

A hand holding a pen is shown writing on a document. The document is overlaid with a grid pattern, suggesting a resume or CV. The background is a light blue gradient.

Resumes and CVs

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What is a resume?

“Resume is a French word for summary....and most commonly refers to a list of accomplishments and experiences for a job application.”

Resumes and Personal Statements for Health Professionals, Tysinger, 2nd Edition, 1999

What is a CV?

CV stands for Curriculum Vitae and is the same as a resume but includes additional items like:

- Publications you authored, edited or assisted with;
- Research work;
- Academic awards; and
- Professional presentations

What to include

- Education
- Honors and Awards
- Extracurricular Activities (within limitations)
- Research Experience
- Clinical Interests
- Licenses and Certifications
- Languages you speak and write
- Publications or Presentations
- Membership in Professional Organizations
- Volunteer Activities
- Personal Interests
- Employment and Teaching Experiences

Objective is optional

Only include an objective on your resume if it is specific to the applied position.

Example: “I seek a physician assistant position at a rural medical center.” (too vague)

Better: “I seek a physician assistant position at a community health center where I can use my clinical expertise to provide quality health care and life-long health education to patients and their relatives.”

Must haves

- Short
- Honest
- Active Voice
- Well Organized
- Readable
- Contact Information
- Specific to the position

Must have not's

- Misspellings or poor grammar
- Embellishments or down playing
- The word “Resume” or “CV”
- Social security number or professional license number
- Marital status, age, gender, spouse's or children's information, race, religion, disabilities, or attach your photograph
- Why you left your last job

References

- If references are not required – do not take up valuable white space with them – simply put “References available upon request”
- If references are required – attach them on a separate sheet of paper and make sure you include all of the required information (name, contact phone, etc.)
- Network, network, network!

Formatting

- There is no “ideal” format
- Word or similar computer format (software packages are also available)
- Use a high quality printer and quality paper (i.e. 25% cotton bond) in a neutral color (white or light beige) – no loud colors
- Don't bother with fancy binders – they are usually removed by admins to make copies

Personal Experience Inventory

- See packet
- Include **EVERYTHING** you have done on the PEI sheets and then edit it down to the relevant “do’s” and “don’ts” for your resume

Let's Prep

1. Read several other resumes (see packet for examples)
2. Review your completed Personal Experience Inventory
3. Select the PEI categories that you plan on including in your resume - if you include EVERY category then you must be applying for a Dean's position.
4. Prioritize the categories as they will appear on your resume to help you create the draft
5. Select a resume format

Let's Write

- Prepare a draft version
- Contact information is ALWAYS first - at the top of the page
- Education format - list schools with the most recent first (do not include HS):

M.S. A.T. Still University, Arizona School of Health Sciences
August 2006 (anticipated)
Mesa, Arizona
Physician Assistant

B.S. University of Arizona, 2004
Tucson, Arizona
Molecular and Cellular Biology

Let's Write

- Honors and Awards
 - Significant honors
 - Competitive and academic scholarships
 - Explain the award
 - List in order of importance
- Research
 - Include even if it's not published or presented
- Extracurricular Activities
 - Clubs, services, sports, etc. – include years
 - Student Ambassador, SGA, Mission Coordinator, etc.
- Publications
 - Only list those your name appears on

Let's Write

- Presentations
 - Do not include small presentations to local groups (i.e. this presentation)
- Clinical Interests
 - List ones specific to the position applying for (i.e. peds)
- Licenses
 - P.A., Arizona, expires July 2009
- Certifications
 - Advanced Cardiac Life Support, expires July 2008
- Languages
 - Basic spanish, written
- Professional Organizations
 - Include any special duties or offices you have held
 - Physician Assistant Student Association (PASA), 2004-Present
School Representative, 2004-05

Let's Write

- Volunteer Activities
 - Arizona Search and Rescue (SAR) Association. On-call volunteer with SAR dog. Based in Phoenix, AZ serving Maricopa County. 1995-Present
- Personal Interests
 - List hobbies; include activities that might appeal to the reader or are related to the position you applying for
 - Hiking, snow skiing, scuba diving
 - Omit this section if your resume is already strong or is getting too long
- Employment Experiences
 - Job title, company name, location (city and state), dates of employment
 - Avoid a long list of duties
 - If you do not have any health care job experience then list any jobs that you have had (something is better than nothing)

Let's Print

1. Print a draft and edit (check for misspellings or wrong dates)
2. Reprint on quality paper
3. Give to at least two other people to review
 1. One reviewer should be a professional in your field (i.e. practicing PA)
 2. The other reviewer should be someone who knows you personally
4. Revise as needed
5. Check the “do’s” and “don’ts”
6. Reprint a final draft and check again for accuracy
7. Print on quality paper
8. Check it again
9. Mail it with your cover letter

Package and Mail

- Do not fold your resume
- Use a large envelope
- Type the mailing and return address
- Faxing is acceptable if you are meeting a deadline but remember to follow up with an original
- Priority service mail is acceptable (do not require a signature)

The Cover Letter

- Should you include one? YES!
- What should it say?
 - In the 1st paragraph express your interest in the position: “I am applying for the Physician Assistant position with your company that was recently advertised in the Arizona Republic”
 - State why you want the position; list desires but avoid being too direct: “challenging position that will allow me to use my health care expertise to serve a rural community”
- Should only be one page in length

The Cover Letter

- What shouldn't it say?
 - Salary requirements
 - Repeat information from the resume or describe your qualifications in detail
 - Shouldn't leave any doubt that you want the position
 - Sound like you are begging for the position or fake enthusiasm for the program
 - Sound like a form letter that you sent to 50 other places you applied to
 - See example in packet

Recommended Resources

- “Resumes and Personal Statements for Health Professionals”, Tysinger, 1999, Galen Press (copy available in Student Services)
- “Resumes for Health and Medical Careers”, Editors of VGM, 2004, \$11.95 from <http://books.mcgraw-hill.com>
- <http://www.CareerBuilder.com>
- <http://www.monster.com/>
- <http://www.aapa.org/joblink/candidates.html>

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