

Tips for a Great Resume

How to get noticed and showcase your talents

- Resumes are often one of the first impressions a prospective employer has of you. It is important to create a job specific resume that is honest and accurate.
- To be seen as a professional, use a professional email address. Use Yahoo or Gmail to obtain a free email account: nameorinitial@gmail.com - funny, silly, political, religious, etc. references are guaranteed to NOT get you the interview.
- Proofread !!! - another way to get thrown out immediately is to have spelling or grammar errors on your resume.
- Use clear and professional fonts: Arial, Cambria, Times New Roman – many companies are using software to read and scan resumes and if you use an unusual font, your resume could be kicked out.
- Use language from the job description to guide your resume.
- Your resume should be no longer than 2 pages

Resume Layout:

First and Last Name, Credentials
City, State (no need for complete home address)
Home and Cell Numbers, Email
Linked-In profile if you have one

Professional Summary:

Begin with a professional summary. A prospective employer wants to know you have the ability and experience for the job to which you have applied, and they need to know this in the first part of your resume. Have you implemented a new system, designed an employee reward program, presented a new program that was implemented and resulted in a savings? These are the types of activity that will get you noticed.

Key Skills or Areas of Expertise:

- List of skills as it relates to the position for which you are applying
 - Strong knowledge of regulations
 - Clinical Training, MDS processes
 - Strong verbal communication and written skills
 - Experienced in non-profit or for profit/skilled/hospice, etc.

Professional Experience:

For Each Position Specify

- Beginning and End Dates including Month and Year
- Number of beds/size per building
- Bullet point at least three of your ROI (Return of Investments)
For example- Survey Results, CMI, RUG Scores, Turn Over, Budgets,
- What makes you stand out?
- Highlight awards received and specific accomplishments
- Results of what you have excelled in

Education, Certifications, and Licensure:

- Name of the school or university, Degree and years attended

Community Involvement:

- Involvement in the community or volunteering for special events illustrates to an employer that you are a team player and your experience will help them understand how you will fit on their team and how you can contribute.

References:

- No need to add references on your resume but do state references available upon request