility

*G. Johnsson Assisted Living Facility*, Oshkosh, WI

September 2021 – January 2022

### **Job Shadow / Observational Hours**

- Completed 80 hours of observed Certified Hand Therapy and rehabilitation for older adult populations within independent and assisted living community settings
- Learned and reflected on strategies to evaluate activities of daily living, implement interventions, and educate on safety, progress, and performance
- Applied professional code of conduct and adhered to HIPPA Privacy Rules and compliance standards

*Tri-Area Hospital*, Cedarburg, WI

January – August 2021

### **Job Shadow / Observational Hours**

- Observed licensed Occupational Therapists developing and implementing therapeutic care plans for adult populations within a hospital setting
- Gained understanding of processes used to identify and make referrals across disciplines to address comprehensive patient needs
- Witnessed the impact of effective patient and caregiver instruction and the outcome of increased patient independence and productivity