

## APPENDIX 1

### WRITING YOUR RÉSUMÉ

A résumé is a method of highlighting your skills, competencies and accomplishments and should be revised on a regular basis. You may already have a résumé, in which case you may simply place it in your portfolio. If you don't already have one, the following are tips on developing an effective résumé:

#### **10 TIPS FOR DEVELOPING AN EFFECTIVE RÉSUMÉ:**

- Consider who your audience will be. Make your résumé user friendly and targeted! note: a chronological résumé is the easiest to read and the most user friendly.
- Describe your key strengths. What do you do well? What makes you unique? Which of your competencies do you want to highlight?
- Emphasize and highlight your major accountabilities. What aspects of your position do you want to emphasize?
- Describe accomplishments, not responsibilities. What have you done in the past gives employers clues and expectations about what you can do for them now and in the future. Use action verbs and highlight your competencies
- Quantify your accomplishments wherever possible - use numbers, monetary figures, and percentages to dramatize your accomplishments and convey their significance. Describe patient caseloads, treatment timeframes, number of projects, number of subordinates or team members, profits\revenues, cost savings, time savings and so on.
- Limit the scope of your résumé to the past 10 years. In general people want to know where you are and what your career focus is right now, along with some of the accomplishments that got you there.
- Keep all of your **statements short and easily understood**. Look for ways to economize on words, for example using bulleted points that pack punch and can be easily absorbed by the reader.
- In designing your résumé, use a lot of white space. It makes the document simpler to read and navigate. Also, it is better to minimize underlined words, words in all capital letters and italics as this formatting tends to be distracting.(Some word processing programs include résumé templates).
- Draft your résumé first, and then revise it several times. All good writing happens in the rewriting. It is also a good idea to have objective colleagues review it for you.
- Remember that like your portfolio, your résumé is a work in progress. Don't hesitate to revise your résumé to fit your objectives if they shift or change as you move forward in your career.