

Resume Tips for You to Use

Cook Children's Talent Acquisition team has put together some tips and tricks for you to use on your resume. We want to help your next application stand out!

- ✓ **Never lie on an application!** Employers do conduct background checks, and we check your education and your job history, among other things. If you lie about your experience or your education, it will cost you the job!
- ✓ **Spelling, Punctuation, and Grammar:** Your resume is often the first impression that you will make on the recruiter and the hiring manager. Put your best foot forward by double-checking your spelling, punctuation, and grammar. **Bonus tip:** Ask several different people to proofread your resume.
- ✓ **Format:** Bullet points are fine on your resume. However, you will probably upload your resume to an application system, and bullet points do not always "play nice" with application systems. You may want to have another version of your resume with the information in your bullet points written out in paragraph form, to use as a backup if this occurs.. **Bonus tip:** Save your resume in different formats, like PDF or Word. Different applicant tracking systems have different file requirements.
- ✓ **Job Duties and Descriptions:** The worst thing you can do, when describing your job at other places, is to use a generic description that is just made up of your job duties. **Sell yourself!** Tell us about your accomplishments, the projects you worked on, how many patients you see a month, et cetera. We want to know what makes you, you! **Bonus tip:** Be sure you list things that you did; do not exaggerate.
- ✓ **Education:** Here is a spot that has tripped up some of our applicants over the years. Please, only list the education that you have received. If you have not completed your degree, just note that information on your resume. It is also fine to include continuing education classes on your resume. If you did clinical rotations in college, list those rotations, too.
- ✓ **Quality:** Do not worry about the length of your resume, as long as the content of your resume is made up of quality information. For some positions, like a pharmacist or a psychologist, your resume is going to include research projects, rotations, articles, and other projects that you should showcase.
- ✓ **Tailor Your Resume:** You may want to have several different versions of your resume ready. You may want to emphasize different skills, based on the job description of the particular position to which you are applying.

- ✓ **Miscellaneous:** Do not forget to list volunteer opportunities, board service, or leadership projects that you have managed. A career objective section is a good idea, but remember to create an objective that matches the job for which you are applying.