



Guide to Resume Writing *Health Care Majors*



Career Services
304-214-8817
careerplaninfo@wvnc.edu

This worksheet can assist you in getting started.

Resume Worksheet

NAME

ADDRESS

Street _____

City _____ State _____ Zip _____

Phone _____ Email _____

OBJECTIVE

Include any or all of the following: position desired, career goals and interests, your strengths. Length should be no more than two lines. (You will customize for each employer.)

EDUCATION

West Virginia Northern Community College, _____ (campus), WV

Degree _____ Major _____

Graduation Date _____

GPA _____ (Cumulative)

Use same format for additional degrees. Students seeking their first degree may include high school information. Transfer students may note previous institutions.

INTERNSHIP, FIELD SERVICE PLACEMENT, or CLINICAL SITE

Site Name _____ City, State _____

Hours Completed _____ Dates _____

EXPERIENCE

Choose the experiences you wish to list on your resume. You can include both paid and unpaid experiences. Most recent should be listed first.

Employer _____ City, State _____

Title _____ Dates _____

Employer _____ City, State _____

Title _____ Dates _____

Employer _____ City, State _____
Title _____ Dates _____

Employer _____ City, State _____
Title _____ Dates _____

COMPUTERS or SKILLS

Computers: List computer skills developed through work, courses, or personal experience. List any certifications.

Skills: List any specific skills developed through work, courses, or personal experience. Examples include: foreign language proficiency, oral communication, assessment, etc.

HONORS & ACTIVITIES

Honors:

Include campus and community honors, awards and achievements.

Activities:

Include campus and community activities that help an employer get to know you. Use student organizations, leadership activities, projects, athletics, travel, etc.

ADDITIONAL CATEGORIES

Resumes are individualized, so you can personalize your categories. Options include: technical skills, leadership experience, community service, etc.

Resume Action Verbs

| | | |
|--------------|--------------|-------------|
| Accelerated | Facilitated | Pinpointed |
| Accomplished | Generated | Programmed |
| Achieved | Guided | Proposed |
| Adapted | Increased | Provided |
| Administered | Influenced | Recommended |
| Analyzed | Implemented | Record |
| Approved | Initiated | Reduced |
| Built | Instructed | Reinforced |
| Coordinated | Interpreted | Reorganized |
| Conducted | Improved | Revamped |
| Completed | Launched | Revised |
| Created | Lectured | Reviewed |
| Delegated | Led | Scheduled |
| Developed | Maintained | Simplified |
| Demonstrated | Managed | Set up |
| Designed | Mastered | Solved |
| Directed | Motivated | Structured |
| Effected | Operated | Streamlined |
| Eliminated | Originated | Supervised |
| Established | Organized | Taught |
| Evaluated | Participated | Trained |
| Expanded | Performed | Translated |
| | Planned | Utilized |

Resume Building/Skill Words

| | | |
|----------------|---------------|-------------|
| Ability | Effectiveness | Preference |
| Academic | Efficient | Productive |
| Actively | Enlarging | Proficient |
| Adaptive | Equipped | Profitable |
| Administrative | Evident | Proven |
| Analytical | Executive | Qualified |
| Capability | Experienced | Repeatedly |
| Capable | Increasing | Resourceful |
| Competence | Independent | Responsible |
| Competent | Innovative | Significant |
| Complete | Knowledge | Specialist |
| Completely | Logical | Substantial |
| Consistent | Major | Successful |
| Contributions | Management | Tactful |
| Cooperative | Open-minded | Technical |
| Creative | Performance | Thorough |
| Dedicated | Pertinent | Versatile |
| Dependable | Positive | Vigorous |
| Developing | Potential | |

Skills Employers Seek

- Knowledge of HIPAA guidelines
- Oral & written communication
- Problem- solving
- Analyze & synthesize complex data
- Interpersonal skills
- Physical stamina
- Ability to administer medications/treatments
- Visual monitoring
- Data recording/reporting
- Information gathering & handling
- Ability to work well under stress
- Prioritize multiple tasks
- Knowledge of human & group behavior
- Critical thinking
- Manual dexterity
- Quick decision-making
- Analytical skills
- Measure vital signs
- Assessment/planning/evaluation
- Operate medical equipment
- Counsel/instruct/comfort
- Provide medical care
- Utilize information systems
- Collaboration
- Knowledge of science, medicine & ethics

Resume Format

REVERSE CHRONOLOGICAL

- The next job is the logical progression in your career
- Preferred format for healthcare fields
- Focus is on related experience and skills
- Works well for prospective employees with continuous employment showing career progression in their field

REFERENCES

Use individuals that know you in a professional capacity (i.e. professors, academic advisor, internship supervisors, past supervisors, etc.)

- Only include the amount of references requested by the employer
- Always ask references before submitting an application
- Include the following information:
 - Name, Title
 - Organization/Business
 - Address
 - Phone Number
 - Email

RESUME BUILDER

Career Services does offer a resume builder through College Central, WVNCC's job posting board. A resume builder can be a good option if you do not currently have a resume and need to create one fast. Visit the Career Services webpage to set up and create your College Central account.

*Sample resume for
students applying for
admission into a health
care program.*

Allie Applicant

5555 College Union Drive
Wheeling, WV 26003
555-666-7777; allyapplicant@mail.wvncc.edu

OBJECTIVE

To obtain admission into West Virginia Northern Community College's nursing program

EDUCATION

West Virginia Northern Community College, Wheeling, WV August 2011—Present

- Certified Nursing Assistant, license received May 2012
- Major: health care (completing coursework towards admission to nursing program)

John Marshall High School, Glen Dale, WV May 2010

- high school diploma

WORK EXPERIENCE

Student Services Work-Study August 2011—Present
West Virginia Northern Community College, Wheeling, WV

- Provide clerical support such as filing and data entry
- Hang posters on campus, assist with events

Waitress January 2011—Present
Outback Steakhouse, St. Clairsville, OH

- Provide excellent customer service
- Manage orders for 10 tables during peak hours

Cashier May 2010—December 2011
Kroger, Moundsville, WV

- Greeted customers and provided customer service
- Operated cash register, completed price checks and changes

CAMPUS INVOLVEMENT

Student Government Association, Wheeling Campus Senator 2011—2012 Academic Year

- Serve as student representative for Financial Aid Committee

Student Ambassador, Wheeling Campus 2011—2012 Academic Year

- Give campus tours and assist with new student orientation

Randy Respiratory

1111 College Ave., Wheeling, WV 26003
111-111-1111, rrespiratory89@hotmail.com

Objective:

To obtain the position of respiratory therapist at East Ohio Regional Hospital

Summary of Skills:

- ABG interpretation
- Airway management, patient assessment
- Analysis and monitoring of gas exchange
- Basic therapeutics
- Bronchopulmonary hygiene techniques
- Cardiopulmonary resuscitation
- EKG/EEG
- Equipment decontamination and infection control
- Humidity and aerosol therapy
- Hyperinflation therapy
- Oxygen and medical gas therapy
- Patient safety and recordkeeping
- Respiratory protocols
- Ventilation management

Experience:

Respiratory Therapist, Specialty Hospital, Bellaire, OH, 7/08 to Present

- Care for patients with respiratory diseases (i.e. asthma, chronic bronchitis, cystic fibrosis, COPD, emphysema, lung cancer etc.)
- Follow written and/or verbal orders made by the doctor
- Obtain arterial blood gases on patients, give jet nebulizer treatments, intubate patients, make ventilator adjustments, perform weaning procedures, and bedside spirometry

Cashier, K-Mart, St. Clairsville, OH 10/05 to 04/07

- Provided excellent customer service (i.e. greeted customers, assisted with questions, etc.)
- Handled various types of payment transactions

Education:

West Virginia Northern Community College, Wheeling, WV
Associate in Applied Science, Respiratory Care, May 2008
Registered Respiratory Therapist (RRT) Certification, June 2008

Ruthie Radiology

1704 Market Street
Wheeling, WV 26003

(111) 222-3333; rradiology@mail.wvnc.edu

OBJECTIVE

To obtain a radiologic technologist position at Ohio Valley Medical Center

EDUCATION

West Virginia Northern Community College, Wheeling, WV

- Associate in Applied Science, Radiography, May 2010

American Registry of Radiologic Technologists (ARRT)

- ARRT registered, June 2010

SUMMARY OF SKILLS

- Diagnostic imaging
- Magnetic Resonance Imaging (MRI)
- Computerized Tomography (CT) scans
- RMS / IDX Carecast / TDS order entry
- Fluoroscopy procedures
- Ultrasounds
- X-rays
- Radiation protection
- Film evaluation
- CPR certified

EXPERIENCE

Radiologic Technologist, Awesome Teaching Hospital, Wheeling, WV 9/2010-Present

- Complete diagnostic radiographic procedures in the radiology department of a 300-bed teaching hospital
- Perform ultrasounds, MRIs, CT scans, X-ray imaging, portable radiography and fluoroscopic procedures
- Serve a diverse caseload including newborns, infants, children, adolescents, adults and geriatric patients
- Interpret data and provide recommendations for optimal patient care
- Manage 12 to 15 procedures per shift, while maintaining high quality of care

COMMUNITY INVOLEMENT/LEADERSHIP

- Member of Rotary Club of Wheeling, WV, 2010-Present
- President of Student Government Association, West Virginia Northern Community College, 2009-2010
- Member of Campus Activities Board, West Virginia Northern Community College, 2008-2010

Melissa Medical

123 Elm Street
Bridgeport, OH 43921
740-123-7896; melissa.medical@gmail.com

SKILL SUMMARY

- Over nine years of experience as a medical assistant
- Excellent clerical and computer skills (Word, Excel, Outlook, Access)
- Outstanding customer service and interpersonal skills
- Accurately carry out verbal, written, and graphic instructions

EXPERIENCE

Medical Assistant

Ohio Valley Medical Center, Wheeling, WV

July 2009-present

- Measure and record temperature, pulse rate, weight, height, blood pressure
- Gather and document patient information
- Give treatments and injections and perform routine laboratory tests
- Schedule appointments, keep records, and receive payments
- Sterilize instruments and prepare treatment rooms

Medical Assistant Practicum

Good Shepherd Nursing Home, Wheeling, WV

Jan. 2009-May 2009

- Measured and recorded patient vital signs
- Gave injections
- Received payments and kept electronic records of the transactions

EDUCATION

West Virginia Northern Community College, Wheeling, WV

- Associate in Applied Science in Clinical Medical Assisting, May 2009
- Certificate of Proficiency, Administrative Medical Assistant, May 2008

VOLUNTEER EXPERIENCE

- Volunteer, Ohio County Public Library
- Team Captain, Belmont County Relay for Life

Terry Technician

2222 Main Street

Wheeling, WV 26003

304-555-5555; tstechnician@mail.wvncc.edu

PROFESSIONAL SUMMARY

- Experienced health information technician with four years of acute-care hospital medical records coding experience
 - Registered Health Information Technician (RHIT) certification
 - Expertise in ICD-9-CM and CPT coding
 - Knowledge of licensing, reimbursement and accreditation standards
-

EDUCATION

West Virginia Northern Community College, Wheeling WV

- Associate in Applied Science in Health Information Technology, May 2008
- HIT Practicum: Completed clinical practicum at Wheeling Hospital (Wheeling, WV) and East Ohio Regional Hospital (Martins Ferry, OH)

Registered Health Information Technician (RHIT) Certification

- Issued by American Health Information Management Association
-

EXPERIENCE

Health Information Technician

6/2008-Present

Your Favorite Hospital, Anywhere, WV

- Select, assign and audit diagnostic and procedure codes to patient records
- Manage chart completion, chart assembly and analysis, patient admission, and patient information privacy/security
- Work collaboratively with patient account department to ensure accurate billing and resolve claim denials and medical-necessity issues
- Review medical documentation and consult with healthcare providers when documentation is inadequate/unclear for coding purposes.

Office Manager

3/2002-8/2006

Helping Rehabilitation Agency, Anywhere, OH

- Maintained patient/staff schedules
 - Assisted with medical billing
-

SKILLS

- HIPAA regulations
- Medicare/Medicaid reimbursement
- ICD-9-CM & CPT coding
- Chart status tracking

Nelson Nursing

123 Main Street., Wheeling, WV 26003
304-222-8888; nelsonnursing@mail.wvncc.edu

Career Objective:

To obtain full-time employment as a registered nurse for Weirton Medical Center

Education:

West Virginia Northern Community College, Wheeling, WV

- Associate in Applied Science in Nursing, May 2002

Licensure:

- Registered Nurse (RN)—West Virginia and Ohio

Professional Experience:

Ohio Valley Medical Center, Wheeling, WV

May 2002—Present

Critical Care Nurse

- Provide initial intake of critical care patients
- Take vital signs, collect lab specimens, and provide wound care
- Titrate continuous IV drips, including insulin, narcotics, etc.
- Collaborate with all members of interdisciplinary team, including social workers, doctors, and pharmacists
- Prepared patients for surgery, including pre-op checks, medications, lab and diagnostic testing

Good Shepherd Nursing Home, Wheeling, WV

June 1998—August 2000

Certified Nursing Assistant

- Provided personal care, including bathing, dressing, and feeding patients
- Took vital signs and answered calls for help
- Cleaned patient rooms as needed

Clinical Experience:

Clinical practicum included experiences at Ohio Valley Medical Center, Wheeling Hospital, and Reynolds Memorial Hospital.

Honors/Awards:

Outstanding Graduate, West Virginia Northern Community College

Member, Phi Theta Kappa (Honorary Society)

Sally Surgical

7 Main Street, Weirton WV, 26155
333-333-3333; sally.surgical@gmail.com

Career Objective

To obtain the position of surgical technologist at UPMC

Education

West Virginia Northern Community College, Weirton, WV

- Associate in Applied Science, Surgical Technology 5/2012

Skill Summary

- Surgical equipment
- Staging/sterilization
- Scrub
- Sterile draping
- Operating room cleaning
- Equipment maintenance
- Patient record entry
- Specimen routing/processing
- Patient transport

Clinical Practicum

Clinical experience included Ohio Valley Medical Center, Wheeling Hospital, and Washington Hospital

Work Experience

Work-Study, WV Northern Community College—Weirton, WV 9/2010—Present

- Assisted Student Activities department with campus events
- Provided clerical support such as creating flyers, spreadsheets, etc.

Manager, XYZ Grocery—Weirton, WV 6/2006—8/2010

- Responsible for daily operations of 5000 sq. ft. grocery store
- Supervised 20 employees
- Developed staffing schedules, prepared budgets, etc.
- Promoted to manager within three years of employment with company

Assistant Manager, XYZ Grocery—Weirton, WV 2/2003—6/2006

- Oversaw produce and deli departments
- Supervised 5 full-time employees
- Responsible for scheduling and budgeting of department

Shift Supervisor, Rite Aid—Wheeling, WV 1/2000—2/2003

- Operated cash register, handled nightly store deposits
- Acted as manager when manager was out of store for extended amounts of time
- Managed work of cashiers and stockers