

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: Interviewing Guide available on our website; 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 Resources section on our website to find more examples of how to design your resume. (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.

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

ALLISON STUDENT

132 Arbor Circle
Ambler, PA

215-646-7300
student.allison@gmail.com

PROFESSIONAL PROFILE

- Certified Respiratory Therapist with experience providing care to a diverse population at emergency, critical, and sub-acute levels
- Strong patient-assessment skills and ability to effectively communicate with patients, families, and medical staff
- Sound knowledge of respiratory conditions, treatments, and equipment

EDUCATION

Gwynedd-Mercy College, Gwynedd Valley, PA May 2011

Bachelor of Health Science in Respiratory Care

- Associate of Health Science in Respiratory Care May 2010
- Sitting for NBRC Advanced Exam (Summer 2011)

CLINICAL SKILLS

- Chest Physical Therapy
- Nasal CPAP Therapy
- Humidity and Aerosol Therapy
- Oxygen Therapy
- Pulmonary Function Testing
- Extubation
- Basic Ventilator Management
- Artificial Airway Care

RELATED EXPERIENCE

Doylestown Hospital, Doylestown, PA July 2010-present

Certified Respiratory Therapist

- Provide treatments using various therapy methods and perform routine pulmonary tests
- Monitor patients' vital signs during treatments and consult with physicians if any changes in condition occur
- Educate patients and families about their condition, procedures and equipment, and disease management exercises
- Ensure safety and sterility of equipment and working environment

Abington Memorial, Chestnut Hill, Temple University Hospitals Fall 2010-present

Clinical Rotations

- Perform Oxygen and Chest Physical Therapies, maintain artificial airways and basic ventilator equipment
- Collaborate with medical professionals to ensure proper diagnosis and treatment plans
- Accurately monitor patients during procedures, record findings, and alert staff of changes
- Demonstrated ability to inform patients about procedures and treatment plans, helping to alleviate fears and contributing to a better understanding of patient's condition

Abington Memorial Hospital, Abington, PA Summer 2008-present

Volunteer

- Assist staff with caring for patients' basic needs on maternity and birthing unit and safely discharge new mothers

TOM ALLIED

123 Main Street • Ambler, PA
215-646-7300 • Allied.Thomas@yahoo.com

OBJECTIVE: To obtain a position as a Radiation Therapist at Doylestown Hospital.

QUALIFICATIONS

- Sound knowledge of the principles, practices, and procedures involved in the operation or ionizing radiographic and radiation therapy equipment.
- In-depth understanding of human anatomy and proper positioning of the patient to provide treatment as prescribed.
- Skilled communicator with an empathetic nature and the ability to put patients at ease during procedures.

EDUCATION

Gwynedd-Mercy College, Gwynedd Valley, PA

May 2012

Bachelor of Science in Radiation Therapy

GPA: 3.87

Honors: Dean's List, Member of National Honors Society for Radiologic Sciences

CLINICAL EXPERIENCE

Rotations at: Fox Chase Cancer Center, Mercy Fitzgerald Hospital, Paoli Cancer Center

Summary of Responsibilities:

- Prepared room and equipment for patient according to prescription regarding immobilization devices, field size, treatment distance, and lead protection devices.
- Assisted in tumor localization and dosimetry procedures.
- Explained procedures to patient in a clear manner, answered questions, and worked alongside oncologist staff.
- Monitored patients during treatment and observed for adverse reactions, while maintaining visual and audible communication.
- Ensured accuracy of prescriptions, diagnosis, patient identification, and chart information.

WORK EXPERIENCE

Youth Group Leader, St. Anthony's Church, Ambler, PA

July 2007-present

- Coordinate programs for teenagers such as weekend retreats, peer ministry initiatives, and volunteer service projects
- Facilitate the development of leadership skills in group members

Marketing Coordinator, Capital Marketing Agency, Willow Grove, PA

June 2005-July 2007

- Analyzed sales and customer satisfaction data to develop product improvements
- Assisted with the creation and presentation of comprehensive presentations

PROFESSIONAL DEVELOPMENT

Member, American Society for Radiation Oncology

- Attended Cancer Imaging and Radiation Therapy Symposium
- Attended Breast Cancer Symposium

April 2011

October 2010

Cardio Student

456 Pine Crest Lane

Lansdale, PA

215-646-7300

Cardio.S@gmc.com

CARDIOVASCULAR TECHNOLOGIST

Healthcare professional seeking a position as a Cardiovascular Technologist at Mercy Fitzgerald Hospital. Outstanding patient rapport and ability to work in a collaborative environment. Skill-set includes:

- ECG interpretations
- Cardiovascular pharmacology
- Careful adherence to sterile techniques
- Proficient in radiation safety and protection
- Advanced cardiac life support procedures
- Sound knowledge of coronary anatomy

EDUCATION

Gwynedd-Mercy College, Gwynedd Valley, PA

May 2012

Associate of Science in Cardiovascular Technology

Temple University, Philadelphia, PA

May 2008

Bachelor of Science in Biology

RELATED EXPERIENCE

Chestnut Hill Hospital, Abington Memorial Hospital

Fall 2009-present

Clinical Rotations

- Perform diagnostic procedures using ultrasound technology
- Monitor patients' heart rate, blood pressure and other vital signs for changes during procedures, report findings to doctors
- Gained sound knowledge of medical equipment and procedures
- Communicate information in a clear and understandable way to patients before, during, and after procedures
- Collaborate with other medical staff to develop comprehensive care plans for patients

EXPERIENCE

Gwynedd-Mercy College, Gwynedd Valley, PA

Fall 2010-present

Admissions Volunteer

- Give tours to prospective students and families; answer questions about campus
- Volunteer at open house events and orientation weekend

Biology Department, Temple University, Philadelphia, PA

March 2008-July 2010

Research Assistant

- Assisted a team of faculty and doctoral students in researching cellular mechanisms of lung cancer
- Collected and processed data from previous studies into comprehensive report; presented material to biology department

Normandy Farms Estates, Blue Bell, PA

Summers 2007-2009

Recreation Assistant

- Planned programs and outings for residents at a retirement community
- Encouraged physical and social activity, while paying close attention to safety precautions

WEB RESOURCES

Cardiovascular Technology

Alliance of Cardiovascular Professionals

www.acp-online.org

American Society of Echocardiography

www.asecho.org

Accreditation for Allied Health Programs

www.caahep.org

Society for Vascular Ultrasound

www.svunet.org

Cardiovascular Credentialing International

www.cci-online.org

Medical Sonographers

www.ardms.org

American Heart Association

www.americanheart.org

Health Information Management

American Health Info. Mgt. Association

www.ahima.org

Health Data Management

www.healthdatamanagement.com

Healthcare Information and Mgt. Systems

www.himss.org

Society Medical Group Mgt. Assoc.

www.mgma.org

ADVANCE for Health Info. Professionals

www.advanceweb.com

American Medical Informatics Assoc.

www.amia.org

Radiation Therapy

American Registry of RT

www.rrt.org

Radiological Society of North America

www.rsna.org

American Osteopathic College of Rad.

www.aocr.org

American Board of Radiology

www.theabr.org

Society of Interventional Radiology

www.sirweb.org

Radiology Info

www.radiologyinfo.org

American Assoc. Women Radiologists

www.aawr.org

IMAGE

www.rt-image.com

Radiology Online

<http://radiology.rsna.org>

Radiologic Technology

American College of Radiology

www.acr.org

American Society of Rad. Technologists

www.asrt.org

Joint Review Commission on RT

www.jcert.org

American Board of Radiology

www.theabr.org

American Osteopathic College of Rad.

www.aocr.org

Radiological Society of North America

www.rsna.org

Society of Interventional Radiology

www.sirweb.org

Radiology Info

www.radiologyinfo.org

American Assoc. Women Radiologists

www.aawr.org

IMAGE

www.rt-image.com

Radiology Online

<http://radiology.rsna.org>

Respiratory Care

American Association for Respiratory Care

www.aarc.org

National Board of Respiratory Care

www.nbrc.org

Committee on Accreditation for Respiratory Care

www.coarc.com

American Lung Association

www.lungusa.org

Asthma and Allergy Foundation of America

www.aafa.org

Respiratory Care Journal

www.rcjournal.com

RT for Decision Makers in Respiratory Care

www.rtmagazine.com

Pennsylvania Society for Respiratory Care

www.psrc.net

ADVANCE for Resp. Care

www.advanceweb.com