



## WATCH Project



Building Pathways to a Brighter Future

# Job Search Series



## How to Write a Resume

### Participant Packet

**Lois Todd**

WATCH Project Career Coordinator

Watch the video:

[www.csiu.org/watch](http://www.csiu.org/watch)

Select  
Flipped Learning  
from the menu.



## **WATCH Core Mission**

The **Work Attributes Toward Careers in Health** Project provides a variety of academic and social support services to income-eligible individuals in a ten-county region to enter or move up in a high-priority health care career. Meeting local health care industry needs, the program increases skills, provides critical services and moves participants toward self-sufficiency.

The WATCH Project assists students in preparing for careers as:

- Direct Care Workers (DCW)**
- Certified Nursing Assistants (CNA)**
- Licensed Practical Nurses (LPN)**
- Registered Nurses (RN)**
- Emergency Medical Technicians (EMT)**
- Paramedics (EMT-P)**
- Pharmacy Technicians**

A five-year Health Profession Opportunity Grant from the U.S. Department of Health & Human Services, the WATCH Project is administered by the Central Susquehanna Intermediate Unit.

**[csiu.org/watch](http://csiu.org/watch)**

This publication was supported by Grant #90FX0011 from the Administration for Children and Families, U.S. Department of Health & Human Services (HHS). Its contents are solely the responsibility of the authors and do not necessarily represent the official views of HHS.

Work Attributes Toward Careers in Health (WATCH) is a Health Profession Opportunity Grant and is administered by the Central Susquehanna Intermediate Unit (CSIU).

## (SAMPLE CNA RESUME)

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### **Kathy K. Carny, CNA**

555 W. Elm St. Bellefonte, PA 16823 ▪ (555) 555-1111 ▪ [kcarney@gmail.com](mailto:kcarney@gmail.com)

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#### **Summary**

Reliable, caring **Certified Nursing Assistant** with recent clinical training, 1 year of experience caring for elderly adults and **current CPR**; work well with bedridden, physically challenged and memory-impaired residents. Flexible: **available days, evenings, weekends, and holidays**

#### **Licenses and Certifications**

- Pennsylvania Registered Nurse Aide, 9/1/2013
- CPR/AED for Healthcare Providers through American Heart Association, 8/20/2013

#### **Education**

Graduate of Nurse Assistant Program, Central Pennsylvania Institute of Science and Technology, Pleasant Gap, PA, 8/2013

#### **Qualifications**

- **Able to pass physical and TB tests**
- **Current background clearances**
- Excellent attendance record
- Work with minimal supervision

#### **Accomplishments**

- Observed physical and emotional changes; reported patient conditions to nurses
- Related well with team members, residents (**including agitated residents**) and families
- Helped residents with daily hygiene including showering, oral and pericare, incontinence care, minimizing rashes, sores, and soiling
- Visited and **evaluated dementia patients** daily to determine which patients needed more time to prepare for the day, and to respect the needs of each individual
- Supported residents with field trips, arts and crafts, music, games and reading activities. Ensured participants arrived on time, had needed accommodations and positive experiences
- Helped patients with daily living activities including walking and exercising; helped residents achieve a good quality of life; accurately charted using facility computer systems

#### **Experience**

- **Home Health Aide**, Comfort Keepers, Bellefonte, PA, 2012 to Current
- **CNA Clinical Student**, Centre Crest Nursing Home, Bellefonte, PA, 2013
- **Hospital Volunteer**, Mt. Nittany Medical Center, State College, PA, 2010 to Current

# (Sample LPN Resume)

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Adam P. Harrison, LPN

555 W. Elm St. Bellefonte, PA 16823 ▪ (555) 555-1111 ▪ [aharrison@gmail.com](mailto:aharrison@gmail.com)

## SUMMARY

**Skilled, PA Licensed Practical Nurse** with recent clinical experience, 2 years of experience in the medical field as a CNA, and current AHA CPR Provider Certification

## LICENSES/CERTIFICATIONS

- Pennsylvania Licensed Practical Nurse, 1/12/2014, PN876543
- BLS-CPR/AED for Healthcare Providers through American Heart Association, 8/20/2013
- Pennsylvania Registered Nurse Aide, Current

## EDUCATION

- Central Pennsylvania Institute of Science and Technology, Pleasant Gap, PA, Practical Nursing Program, **graduated with high honors**, 8/15/2013
- Central Pennsylvania Institute of Science and Technology, Pleasant Gap, PA, graduate of Nurse Assistant Program, 12/15/2011

## CLINICAL TRAINING

- Centre Crest Nursing Home: Gerontology, Long Term Care
- Mount Nittany Medical Center: Med-Surg, Pediatrics, OB/GYN, Orthopedics, Emergency Department, PACU, PCU, ICU, Operating Room
- Geisinger Medical Center: Hematology, Oncology, Family Practice
- Geisinger Gray's Woods: Family Practice, Cardiology

## SKILLS

- Administering medications safely within LPN scope of practice and Practicing safety and infection control
- Assessing patient condition, developing an appropriate plan of care, and providing care and treatments in compliance with patient care plans and protocols
- Coordinating care and handling unexpected situations to meet individual needs
- Evaluating patient response to care provided and communicating effectively with patients, staff and families
- Multi-tasking, handling details and deadlines
- Practicing safety and infection control methods

## ACHIEVEMENTS

- Trained and managed 3 customer service staff
- Oversaw kiosk operations to ensure customer satisfaction and compliance with corporate procedures

## PROFESSIONAL EXPERIENCE

- **Certified Nursing Assistant**, Foxdale Village, State College, PA, 09/2011 to Current
- **Home Health Aide**, Comfort Keepers, State College, PA, 06/2009 to 09/2011
  - Customer Service Supervisor, Verizon Wireless, State College, PA, 04/2008 to 5/2009

# Make a list, for example ...

## 1. CONTACT INFORMATION

Kathy K. Carny, CNA  
555 W. Elm St. Bellefonte, PA 16823  
(555) 555-1111  
kcarney@gmail.com

## 2. EDUCATION

Graduate of Nurse Assistant Program, Central Pennsylvania Institute of Science and Technology, Pleasant Gap, PA, 8/2013

## 3. LICENSES AND CERTIFICATIONS

- Pennsylvania Registered Nurse Aide, 9/1/2013
- CPR/AED for Healthcare Providers through American Heart Association, 8/20/2013

## 4. ACCOMPLISHMENTS

- Observed patient physical and mental changes and reported this to nurses
- Related well with **agitated residents**, with families and with team members
- Helped residents with daily showering, oral care and incontinence care
- Visited and **evaluated dementia patients** to decide which patients needed more time to prepare for the day, and to respect the needs of each individual
- Helped residents with field trips, arts and crafts, music, games and reading
- Made sure residents arrived on time and had positive experiences
- Helped patients with daily living activities including walking and exercising
- Helped residents achieve a good quality of life
- **Accurately charted using facility computer systems**

## 5. WORK EXPERIENCE

- **Home Health Aide**, Comfort Keepers, Bellefonte, PA, 2012 to Current
- **CNA Clinical Student**, Centre Crest Nursing Home, Bellefonte, PA, 2013
- **Hospital Volunteer**, Mt. Nittany Medical Center, State College, PA, 2010 to Current

Use Microsoft Word® to type your own list. You can use the list above as an example.

Print out your list to review with your WATCH Career Coordinator.

Use your list to write a draft of your resume. Share this with your Career Coordinator as well.

# RESUME Dos and Don'ts

## DO NOT:

- Include personal information such as height, weight, marital status.
- Include your references on your resume.
- Lie.
- List your grade point average unless it is at least a 3.0 or a B.
- Decorate your resume with graphics or crazy colors.
- Include every job you have ever had.
- Write sentences or paragraphs.
- Use “I” or “my.”
- Send out a resume with mistakes, misspelled words, or grammar errors.

## DO:

- Print and ask others to proofread it.
- Limit the length to 1 or 2 pages.
- Use spellcheck, but don't count on it.
- Make your resume neat and clean.
- Be consistent with spacing and format.
- Use keywords.
- Type a resume with word processing.
- Be specific.
- Use ½ to 1 inch margins and a font of 10 to 12.
- Put the most important things on top.
- Stress your skills, not just duties.
- Set up a professional email and check it, and your voicemail, regularly.
- Make your resume a work in progress.