



CAREER SERVICES OFFICE

HOW TO PREPARE AN EFFECTIVE OCCUPATIONAL THERAPY RESUME

A resume is a short summary of your skills and experiences. It should be focused and clearly demonstrate why you are qualified for the position or program to which you are applying. Therefore, the format, content and style need to highlight why you are deserving of an interview.

Appearance: There is no prescribed format for a resume, though three common formats are described below. Your resume should reflect you and target your unique experiences and qualities to the job in which you are applying.

Helpful Hint: It is a fact that the average person spends about 20 seconds reading each resume the first time. An attractive, easy to read resume is a must and listed below are the basics that can help you create the best resume.

THE BASICS

- **Do not use a resume template. Start with a blank Word document.**
- A one page resume suits most students. People with more experience can expand to two pages.
- No typos, grammatically correct, and no full sentences are required.
- Results oriented with quantifiable, truthful information. Honesty is key on a resume.
- Short, concise phrases starting with action verbs that document accomplishments (see list provided).
- White space is important on the resume, though margins can be as small as .05.
- Use of bullets can highlight a particularly important section, as does bolding or italicizing words.
- You do not need to list everything, only things relevant to the position.
- Avoid the use of personal pronouns "I", "my", "me", "our".

- Have your resume reviewed by many people (i.e., Career Services, faculty, parents, alumni).

RESUME FORMATS

Chronological: This is the most common and recognizable format to employers. This format lists your educational and employment experiences in reverse chronological order (most recent first).

Functional: This format is well suited for those who are trying to change fields and have strong transferrable skills. It focuses on your qualifications/skills and places less emphasis on previous employers or job progression. This is the least common format used by applicants.

Combination: Combines the best features of the chronological and functional formats by highlighting related skills and strong work experience.

TIPS ON CONTENT OF RESUME

Heading: Your name should be in a larger (up to 14-16 point) font. Make sure you have the correct contact information including address, phone, and e-mail without the link enabled.

Objective: The objective is an optional component and is rarely used. If you use one it should be focused and specific (i.e., Marketing Intern for Kellogg Company). Your cover letter generally states your objective.

Education: Include the name of your degree, major, school, city, state, and date of completion or intended completion. You can include your GPA and relevant coursework.

Skills: In a combination or functional format you would include this section. These skills will be relevant to the position and can be pulled from any of your experiences. This section will be placed near the top of the page to be seen first. Common section heading titles are Relevant Skills, Related Skills, or Occupational Therapy Experience.

Experience: You may include paid, unpaid, full-time, part-time, internships, and volunteer positions. Use action verbs and short phrases to explain your qualifications and catch the reader's attention. Using numbers can validate your skills and experience.

Extracurricular Activities: Include membership in clubs, organizations, professional societies, sports, and committees, etc. You can describe your responsibilities and leadership positions, but it is not necessary if you are struggling with space.

Computer and Foreign Language Skills: For foreign languages, provide a level of proficiency (i.e. advanced proficiency, fluency, conversational). List any software that you can use, database skills, and any others related to the job.

Interests/Special Skills: This is optional and if listed should be specific (i.e., Chinese History, Silent Films, Technical Mountain Climbing) or even specific to your field.

ACTION VERBS

Begin each description on your resume with a strong action verb with help from the list to the right. Try to use different action verbs throughout your resume. If you have a job description to which you are applying, try to use the words that are used in that description to describe your experience. Do not overstate your responsibilities (i.e., use "founded" if you alone created an organization, otherwise use "Co-founded" if you were one of ten). A thesaurus can be very helpful if you are struggling for words.

Contact Career Services

James Westhoff, Director
203 Peabody | 207.992.4909 | westhoffj@husson.edu
www.husson.edu/careerservices

(Updated June 2014)

Administration

Approved, arranged, cataloged, classified, collated, compiled, conducted, coordinated, documented, initiated, inspected, monitored, operated, organized, prepared, prioritized, purchased, recorded, rectified, resolved, spearheaded, specified, supervised, systematized, transformed, terminated

Analysis

Amplified, analyzed, calculated, compiled, computed, detected, diagnosed, disapproved, evaluated, examined, forecasted, formulated, identified, investigated, programmed, researched, solved, studied, surveyed

Communications

Acted as liaison, advised, advocated, arbitrated, authored, counseled, corresponded, commented, consulted, displayed, edited, guided, instructed, interviewed, interpreted, informed, lectured, lobbied, moderated, marketed, mediated, negotiated, published, presented, promoted, recommended, referred, taught, trained, translated, wrote

Manual

Assembled, built, constructed, delivered, installed, maintained, navigated, operated, remolded, restored, repaired, rewired, replaced

Planning and Development

Created, designed, developed, drafted, devised, discovered, estimated, initiated, improved, modified, planned, proposed

Management

Audited, allocated, balanced, catalogued, charted, collected, documented, expedited, invested, inventoried, logged, maximized, procured, processed, scheduled, updated

General

Accomplished, achieved, completed, contributed, enhanced, evaluated, expanded, handled, increased, originated, performed, provided, served, strengthened, transformed

HOLLY MADISON

25 HATTON MOUNTAIN ROAD

POLAND, ME 04746

555-555-5555

MADISONH@GMAIL.COM

Education

M.S., Occupational Therapy, Husson University, Bangor, ME May 2012

B.S., Psychology, Husson University, Bangor, ME May 2011
Magna Cum Laude Graduate

Occupational Therapy Clinical Experience

Intergrated Rehabilitation, Augusta, ME March – June 2012

- Provided skilled occupational therapy to a caseload of eight to ten patients
- Conducted evaluations, treatment, and discharge plans for all patients
- Engaged in communication with COTA'S, physical therapists, CNA's, nurses, and case managers
- Interacted with families and assessed their needs for additional education
- Attended and contributed to interdisciplinary team meetings for all clients

Inland Hospital – Rehab Institute, Waterville, ME January – March 2012

- Performed skilled occupational therapy to a caseload of six to eight patients
- Completed evaluations, treatment, and discharge plans for all patients
- Communicated effectively with COTA'S, physical therapists, speech therapists, CNA's, nurses, doctors, and case managers
- Assessed needs for in-home modification prior to discharge
- Participated in and contributed to interdisciplinary team meetings to discuss patient outcomes

Level I Experience from 2010-2011: Crisis and Counseling, Senior Spectrum, Genesis Rehab, Children's Center

Work Experience

Central Maine Medical Center, Lewiston, ME May 2007 – Present

- Direct Support Professional, CRMA
- A 24-hour residential home with four elderly adults who are diagnosed with mental and physical disabilities who need assistance with activities of daily living, transportation, support in community, and safety.
- Health and Safety Representative from 2008-2012

Student Activities and Certifications

Member, Occupational Therapy Student Association May 2009-Current
Secretary, Husson Outing Clu May 2011-May 2012
CPR Certified, Red Cross Current