

Resume Checklist

We review hundreds of resumes and discuss them with healthcare managers on a daily basis. Based on years of experience, we offer the **Resume Checklist** for your use.

The list is not meant to be exhaustive, but rather to highlight common issues we see with candidate resumes:



Tell your story. The organization is hiring you the person, not you the paper. Your resume should solicit interest in you as a person and a professional, backed by real competencies and experiences. Avoid canned language.



Keep it simple. Use a simple format with ample white space. Avoid pictures, multiple fonts, and sidebars (magazine style). Use 12-point font for readability, such as Arial, Courier, or Times New Roman.



Identify and quantify accomplishments. Articulate notable outcomes at the highest level in your job description. Stating you have successfully completed 4 TJC Surveys goes without saying, but highlighting a redesign of staff and trade mix to implement a zone maintenance strategy is noteworthy. Work backward to quantify accomplishments by asking, If I had not done X, what could have happened? Avoid job description regurgitation.



Include keywords. Target your resume by including keywords. Identify these words by examining organizations' websites and LinkedIn profiles that share your targeted job title. Mention specific skill sets, competencies, and certifications.



Write a professional profile. Rather than a subjective statement, open with a professional profile that tells the organization the value you'll provide. Convey your experience in terms of the company's needs and values. Short in length with punchy verb-based language, avoid subjective personal observations like dedicated, strong leader and stick with measurable attributes. You have unique experience, illustrate it quantitatively, absent philosophical language. Most managers will spend less than 25 seconds on your resume, so grab them here.



Focus on relevant material. A resume should tell an employer what they want to know, not what you want to tell them. Eliminate details that don't focus on skills the employer seeks.



Stay diligent on the personal. Education should include the degree awarded and concentration, but no specific dates. Don't misrepresent yourself with incomplete degrees, but do include licenses, certifications, registrations, and Military Rank. Omit personal interests; many take part in diverse activities, but most will not help you get the job and may disqualify you. Use a professional email address, not one based on your interest in cars or college nickname. Job experience should not go back more than 20 years.