

Your Professional Story on Paper

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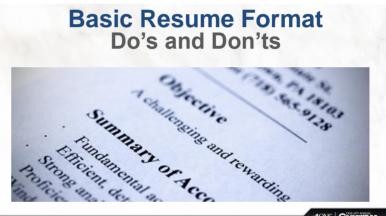
The James

THE OHIO STATE UNIVERSITY WEXNER MEDICAL CENTER

The Objective of a Resume is to....

Get You An Interview!





Targeted for the Job

One size does not fit all.



Which Resume Format is right for you?

Chronological Resume:

 A chronological resume starts by listing your work history, with the most recent position listed first.

- Functional Resume:

- Focuses on skills and experience, first

- Combination Resume:
 - Lists skills and experience first and then, employment history next. This type highlights the skills you have that are related to job, and uses chronological work history

The Chronological Resume

- Lists employment dates Most recent position first
- Most important info
- Be Specific!
- Use numbers, figures & facts

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Common Resume Components

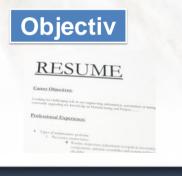
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Common Resume Components (cont.)

Relates to a specific job



- Focus on how you would benefit the employer
- Tell a story and explain your passion
- Be clear
- Short and to the point

Common Resume Components (cont.)

List skills relevant to the targeted position



- Highlight your skills and accomplishments
- Describe what you have done
- Emphasize experiences that pertain to the position you are applying for

Common Resume Components (cont.)

List education & training



- Education
- Related Coursework
- Training
- Certifications

Additional Tips



•Your achievements should be listed as part of your resume

Proofread

List dates carefully

Do not put any personal information in your resume

•Do not use fancy paper, or language (unless it's important for the position), abbreviations, pictures, personal data

•Try not to leave any gaps in your experience and professional background. If you do have gaps, be ready to explain what you did during an interview

Always keep your resume updated! Update as you go through your career.



Curriculum Vitae vs Resume

Differences

 CV
 Best for: Academic Education Scientific Medical Research Fellowship/Grants



Resume

Curriculum Vitae vs Resume

Topics to include

CV

More than 2-3 pages, detail Include: Academic background Teaching Degrees Awards Publications Presentation

Resume

At least one page, concise Include: Objective Education Work History Credentials Accomplishments/Skills

CLINICAL EXPERIENCE

hofogical Evaluation Trainee Santa Monica Child Guidanoe Center, Santa Monica, CA August 1998 - July 1999

xted assessments of children, addiescents and mothers. Presenting issues included ruling ming disabilities, chical depression, ADHO, and oppositional deflard tisorder. Duties de consultation with parents, teachers, and therapists. Battery administration, scoring and writing. Adending weekly assessment training seminars, and individual supervision. visc: Bok Lamovite, PLD.

SUPERVISION EXPERIENCE

nvisor – Undergraduate Research Team University of California, Los Angeles August 1999 – July 2000

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PRESENTATIONS AND POSTERS

Doyle, W.P., Shrapshire, E., Bruin, S. (April 2001). In search of processes to explaid differences in addrescent onset obsessive compulsive disorders. Poster pre annual meeting of the Western Psychological Association, Seattle, WA.

Bruin, S., Lankman, F., Smith, L., Davis, M., Stapleton, B. (2000). Multidisciplinary training as an educational experience for emerging school-based interventions. In B. Binkman (Chain), Prevention across al Alwelf of the furthurshy diverse unhan center. Invited paper address presented at the annual meeting of the American Psychological Association, Torverte

PUBLICATIONS

a typical resume

Doyle, W.P., Bruin, S., Thurman, A.E., Lamonia, B.S. (2001). Obsessive Compulsive Disorder in Children and Adolescents: A Review. Journal of Adolescent Health, 39 (2), 69-78.

Shrapshire, E., Doyle, W.P., Bruin, S., Lamonta, B., Thurman, A.E. (1999). High-Risk Behavior and Rates of HIV Infection Among Low-Income Urban Addrescents. Journal of Social Issues, Sum, 85 (4), 199-215.

Electronic Resume- LinkedIn



