

# Oregon TECH

## Resume Tips for Health Majors

Employers are seeking candidates who have the skills, knowledge, and experience that match the job. Help them see that you are a good fit by keeping your resume focused, descriptive, and interesting, and make sure that you customize it for each opportunity. You can customize by changing the Summary, emphasizing certain skills, and/or by moving sections around depending on what is most important to the employer.

### 1. CONTACT INFORMATION

Include your name in a larger bold font (18-24 pt). Underneath your name, using as few lines as possible, add your location, telephone number, email, and your LinkedIn URL if you have one. If you are relocating, do not include your current location as employers may think you do not want to relocate. Street address is not necessary.

#### **Brian Jones**

brian.jones@gmail.com | www.linkedin.com/in/brianjones | 503.249.8874 | Portland OR

### 2. PROFILE or SUMMARY

Communicate both *what* you are seeking and a few of your *key strengths* related to the position you are seeking. Many employers see Objectives as outdated, so try a Profile or Summary instead (but include a mention of the position you're seeking). A Qualifications Summary with a few bullet points is great for those with more experience.

#### **Summary**

Recent Nuclear Medicine Technology graduate of Oregon Tech with experience in a fast-paced hospital environment and navigating electronic medical records (EMR) seeking position at [name of organization]

### 3. EDUCATION

List your education next. Include minor, specialization, emphasis or area of interest, and your GPA if it's a strength. Are you a student athlete or member of a club? Did you receive a scholarship? On a pre-career resume, consider listing your relevant coursework too. Take this off as you advance your career. Coursework (taken anywhere) may be included if it adds an additional dimension to your skills

#### **EDUCATION**

Oregon Institute of Technology (Oregon Tech), Wilsonville, OR

**Bachelor of Science in Medical Laboratory Science**

June 2017

GPA: 3.4 Major GPA: 3.7 Dean's List – two quarters

ADDITIONAL COURSEWORK: Small Group Communication; Design Thinking

### 4. CERTIFICATIONS/LICENSURE

As a health professional, your certifications and licensure are extremely important. If you will be eligible soon, you may list your eligibility which ensures you will be captured by any employer searching for this certification in resumes. Indicate the states in which you will be/are licensed. Requirements change, so be sure to check with your professors for the most accurate way to represent your qualifications.

You may choose to include an optional headline under your contact information to highlight your eligibility:

## ***Nuclear Medicine Technologist – Registry Eligible***

Whether you choose the headline or not, always include a separate Certifications and Licensure section either above or below your Education section, and modify as soon as you are registered/licensed:

### **Certification and Licensure**

American Heart Association, BLS for Healthcare Provider	March 2015 to March 2017
American Registry of Radiologic Technologists, R.T. (R) (ARRT) <i>Registered Radiologic Technologist</i>	July 2015 to May 2025
License #913372 Oregon Board of Medical Imaging	May 2015 to May 2020

## **5. PROJECTS/RESEARCH**

If you have any related projects, they can be an important way to show your **applied knowledge**. Include all related group and individual projects.

## **6. INTERN/EXTERN EXPERIENCE**

This will be a major part of your resume. It should weave together experience with procedures, exams, equipment, and office procedures. You may include it in a section called (YOUR FIELD) EXPERIENCE.

- Radiographic exams: skull, facial bones, paranasal sinuses, spine, bony thorax, chest, abdomen, and extremities
- Radiographic procedures: Upper GI studies, small bowel series, arthrography, and lumbar puncture
- Portable x-ray unit experience: in patient rooms and the Emergency Department Trauma Center
- Communicated with patients to obtain patient history, ensure proper patient preparation, explain specific exam details, measure and record patient vitals, and obtain appropriate consent
- Used Picture Archiving and Communication Systems (PACS) and Electronic Medical Records (EMR)

## **7. ADDITIONAL EXPERIENCE**

Use short, descriptive bullet points that begin with action verbs (e.g., designed, improved) and highlight responsibilities, skills, and accomplishments. Explain how your work added value to the organization and quantify results whenever possible. You can highlight either the position or the company, whichever you think is more important. These transferable skills can set you apart from other applicants. Examples:

### **ADDITIONAL HOSPITAL EXPERIENCE**

Northwest Permanente

**Disability Management (DM) Intern** Summer 2015

- Helped to track Family and Medical Leave Act (FMLA) certifications and disability forms
- Updated disability-related training and educational materials
- Assisted the DM team with data collection and reporting
- Collaborated on presentations to new clinicians and other Northwest Permanente staff

### **EXPERIENCE**

Lambert Dental Practice, Medford, OR

**Office Intern** Summer 2014

- Contributed to the smooth functioning of a busy dental practice
- Designed improved system to capture new patient information, increasing patient satisfaction and decreasing time completing paperwork
- Increased social media engagement by posting more relevant information, and more frequently

Whatever experience you have that conveys your strengths, include it in sections such as **Additional Experience** or **Military Service**. Be consistent in your experience descriptions, so that they all have the same format. This makes it easier for employers to process the information.

## 8. SKILLS/COMPETENCIES

This is the place to put “hard” skills, rather than soft skills such as communication or interpersonal skills. A challenge in the health field is that there are so many skills to list you may have space issues. Mention specific equipment, and place the most important ones at the top. Read job descriptions for what is most important to the organization you are applying to.

### SKILLS AND PROFICIENCIES

- Review and document health history noting contraindications for treatment
- Educate patients on etiology of gum disease, oral disease risks and benefits of preventive care
- Expose diagnostic traditional and digital dental radiographs
- Administer local anesthesia and nitrous oxide
- Take impressions, fabricate custom whitening trays
- Apply sealants, fluoride and other preventive agents
- Render patient-specific oral hygiene instruction with motivating dialog
- Utilize Open Dental, Dentrix and Dexis dental software, Piezo Ultrasonic scaler, Cavitron and intraoral camera

## 9. LEADERSHIP/INVOLVEMENT/AFFILIATIONS

Include any involvement in student clubs, professional organizations, and community activities. Be sure to highlight leadership roles or positions of responsibility. If extensive, include a separate section.

### Leadership and Involvement

Respiratory Care Program, Treasurer

2014-2015

## 10. OTHER CATEGORIES

Any category is worth including if it highlights a positive quality. Athletics: are you a competitive athlete? You are willing to go above and beyond and understand time management. Host exchange students? You have cross-cultural competence and empathy. Have you presented a poster, or trained colleagues in a new piece of equipment? All can be included, just be sure to describe in enough detail.

### General Resume Tips:

- NEVER use a template! The embedded tables and macros will not play well with applicant tracking systems. A plain Word document with simple formatting is best. See [www.oit.edu/career](http://www.oit.edu/career) for more info.
- Don't put your contact information in a header: applicant tracking systems won't be able to see it.
- Be organized, and consistent in the format of how you describe experiences.
- Quantify your experiences when possible: Provided tech support to user network of 1,000+ employees.
- Balance your use of text, bullets, blank space and margins.
- Begin all bullet points with action verbs; past tense verbs for past accomplishments.
- Do not use I, me, my (they are understood). You may be more personal in your LinkedIn Summary.
- Do not include references or “References on request” – it's assumed.
- Within each section, use reverse chronological format.
- One page if possible, two is acceptable if you can take up at least half of the second page.
- Use **boldface** and *italics* selectively to highlight important information; avoid underlining.
- NO typos – get someone else to proofread for you

# Cassandra Rivers

cassandra.rivers@gmail.com

Portland, OR

503.249.8874

## VASCULAR TECHNOLOGIST CANDIDATE

Motivated, friendly and versatile vascular technologist candidate with a unique breadth and depth of skills that contribute to excellence in vascular ultrasound, including striving for excellence, an eagerness to learn new technologies, and treating others with respect and confidentiality

## CERTIFICATION AND LICENSURE

**Registered Vascular Technologist (RVT) Eligible**

## EDUCATION

Oregon Institute of Technology (Oregon Tech), Klamath Falls, OR

June 2017

**Bachelor of Science in Vascular Technology** GPA 3.4

## VASCULAR TECH SKILLS AND EXPERIENCE

Providence Non-Invasive Vascular, Portland, OR

Aug 2016 - Present

### Vascular Tech Extern

Have completed 1000+ vascular diagnostic studies, competent in performing:

- Peripheral arterial/AV Fistula/Bypass Graft Surveillance
- Peripheral venous/IVC/Iliac/Vein Mapping
- Aortoiliac/Mesenteric
- Segmental pressures; Carotid; Renal; Hepatoportal

Experience in interpreting test results, writing diagnostic reports, maintaining lab equipment and supplies, conducting physical exams, patient interviews, and operating a wide range of **diagnostic equipment**, including:

- Phillips iU22, Zonare Z.One, Toshiba Aplio 500

Proficient in several **software programs**, including:

- EPIC Hyperspace, AGFA Healthcare IMPAX, Microsoft Office

## ADDITIONAL EXPERIENCE

Foster Marketing Group, Tacoma, WA

### Manager

2009-2013

- Provided exceptional customer service, achieving an average customer satisfaction rating of 4.97 out of a possible 5.0 for 4 straight years
- Projected, ordered and distributed \$2 million+ in inventory with an accuracy rate over 98%

United States Air Force, Fairfield, CA

2005 - 2009

### Munitions Systems Specialist

Accredited with prestigious "Below the Zone" distinction, an honor awarded to two in a class of 236.

- Chosen by Commander as Squadron Ambassador, raising over \$25,000 for local charities
- HAZMAT division lead. Environmental compliance inspectors lauded program as "best seen to date"