



The Resume Structure

The purpose of a resume is to get an interview. Therefore, you need to ensure your resume catches the recruiter's eye in the sea of resumes received for each position. Recruiters spend about 30-60 seconds reviewing a resume to determine if a candidate meets the job specifications. A resume should be clear and concise; the recruiter should not have to go on a treasure hunt through your resume to evaluate your skills and qualifications.

The resume components:

Name:

- Place your credentials after your name. The recruiter can quickly ascertain if you have the required education and certifications required for the position.

Phone Numbers:

- Include your home and cell phone numbers; do not put your work number on a resume. You do not want your prospective employer to think that you are using company resources for your personal gain.
- Please make sure you have a professional message for your phone numbers. If your message states you're out partying, change it.

Email:

- List your personal email and not your work email! A candidate I worked with was fired when the company found out she was sending resumes through her work email.
- If your personal email address resembles "partygirl@gmail.com, or beerboy@gmail.com" (you get the picture), set up a professional email account for your job search.
- This is a good time to search yourself on Facebook and make sure there is nothing embarrassing about you online. It is common for employers to search social networking sites for information on prospective employees.

Objective:

- Customize your objective for each position.

Work Experience:

- Begin with your most recent position and work backwards. Please include the month and year you began and ended each position.
- Put your company name, city, and state.
- State your title and responsibilities.



- Write a brief sentence or two on your facility. (i.e. 450 bed, level 1 trauma center with 11 ORs and 9200 cases per year.)
- List accomplishments in bullet format.

Education

- If you have workforce experience, your education comes after your professional experience. You have listed your credentials next to your name; that is a quick summary of your education.
- List only the schools where you have received a degree or a certification. Do not list every school where you have ever taken a class.
- Please do not include your high school or prep school!

Certifications/Credentials

- List current certifications with expiration dates

Professional Organizations

- Include any offices held or special project work

Presentations/Publications/Awards

- Professional awards and recognition
- Public speaking/presentations
- Professional related publications

Professional Development Courses

- Please do not include your continuing education courses here

Community/Civic Involvement

- Employers like well-rounded people in their organization
- Include any offices held or special project

Foreign Languages

- List the language(s) and your proficiency

Hobbies

- List hobbies; it shows you are well rounded and you might have something in common with one of the interviewers.