



Your Professional Story on Paper

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The James

The James
THE OHIO STATE UNIVERSITY
WEXNER MEDICAL CENTER

The ONS 43rd Annual Congress logo is located in the bottom right corner of the slide.

The Objective of a Resume is to....

Get You An Interview!



Basic Resume Format Do's and Don'ts



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

LONDON GORDON, RN
1 Main Street, New Haven, CT 06511 | 203.332.5577 | l.gordon@hmdhosp.com

Summary
Compassionate Registered Nurse with 17 years experience in healthcare. Skilled in providing exceptional care to diverse patient populations with a special focus on health care and education for underserved populations.

Certifications
Registered Nurse, State of California 2005-Present
RN-BC, BC in CCU (Certification), American Heart Association 2008
RN and ACLS Certifications, American Heart Association 2008

Highlights

• Patient care	• Management
• Assessment	• Quality Improvement
• Staff	• Research
• Healthcare Administration	• Health Care Cost
• Mentoring	• Project Management

Experience

Registered Nurse Aug 2009 to Present
Wentworth Falls Hospital - New Haven, CT

- Worked in the Intensive Care Unit (ICU) for 10 years, providing high-quality patient care and leading a team of nurses in the ICU.
- Worked in the Emergency Department (ED) for 7 years, providing high-quality patient care and leading a team of nurses in the ED.
- Worked in the Medical-Surgical Unit (MSU) for 3 years, providing high-quality patient care and leading a team of nurses in the MSU.
- Worked in the Critical Care Unit (CCU) for 4 years, providing high-quality patient care and leading a team of nurses in the CCU.
- Worked in the Coronary Care Unit (CCU) for 3 years, providing high-quality patient care and leading a team of nurses in the CCU.
- Worked in the Intensive Care Unit (ICU) for 2 years, providing high-quality patient care and leading a team of nurses in the ICU.

Registered Nurse Sep 2005 to Jul 2009
St. Mary's Hospital - New Haven, CT

- Provided high-quality patient care and led a team of nurses in the ICU.
- Provided high-quality patient care and led a team of nurses in the ED.
- Provided high-quality patient care and led a team of nurses in the MSU.
- Provided high-quality patient care and led a team of nurses in the CCU.
- Provided high-quality patient care and led a team of nurses in the CCU.
- Provided high-quality patient care and led a team of nurses in the ICU.

Education
Bachelor of Science, Nursing
California State University - Northridge, CA

- Graduated with honors.
- Graduated with honors.
- Graduated with honors.

The Combination Resume

GREAT FOR ENTRY LEVEL AND SENIOR EXECUTIVES

Name
Street
City, State, Zip
Phone
Email

JOB OBJECTIVE: The job you want next

SUMMARY OF QUALIFICATIONS

- Have small experience you have in the field of your job objective, in a related field, or using the skills required for your new position.
- An overall career accomplishment that shows you're good at this job.
- What someone would say about you as a recommendation.

PROFESSIONAL EXPERIENCE

Job Title, Company Name, City, State

MAJOR SKILL

- An accomplishment from the job, which shows you have this skill.
- A statistic you mention using the skill and the results.
- A fact that you used your skill to positively affect the organization, the bottom line, your team, your clients.
- Awards, commendations, publications, etc. you achieved that relate to your job objective.

MAJOR SKILL

- A project from the job you are proud of that used this skill and supports your job objective.
- Another accomplishment with quantifiable results that prove your skill.
- An occasion when someone "let up and took notice" of your skill.

Job Title, Company Name, City, State

- A project you are proud of that supports your job objective.
- Another accomplishment that shows you're good at the line of work.
- Quantifiable results that prove your skill.

Job Title, Company Name, City, State

- An accomplishment that will be valued by your next employer.
- An occasion when someone "let up and took notice" of your skill.

EDUCATION
Degree, Major (if relevant), (How Important)
University, City, State



Common Resume Components

Section Heading

Education

Southern Missouri State University – Springfield, MO, December 2007
B.S. Marketing (Advertising/Promotion emphasis)
B.S. Mass Media, Journalism, & Film
Dean's List Spring 2005

Experience

Marketing Researcher, Vista Florida, National Student Advertising Competition, Spring 2006

- Proposed \$75M fully integrated brand plan as part of nation's largest student advertising competition
- Team placed first in national competition in Boca Raton, Florida
- Developed and executed comprehensive research plan including recruiting 130 respondents, preparing audience questionnaire for 11 focus groups, and testing creative ideas

Media Director, Toyota Matrix, National Student Advertising Competition, Spring 2005

- Team placed eighth nationally out of 150 schools in national competition in Los Angeles, California
- Helped develop \$35M marketing communications plan presented to Toyota and Suzuki & Suzuki
- Lead team of three in creating media plan comprising media selection, scheduling, and budgeting across TV, print, radio, out of home, and online

Advertising/Marketing Intern, White Broadcasting Inc., Springfield, MO, 1/08 – 5/08

- Scheduled and booked radio commercials for 30 national and regional clients including Toyota, McDonald's, Visa, and Esquire's Best & Car
- Responsible for scheduling more than 500 individual spots across all day parts
- Wrote three press releases announcing concert opportunities throughout local media
- Developed promotional plans, and helped with all promotional elements for three area concerts
- Handled 12 hours' worth of late evening & AM course load

Customer Courtesy Associate, Wal-Mart Stores Inc., Springfield, MO, 6/03 – Present

- Awarded "four star customer" rate of more than 90 customer for superior performance
- Selected to serve on store's risk management team
- Work 30 hours/week during school year, and full-time throughout the summer

Activities/Interests

Gold Medalist A&P Winner, 2006

- Involved National Team Film Festival, Evanson, 2005
- American Advertising Federation, Member, 2006 – Present
- Marketing Club, Member, 2005 – Present
- Alpha Kappa Psi Business Fraternity, Member, 2005 – Present
- Involved National Team A&P Club, 2004 – Present
- Interests include: sports, traveling, hiking, photography, and the letter E!

Common Resume Components (cont.)

Relates to a specific job

Objectiv

RESUME

Career Objectives:

Looking for challenging role as an engineering professional, automation or manufacturing, consistently applying the knowledge in Manufacturing and Project.....

Professional Experience:

- Types of maintenance performed
 - 1. Preventive maintenance
 - ◆ Routine inspections (adjustment or repair as necessary) components, utilize accurate and correct work...

- 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

Work Experienc

- 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

- Education
- Related Coursework
- Training
- Certifications

Additional Tips



Curriculum Vitae vs Resume

Differences

- CV
 - Best for:
 - Academic
 - Education
 - Scientific
 - Medical
 - Research
 - Fellowship/Grants
- Resume
 - Best for:
 - Job Application
 - Employment Purposes



Curriculum Vitae vs Resume

Topics to include

- | <u>CV</u> | <u>Resume</u> |
|--|--|
| More than 2-3 pages, detail | At least one page, concise |
| Include: <ul style="list-style-type: none">Academic backgroundTeachingDegreesAwardsPublicationsPresentation | Include: <ul style="list-style-type: none">ObjectiveEducationWork HistoryCredentialsAccomplishments/Skills |

- CV Example (2nd page)
- First page can look like a typical resume

CLINICAL EXPERIENCE

Psychological Evaluation Trainee
Santa Monica OHSU Guidance Center, Santa Monica, CA
August 1998 - July 1999

Conducted assessments of children, adolescents and mothers. Presenting issues included ruling out learning disabilities, clinical depression, ADHD, and oppositional defiant disorder. Duties included: consultation with parents, teachers, and therapists. Battery administration, scoring and report writing. Attending weekly assessment training seminars, and individual supervision.
Supervisor: Bob Lamorta, Ph.D.

SUPERVISION EXPERIENCE

Supervisor - Undergraduate Research Team
University of California, Los Angeles
August 1999 - July 2000

Supervised and trained a group of undergraduate researchers in developing, conducting, and evaluating school based interventions. Accompanied on-site interventions. Provided feedback and assistance in carrying out projects.
Supervisor: Delorgne Danson, Ph.D.

PRESENTATIONS AND POSTERS

Doyle, W.P., Shrapelins, E., Bruhn, S. (April 2001). In search of processes to explain gender differences in adolescent onset obsessive compulsive disorders. Poster presented at the annual meeting of the Western Psychological Association, Seattle, WA.

Bruhn, S., Lankman, F., Smith, L., Davis, M., Stapleton, B. (2000). Multidisciplinary training as an educational experience for emerging school based interventionists. In B. Binkman (Chair). Prevention across all levels for the seriously diverse urban center. Invited paper address presented at the annual meeting of the American Psychological Association, Toronto.

PUBLICATIONS

Doyle, W.P., Bruhn, S., Thurman, A.E., Lamorta, B.S. (2001). Obsessive Compulsive Disorder in Children and Adolescents: A Review. *Journal of Adolescent Health, 29* (2), 99-78.

Shrapelins, E., Doyle, W.P., Bruhn, S., Lamorta, A.E. (1999). High-Risk Behavior and Rates of HIV Infection Among Low-Income Urban Adolescents. *Journal of Social Issues, 55* (4), 199-215.

Electronic Resume- LinkedIn

My profile. My story.

Use this guide to build a profile that quickly tells an impactful, professional story. Give viewers a glimpse into who you are and get them excited to learn more. Be strategic and choose one or two themes that strengthen your value and make you easy to remember.

1. Header
Select a photo that represents you. Profile pictures that people can't see are more noticeable.

2. Summary
Think of your summary as your "elevator pitch." It should be a brief, compelling statement about your skills and abilities that you can use to introduce who you are and what you do.

3. Experience
List jobs in order of job level. Most recent should be first. Add a description of your responsibilities and achievements. Use numbers to quantify your impact.

4. Education
List schools in order of job level. Most recent should be first. Add a description of your education and any relevant coursework or projects.

5. Personalize
Your profile is the first page of your story. Use it to tell your story and make a great first impression on your audience.

6. Photos & videos
Use photos, videos, and documents to make your story come off the page. Use photos to show your personality and achievements.

Preparing to write your profile

Be strategic. Choose one or two themes that strengthen your value and make you easy to remember.

Questions

