



# Career Services

*"Your journey to career success begins here..."*

Gwynedd-Mercy College • Campbell Hall • Ext. 230 • [careerservices@gmc.edu](mailto:careerservices@gmc.edu)

## **ALLIED HEALTH RESOURCES:**

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# ADDITIONAL RESOURCES

In addition to this workbook, Career Services has an abundance of other resources and guides to help you. These materials can be found in our Career Library and/or on our website.

- Some of our resources/books include the following:
  - Resumes: Knock ‘em Dead Resumes; Gallery of Best Resumes; and Expert Resumes for Health Care Careers.
  - Cover Letters: Gallery of Best Cover Letters.
  - Interviewing: High-Impact Interview Questions – 701 Behavior-based Questions; Succeeding at Your Interview; Interview Magic.
  
- In addition, make sure to review the other academic areas on the Major-Specific Resources section on our website to find more examples of how to design your resume. ([www.gmc.edu/careerservices](http://www.gmc.edu/careerservices))

Before sending out your resume and cover letter, make sure it is error free and markets you in the best way. Schedule an appointment with Career Services to have your documents reviewed. We can be reached at 215-646-7300 ext: 230 or [careerservices@gmc.edu](mailto:careerservices@gmc.edu).

*\*These resumes are available as samples only.  
Please use it as a guide and don't copy them word-for-word.*

## **TOM ALLIED**

123 Main Street • Ambler, PA

Home: (555) 555-1234, Cell: (555) 555-1235 [allied.t@gmc.edu](mailto:allied.t@gmc.edu)

**OBJECTIVE:** Seeking the position of Radiation Therapist at Doylestown Hospital.

### **QUALIFICATIONS:**

- Sound knowledge of the principles, practices and procedures involved in the operation of ionizing radiographic and radiation therapy equipment.
- In-depth knowledge of human anatomy and proper positioning of the patient to provide treatment as prescribed.
- Exceptional ability to administer CPR in a medical emergency.
- Strong ability to read and understand information and ideas presented in writing.

### **EDUCATION:**

Gwynedd-Mercy College Gwynedd Valley, PA

May 2010

**Bachelor of Science in Radiation Therapy**

GPA: 3.87

Dean's List

### **PROFESSIONAL EXPERIENCE:**

Norristown Hospital Norristown, PA

Sept. 2008-July 2009

**Radiation Therapist Intern** (under supervision)

- Checked prescription, diagnosis, chart and patient identification.
- Explained procedure to patient, means of communication during treatment and procedure to follow if emergency arises during treatment.
- Prepared room and equipment for patient according to prescription regarding immobilization devices, field size, treatment distance, lead protection devices, etc.
- Transferred patient safely to treatment couch, giving special care to catheters, intravenous drips, etc.
- Checked daily treatment time and delivered prescribed dose.
- Maintained visual and audible communication with the patient during treatment.
- Observed patient for unusual reactions and events and reported accurate information to the nursing staff and Radiation Oncologist.
- Observed radiation safety measures for patient and personnel.
- Assisted in tumor localization procedures, preparation of immobilization devices, etc.
- Assisted in dosimetry procedures (i.e. Prescription calculations).
- Obtained weekly port films and presented them at chart rounds for review by Radiation Oncology staff.
- Assumed weekly on-call status on a rotation basis.
- Performed and documented daily accelerator warm-up and QA procedures.
- Maintained records of daily treatment and other records as required by department quality assurance and quality improvement activities.

### **OTHER EXPERIENCE:**

**Smithville Youth Group**, Group Leader

July 2005-Present

**Capital Marketing Agency**, Marketing Coordinator

April 2000-June 2005

### **ACTIVITIES:**

- American Society of Radiologic Technologists
- Radiological Society of North America

**LISA A. MILLS, RT-M, LRT**  
414 St. John Place Gwynedd Valley, PA 19446  
215-646-1111 [Mills.l@gmc.edu](mailto:Mills.l@gmc.edu)

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### **Radiologic Technologist/Mammography Technologist**

Accomplished healthcare professional with track record of acquiring and applying leading-edge technologies and procedures in clinical settings. Outstanding patient rapport and exceptional patient satisfaction. Superb teamwork skills, plus strong organizational/administrative capabilities. Excellent project management skills, encompassing sourcing and purchasing capital equipment and supplies, collaborating with engineers on facilities-construction issues, and developing written procedures for new clinical techniques.

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#### **PROFESSIONAL EXPERIENCE**

Rochester General Hospital; Rochester, NY (2005-Present)

##### **Mammography/Radiologic Technician—Women’s Health Center**

- See up to 30 mammograms patients daily.
- Assist physicians with various procedures, including stereotactic procedures and breast biopsies. Educate patients about procedures and train co-workers in new protocols.
- Ensure that quality standards, including Mammography Quality Standards Act inspection requirements, are maintained.

##### **Key Accomplishments:**

*Chosen to serve on team that pioneered Women’s Health Center, with specific accountability for setup and launch of Mammography Department.*

- Conferred with clinical engineers and medical physicists on the physical layout of the department.
- Ensured that facilities met federal and state regulations for quality standards and environmental issues.
- Wrote manuals and policies for mammography, breast biopsies, and other related procedures.

*Played a key role in introducing stereotactic breast biopsy procedures to the department.*

- Evaluated equipment and reviewed facility needs for this new technology.
- Established sterile processes and set up surgical procedures.

#### **EDUCATION**

Gwynedd-Mercy College, Gwynedd Valley, PA

**B.S. Radiologic Technology**; 2005

#### **PROFESSIONAL DEVELOPMENT**

- Sloan-Kettering Cancer Institute, New York, NY Breast Radiology, Chemotherapy & Radiation Therapy, Stereotactic Positioning (one-day workshop)
- Numerous additional continuing education programs and professional conferences

#### **LICENSURE**

- American Registry of Radiologic Technologists

# ANGELA CARDOVA, CRT

1834 Highlands Drive  
Ambler, PA 19446  
[cardova@email.com](mailto:cardova@email.com)  
215-646-1234

## PROFILE

- More than 8 years as Respiratory Therapist.
- Adult and pediatric care provider at emergency, critical, and subacute levels.
- Strong patient-assessment skills.
- Additional experience in home-care settings.

## HIGHLIGHTS OF CLINICAL SKILLS

- Basic respiratory therapy.
- Ventilator set-up and management
- Nasal CPAP therapy.
- Arterial blood gas sampling and analysis.
- Oxygen therapy, extubation, weaning and protocol-driven therapy.

## CERTIFICATIONS

- Certified Respiratory Therapist/Registry-eligible (NBRC)
- BCLS (American Heart Association)

## EMPLOYMENT HISTORY

Mercy Hospital, Ambler, PA 2006-Present

### **Respiratory Therapist**

- Set up respiratory and related equipment in homes of recently discharged patients.
- Perform respiratory assessments.
- Verify health benefits; maintain familiarity with Medicare guidelines.

## EDUCATION

Gwynedd-Mercy College, Gwynedd Valley, PA May 2006

**Bachelor of Science in Respiratory Care**

# **JANE JONES**

123 Main Street • Ambler, PA • 19446

Home: (555) 555-1234, Cell: (555) 555-1235 [jones.j@gmc.edu](mailto:jones.j@gmc.edu)

**OBJECTIVE:** To obtain a position as a Respiratory Therapist

## **SUMMARY:**

- Extensive knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- Strong knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Profound knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- Uncommon knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

## **PROFESSIONAL EXPERIENCE:**

**Tom Private Hospital**, Minneapolis, MN 2002 - Present

### **Respiratory Therapist**

- Set up and operate devices such as mechanical ventilators, therapeutic gas administration apparatus, environmental control systems, and aerosol generators, following specified parameters of treatment.
- Determine requirements for treatment, such as type, method and duration of therapy, precautions to be taken, medication and dosages compatible with physicians' orders.
- Monitor patient's physiological responses to therapy: vital signs, arterial blood gases, and blood chemistry changes, and consult with physician if adverse reactions occur.
- Read prescription, measure arterial blood gases, and review patient information to assess patient condition.
- Work as part of a team of health care professionals to manage patient care.
- Perform bronchopulmonary drainage and assist or instruct patients in performance of breathing exercises.
- Demonstrate respiratory care procedures to trainees and other health care personnel.
- Teach, train, supervise, and utilize the assistance of students, respiratory therapy technicians, and assistants.

## **EDUCATION AND PROFESSIONAL TRAINING**

### **Pennsylvania Licensed Respiratory Therapist, RRT**

Gwynedd-Mercy College, Gwynedd Valley, PA (2001)

**Associates Degree in Respiratory Therapy**

# LORI LAB

## LABORATORY TECHNICIAN

### PROFESSIONAL EXPERIENCE

#### Laboratory Technician

Abington Memorial Hospital

2006-Present

Abington, PA

#### ➤ Profile

- More than four years of comprehensive in-service training and experience managing multifaceted laboratory functions: A.A.S., Medical Laboratory Technology.
- Broadly cross-trained in areas that include, hematology, phlebotomy and blood-bank procedures interfacing directly with professional staff and patients in ER, ICU, OR and Recovery.
- Perform and interpret laboratory tests, demonstrating a keen ability to identify and correct discrepancies; record and communicate test results.
- Recognized for ability to organize, prioritize, coordinate and perform tasks concurrently during periods of limited staffing and supervision.
- Ensure quality control of laboratory procedures, staff communication, equipment functionality, and OSHA/FDA compliance.
- Render in-house and off-site phlebotomy services utilizing exceptional organizational, time-management and interpersonal skills.
- Effectively train personnel in all areas of laboratory procedures; coordinate staff schedules; maintain timely and accurate computerized data entry.

#### ➤ Diagnostic Testing

- Hematology; Urinalysis; Phlebotomy; Coagulation.
- Blood Bank; Chemistry; Bone Marrow Slides; Serology.

#### ➤ In-Service Training

- CPR; Infection Control; Vital Signs; Fire and Safety.
- Venipuncture; Information Systems; Specimen Handling; OSHA/FDA.

#### ➤ Equipment

- Beckman CX3, CX7; Hemo Cell-Dyne 1600.
- TDX; Coulter S+4.
- IMX; Coulter T-600.

### EDUCATION

#### Bachelor of Science, Medical Laboratory Technology

Gwynedd-Mercy College

2005

Gwynedd Valley, PA

# Interviewing

**Pre-Interview Prep:** The first items you should have ready are your credentials/certifications. The credentials you absolutely need for your job interview are as follows:

- A copy of your complete résumé. Be sure to proofread for any mistakes.
- Copies of your license/certification or, if you have them, a copy of your notice of passing any exams.
- Two copies of a complete, typed list of all references and previous managers. You will need one copy for the HR department and one for the hiring manager.
- You may be asked to give permission for a criminal background check. Be sure to have a list of your addresses from the previous five to seven years.
- You may also want to bring along a copy of your recent cumulative grade report to show that you are not at risk for failing any exams.

## **GENERAL INTERVIEW QUESTIONS:**

1. Tell me about yourself
2. Why did you become a \_\_\_\_\_?
3. How many years of experience do you have?
4. Where did you get your training?
5. What certifications do you have?
6. How long has it been since you worked in (particular specialty area)?
7. What are your strengths?
8. What is your greatest weakness?
9. How do you handle stress?
10. Why did you choose (this area or specialty area of employment)?
11. What do you like to do in your free time?
12. What do you know about our hospital?
13. What do you know about our community?
14. Why would you like to work for us?
15. Describe your perfect job. What is most important to you in a job?
16. What would you like to be doing in five years?
17. Have you ever been fired or asked to resign?
18. Would you have any concerns if we did a background check on you?
19. What would we find if we did a background check?
20. Why did you leave your last job?
21. What have you been doing since you've been out of work?
22. Are you prepared to relocate?
23. What kind of recommendations will you get from previous employers?
24. Describe your relationship with your last three managers or administrators.
25. What qualities do you admire most in people?
26. What kind of managers do you like the most? The least? Why?
27. What are your most important career accomplishments?
28. Describe a difficult decision you've made and the process you went through to reach that decision.
29. Why should I hire you?
30. What can you offer us that someone else can't?
31. How long would you stay if we offered you this position?
32. What organizations do you belong to? What journals do you read?
33. How do you stay current in your practice?
37. How would you describe your skills as a team player?
38. How will you deal with difficult doctors? How will you deal with difficult patients and/or their families?
40. How will you handle unexpected circumstances?

**You should also practice answering the tough interview questions ahead of time.**

- If you are a recent graduate, you should be prepared to explain to your interviewer what qualities you possess that will help you get up to speed quickly with the demands of your new unit.

- You should be prepared to answer questions regarding any negative experiences you've had at work, what you learned from them, and how you would use those experiences in a positive way in the future.

### **QUESTIONS FOR YOU TO ASK EMPLOYER:**

You should prepare at least 3-5 questions to ask the employer. Never say, "I don't have any questions. You answered everything." Your inquiries should cover three main areas: orientation and training, the working environment, and the employer's management and administration. Here's an interview cheat sheet:

#### **Orientation and Training**

- What is the level and depth of orientation?
- Will my orientation take place during the shift I will be working?
- Is there a mentorship program?
- What are your expectations of new hires during their first six months on the job?

#### **Working Environment**

- How do you go about scheduling?
- Is self-scheduling an option, or does someone else dictate the schedule?
- Why did the last person in this position leave?
- How long has this position been vacant?

#### **Management and Administration**

- How would you describe your management style?
- How do you demonstrate that you value your staff?
- How often do you conduct performance reviews?
- Is the administration open to suggestions that would improve patient care?
- What challenges is this facility facing?
- What have been this unit's most notable successes and failures over the year?
- What are staff's biggest challenges at this facility?
- What makes this facility unique among others in this region?
- What steps do you take to ensure safe working conditions?
- What are your plans for future growth?
- Why should I want to work here?

**An Offer in Hand** Once you have the job offer -- and not before -- ask the standard questions about salary and benefits, such as:

- Is special compensation awarded for overtime?
- What is the differential for second-shift, third-shift and weekend work?
- What is the salary and benefits package?
- Do you offer other incentives, such as paid journal subscriptions or scholarships for dependents?
- Do you provide financial support for continuing education?
- Are grants available for ongoing education?
- Is there room for advancement? What is the career path?
- How do you reward employees for exceptional work?

#### **OTHER QUESTIONS TO ASK**

- Is there support staff on the unit to assist staff?
- In what ways are staff held accountable for high qualities of practice?
- What professional development opportunities are available to staff?

**\*\*For a list of other general interviewing information read our general INTERVIEWING PACKET on our website. \*\***

# WEB RESOURCES

## **Cardiovascular Technology**

Alliance of Cardiovascular Professionals  
[www.acp-online.org](http://www.acp-online.org)  
American Society of Echocardiography  
[www.asecho.org](http://www.asecho.org)  
Accreditation for Allied Health Programs  
[www.caahep.org](http://www.caahep.org)  
Society for Vascular Ultrasound  
[www.svunet.org](http://www.svunet.org)  
Cardiovascular Credentialing International  
[www.cci-online.org](http://www.cci-online.org)  
Medical Sonographers  
[www.ardms.org](http://www.ardms.org)  
American Heart Association  
[www.americanheart.org](http://www.americanheart.org)

## **Health Information Management**

American Health Info. Mgt. Association  
[www.ahima.org](http://www.ahima.org)  
Health Data Management  
[www.healthdatamanagement.com](http://www.healthdatamanagement.com)  
Healthcare Information and Mgt. Systems  
[www.himss.org](http://www.himss.org)  
Society Medical Group Mgt. Assoc.  
[www.mgma.org](http://www.mgma.org)  
ADVANCE for Health Info. Professionals  
[www.advanceweb.com](http://www.advanceweb.com)  
American Medical Informatics Assoc.  
[www.amia.org](http://www.amia.org)

## **Radiation Therapy**

American Registry of RT  
[www.artt.org](http://www.artt.org)  
Radiological Society of North America  
[www.rsna.org](http://www.rsna.org)  
American Osteopathic College of Rad.  
[www.aocr.org](http://www.aocr.org)  
American Board of Radiology  
[www.theabr.org](http://www.theabr.org)  
Society of Interventional Radiology  
[www.sirweb.org](http://www.sirweb.org)  
Radiology Info  
[www.radiologyinfo.org](http://www.radiologyinfo.org)  
American Assoc. Women Radiologists  
[www.aawr.org](http://www.aawr.org)  
IMAGE  
[www.rt-image.com](http://www.rt-image.com)

Radiology Online  
<http://radiology.rsna.org>

## **Radiologic Technology**

American College of Radiology  
[www.acr.org](http://www.acr.org)  
American Society of Rad. Technologists  
[www.asrt.org](http://www.asrt.org)  
Joint Review Commission on RT  
[www.jcert.org](http://www.jcert.org)  
American Board of Radiology  
[www.theabr.org](http://www.theabr.org)  
American Osteopathic College of Rad.  
[www.aocr.org](http://www.aocr.org)  
Radiological Society of North America  
[www.rsna.org](http://www.rsna.org)  
Society of Interventional Radiology  
[www.sirweb.org](http://www.sirweb.org)  
Radiology Info  
[www.radiologyinfo.org](http://www.radiologyinfo.org)  
American Assoc. Women Radiologists  
[www.aawr.org](http://www.aawr.org)  
IMAGE  
[www.rt-image.com](http://www.rt-image.com)  
Radiology Online  
<http://radiology.rsna.org>

## **Respiratory Care**

American Association for Respiratory Care  
[www.aarc.org](http://www.aarc.org)  
National Board of Respiratory Care  
[www.nbrc.org](http://www.nbrc.org)  
Committee on Accreditation for Respiratory Care  
[www.coarc.com](http://www.coarc.com)  
American Lung Association  
[www.lungusa.org](http://www.lungusa.org)  
Asthma and Allergy Foundation of America  
[www.aafa.org](http://www.aafa.org)  
Respiratory Care Journal  
[www.rcjournal.com](http://www.rcjournal.com)  
RT for Decision Makers in Respiratory Care  
[www.rtmagazine.com](http://www.rtmagazine.com)  
Pennsylvania Society for Respiratory Care  
[www.psrc.net](http://www.psrc.net)  
ADVANCE for Resp. Care  
[www.advanceweb.com](http://www.advanceweb.com)