



## CAREER SERVICES OFFICE

### HOW TO PREPARE AN EFFECTIVE PHYSICAL 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 Physical 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.



(Check out QR code above for cool PT video)

### **Contact Career Services**

James Westhoff, Director  
203 Peabody | 207.992.4909 | [westhoffj@husson.edu](mailto:westhoffj@husson.edu)  
[www.husson.edu/careerservices](http://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

## Maximus Patella

206 Long Way  
Friendship, ME 03487  
(Cell/ home phone)  
E-mail

### Professional Qualifications

Licensed physical therapist in Maine with a DPT degree, recent experience in an outpatient rehabilitative setting. Critical thinker and team player with a reputation for excellent patient communication skills.

### Education

**Doctor of Physical Therapy**, Husson University, GPA 3.98 (date)

**BS Kinesiology**, Husson University, Bangor, ME (date)  
Magnum Cum Laude

### Clinical Experience

**Outpatient Rehab**, Maine Integrated Rehab, Bangor, ME (month/date)

- Evaluated and planned treatment for trauma and brain injury patients ages 12-58 years
- Trained in and administered electrotherapy, thermal therapy, and hydrotherapy
- Participated in physical therapy and occupational co-treatment sessions
- Gained experience in assessing patients with traumatic brain injury

**Pediatric In-Patient**, Portland Children's Orthopedics, Portland, ME (month/date)

- Performed assessments and developed treatment and discharge plans for patients ages 2- 10 years of age
- Utilized a collaborative approach to patient treatment planning
- Communicated clearly with patients, physicians, PT, OT, nurses, and case managers

**Inpatient Rehab**, Seton General Hospital, Waterville, ME (month/date)

- Focused on traumatic brain injury patients on the Surgical Intensive Care Unit and the general medical floors
- Worked as part of a team in co-treatment and tri-treatment sessions with OT, PT, and Speech Therapists
- Participated in Acute Care Department weekly multi-disciplinary Trauma Team meetings

Level I experience from (date to date): Maine Sport Rehab, Spurwink, Mountain View Retirement and Rehab Center

### Extracurricular Activities

**Husson Student Representative**, Physical Therapy Association (dates)

**Member**, Physical Therapy Club, Husson University (dates)

**Member**, American Heart Association (dates)

**Forward**, Husson Varsity Soccer (dates)