

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. programming, therapy, or activity design, clinical hours, resource/service marketing, virtual programming, one-on-one patient/client work, group facilitation, 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.).

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 (UWSP) Expected Graduation: May 2023
Bachelor of Science: **Health Science (Pre-Physical Therapy)**
Minor: **Psychology**
Cumulative GPA: 3.73; In-Major GPA: 4.0

Senior Capstone Project: *Reinjury within Patient Populations* January – May 2023

- Analyzed survey data collected from patients experiencing reinjury.
- Collaborated with multi-disciplinary health care student team to investigate factors and causes of reinjury within patient populations.

CERTIFICATIONS, & MEMBERSHIPS

Health Occupation Students of America (HOSA), member October 2021 – Present
American Physical Therapy Association – Student Assembly May 2022 – Present
CPR/First-Aid/AED Certification March 2022 – March 2023
Motivational Interviewing (initial two-part training) February 2022

RELEVANT EXPERIENCE

Medical Office Associate – West Physical Therapy Associates, Leona, MN December 2019 – Present

- Accurately file and store physical and electronic medical records and clinical documents.
- Maintain confidentiality and professionalism within medical office.

Referee – USA Hockey Officiating, Minocqua, WI January 2020 – Present

- Officiate games and facilitate adherence to game procedures and parameters according to USA Hockey Junior Rulebook.
- Help players develop leadership, teamwork, and communication skills.

Student Athlete (Swim Team) – UWSP, Stevens Point, WI August 2021 – May 2022

- Developed efficient organizational and time management abilities by balancing a rigorous schedule of coursework, practice times, travel, and meets while maintaining a 4.0 in-major GPA.
- Co-led fundraising and event planning for campus and community outreach initiatives.

Observational Hours – Tomah Memorial Hospital, Tomah, WI January – August 2022

- Completed 46 observational hours within in-patient and out-patient settings by observing and learning techniques and physical therapy strategies.
- Applied professional code of conduct and adhered to HIPPA Privacy Rules and compliance standards.

Fitness Center Desk Attendant – UWSP, Stevens Point, WI September 2020 – May 2021

- Responsible for operational opening and closing of building according to department protocols.
- Maintained cleanliness of facility and equipment; ensured health, safety, and well-being of on-site members; greeted and checked-in members; answered questions and validated memberships.