

ALLIED HEALTH RESOURCES:

Resume (samples): Pages 2-7

Interviewing Information: Pages 8-10

Links and Resources: Pages 10-12

*In addition, Career Services has books for allied health majors on resume and cover letter writing, interviewing and job searching. Also please refer to the general information on the website for resumes, cover letters, interviewing and job searching.

AMY SMITH

123 Main Street • Ambler, PA

Home: (555) 555-1234, Cell: (555) 555-1235 smith.a@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

Graduate: May 2008

Bachelor of Science in Radiation Therapy

GPA: 3.87

Dean's List

PROFESSIONAL EXPERIENCE:

Norristown Hospital

Norristown, PA

Sept. 2006-July 2007

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.
- Reinforced Radiation Oncologist's advice to patient regarding reactions to treatment and their care.
- 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.
- Performed simulations.
- 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

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.

PROFESSIONAL EXPERIENCE

Rochester General Hospital; Rochester, NY (2003-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 facilities needs for this new technology.
- Established sterile processes and set up surgical procedures.

EDUCATION

Gwynedd-Mercy College, Gwynedd Valley, PA

B.S. Radiologic Technology; 2002

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 Dr.
Ambler, PA 19446

215-646-2222
cardova@msn.com

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

- Respiratory Therapist:** Mercy Hospital; Ambler, PA 2006-Present
- ✓ Set up respiratory and related equipment in homes of recently discharged patients.
 - ✓ Perform respiratory assessments.
 - ✓ Verify health benefits; maintain familiarity with Medicare guidelines.

EDUCATION

BS in Respiratory Care: Gwynedd-Mercy College; Gwynedd Valley, PA 2006

JANE JONES

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



OBJECTIVE: Seek the Position of 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.
- Deep 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, and medication and dosages, compatible with physicians' orders.
- Monitor patient's physiological responses to therapy, such as 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 physicians, nurses and other 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

Associate Degree in Respiratory Therapy, Gwyendd-Mercy College, Gwynedd Valley, PA (2001)

JANE DOE, MT (ASCP)
123 Forest Ave; Staten Island, NY 11111
(555) 555-5555 resume@power@somedomain.com

OBJECTIVE

- Experienced medical technologist with ASCP certification, three years of experience as an NYU Medical Center lab technologist and bachelor's degree in medical technology.
 - Excellent clinical laboratory skills, with commended performance conducting/analyzing laboratory assays and resolving complex clinical and instrument problems.
 - Accurate, reliable, diligent and focused on the timely, quality completion of all lab procedures. Work well under pressure and time constraints within high-volume environments.
-

WORK EXPERIENCE

Medical Technologist

5/2006-Present, NYU Medical Center, New York, NY

Collect and prepare specimens and perform laboratory procedures used in the diagnosis, treatment and prevention of disease. Verify, record and report lab results on all performed tests. Ensure compliance with government requirements, hospital policies and laboratory procedures, including maintaining the cleanliness of lab equipment, instruments and work area.

Key Contributions:

- Executed and analyzed tests in areas including chemistry, hematology, urinalysis, serology, histology and bacteriology to aid physicians in diagnosing and treating disease.
- Consistently commended for the timely, high-quality completion of both routine and special laboratory assays of patient specimens (including blood and other body fluids, skin scrapings and surgical specimens).
- Ensured test-result validity before recording/reporting results, earning a reputation for meticulous attention to detail.
- Demonstrated the ability to communicate test results effectively with physicians, pathologists and nursing staff as a member of interdisciplinary team focused on providing exemplary quality of care.
- Evaluated quality control within laboratory using standard laboratory test and measurement controls, and maintained compliance with CLIA, OSHA, safety and risk-management guidelines.

Clinical Training

2/2005-5/2006, St. Vincent's Hospital Medical Center, New York, NY

Completed 15-month clinical training program at St. Vincent's Microbiology Department.

Key Contributions:

- Operated and calibrated an assortment of laboratory/testing equipment and performed various chemical, microscopic and bacteriologic tests.
- Performed stat and routine testing on a variety of specimens quickly and accurately.
- Maintained lab equipment and troubleshoot/resolved instrument problems.
- Quickly mastered Meditech system.

EDUCATION

9/2002-5/2006: Gwynedd-Mercy College, Gwynedd Valley, PA

- BS degree in Medical Technology with honors (GPA: 3.6)

Certifications:

- American Society for Clinical Pathology (ASCP) -- Medical Technologist (MT), 2006, Chicago, IL
- Basic Life Support (BLS), 2006, New York, NY
- CPR and First Aid Certification, 2006, New York, NY

SKILLS

<u>Skill Name</u>	<u>Skill Level</u>	<u>Last Used/Experience</u>
Clinical Assays	Intermediate	Currently used/3 years
Clinical Microbiology	Intermediate	Currently used/3 years
Lab Equipment Calibration	Intermediate	Currently used/3 years
CLIA & OSHA Compliance	Intermediate	Currently used/3 years
Test Result Validity Verification	Intermediate	Currently used/3 years
Lab Testing & Reporting	Intermediate	Currently used/3 years
Quality Control	Intermediate	Currently used/3 years

ADDITIONAL INFORMATION

Available for all shifts and extended work hours.

Interviewing

Presenting yourself to an employer on paper is obviously important, but resumes by themselves rarely land jobs; interviews do. Interviewing effectively means being prepared to present yourself positively by discussing your background and career goals. The employer will be most interested in your academic background, your work experience, and what you have learned and accomplished from these experiences.

Know Your Strengths, Minimize Weaknesses. Even with some practice role playing, you will be nervous. That's natural because this is an important conversation and some anxiety about its outcome is to be expected.

- ***Relax!*** Take a deep breath, remind yourself of your career successes and think of what you have to offer this organization! Describe your abilities and assets ***in relation to the job you want***...this will more than likely impress the interviewer and help you to be more relaxed and confident.
- ***Emphasize the positive*** and indicate that you could contribute to the organization. Don't volunteer weaknesses, but be prepared to discuss what limitations you have, and more importantly, what you are doing or have done to improve them.
- ***Arrive for the interview early...this is really important!!*** Lateness can leave a lasting negative impression. Have enough time to collect your thoughts and make a final check of your appearance in a mirror. This will lessen your nervousness... and help you to feel prepared and more relaxed.

Dress Appropriately. You should look the part you wish to play. Dressing "conservatively" is advised, and most often means a suit for men and suit or professional looking attire for women.

- ***Minimize*** jewelry, make-up and overpowering fragrances. Once in the interview, avoid excessive gesturing, eye contact with the floor instead of the interviewer and poor posture that may indicate a lack of enthusiasm or interest.

Conversation Is a Two-Way Street. Try to think of the interview as a conversation, an exchange of information. Though it tends to be more formal than most, **establishing rapport with the interviewer and having a sense of humor** (note: this does not mean "trying to be funny") can be as important as communicating the ability to make sound decisions and having a fistful of credentials. **Having poise and confidence definitely counts.**

- **Be prepared to answer certain significant questions about yourself.** Know what questions you want to ask the prospective employer regarding training programs, new products, services or clientele, general working conditions, etc.. If you have adequately researched the organization ahead of time, you should already know some of these answers, but the interview is the right time to find out more. You'll score more points with the interviewer if you already know something about the organization and the kind of position you want. Knowing little about either is an instant turn off.

Interview Structure

Understand that interviews have beginnings, middles, and endings as all conversations do.

1. The Warm Up: Introduce yourself with firm handshake and a look that says "I'm looking forward to this" rather than "I hope you don't ask me something I can't answer." Usually that first minute or two is devoted to light chitchat about the weather, your home town or perhaps something interesting in your resume. Remember that first impressions, positive or negative, die slowly. Make yours count.

2. Getting Down To It: Most of an initial interview will be spent discussing:

a) Your qualifications: choice of major, most valuable courses, types of jobs held and related experiences, achievements, role in campus/ community activities and recreational or cultural activities.

b) Your goals: long term, but particularly your immediate career objectives and how you have realistically assessed your abilities in relation to these goals.

c) Your knowledge of the organization: its major services and products, opportunities for training and advancement, and how you can fit in.

The employer is basically looking for a qualified person with a positive attitude and the intelligence and energy necessary to accept responsibility and follow through. Be prepared to give specific examples of how you have demonstrated some of these attributes.

3. In conclusion: wrapping up involves

a) making sure you have answers to your questions (but do not needlessly prolong the interview)

b) knowing what further information (references, transcripts) the organization requires

c) *knowing when you will be notified of the interview results.*

Write down the interviewer's name so that you can send him/her a "thank you" note. This is a professional courtesy and is especially advised if you are still interested in the job.

Remember to be yourself, know your strengths and be honest with the interviewer. Practice and preparation are the keys to interviewing successfully. Do all you can to be a confident and prepared as possible.

- Describe a recent problem you had with one of your manager's decisions.
- Tell me about the most recent problem you had with a co-worker. How did you handle it?
- What about your character makes you a good candidate for this job?
- Priorities often change suddenly throughout the day. If you are asked to quickly do another task, how does that affect your mood? What if it's the third time before noon?
- What do you feel is an acceptable amount of days to be absent in a calendar year?
- How do you handle situations that could cause you to be tardy or absent?
- How have you responded in the past when you found another employee was stealing?
- How have you responded in the past when your replacement calls in sick and a substitute will take over an hour to come in?
- 24/7 operations are like relay races where you take the baton, run with it and then pass it on smoothly. How do you make seamless transitions on shift changes?
- During the last year, when your replacement hasn't shown up and your manager asked you to stay late, what percentage of the time have you stayed late?
- Think about the last time your manager critiqued your work. How did you respond?
- Give an example of when you did something without being asked. Can you give me another example?

-When did you first decide upon _____ as a profession?

-What qualities do you have which will make you a good _____?

-What qualities do you think a good _____ should possess?

-What do you think your contribution to _____ will be?

- How has your undergraduate experience helped to make you a better person?
- What courses did you particularly enjoy while in college? Can you discuss them?
- What subjects are you taking now? Can you discuss them?
- What problems do you anticipate arising during your professional career? Medical training?
- What changes would you like to see made in the current American health care delivery system?
- How will you face the death of a patient whose illness you have diagnosed incorrectly?
- Name two or three issues which you consider to be major ethical problems in health care today. What are the different points of view on them?

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

LINKS AND RESOURCES

ALLIED HEALTH

Cardiovascular Technology

College Central Network
www.collegecentral.com/gmc
 Alliance of Cardiovascular Professionals
www.acp-online.org
 Committee on Accreditation for Allied Health Programs
www.caahep.org
 Cardiovascular Credentialing International
www.cci-online.org
 American Heart Association
www.americanheart.org

Occupational Outlook Handbook
www.bls.gov/oco
 American Society of Echocardiography
www.asecho.org
 Society for Vascular Ultrasound
www.svunet.org
 Medical Sonographers
www.ardms.org

Health Information Management

College Central Network
www.collegecentral.com/gmc
 American Health Information Management Association
www.ahima.org
 Healthcare Information and Management Systems
www.himss.org
 ADVANCE for Health Information Professionals
www.advanceweb.com
 College of Healthcare Information Management
www.chime-net.org

Occupational Outlook Handbook
www.bls.gov/oco
 Health Data Management
www.healthdatamanagement.com
 Society Medical Group Mgt. Assoc.
www.mgma.org
 American Medical Informatics Association
www.amia.org
 Medical Records Institute
www.medrecinst.com

Radiation Therapy

College Central Network
www.collegecentral.com/gmc
 American Society of Radiologic Technologists
www.asrt.org

Occupational Outlook Handbook
www.bls.gov/oco
 American Registry of RT
www.arrt.org

Radiological Society of North America

www.rsna.org

American Board of Radiology

www.theabr.org

Radiological Society of North America

www.rsna.org

Radiology Info

www.radiologyinfo.org

IMAGE

www.rt-image.com

Radiologic Technology

College Central Network

www.collegecentral.com/gmc

American College of Radiology

www.acr.org

American Registry of Radiologic Technologists

www.arrt.org

American Board of Radiology

www.theabr.org

Radiological Society of North America

www.rsna.org

Radiology Info

www.radiologyinfo.org

IMAGE

www.rt-image.com

Respiratory Care

Radiology Info.

www.radiologyinfo.org

American Osteopathic College of Radiology

www.aocr.org

Society of Interventional Radiology

www.sirweb.org

American Assoc. for Women Radiologists

www.aawr.org

Radiology Online

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

Occupational Outlook Handbook

www.bls.gov/oco

American Society of Radiologic Technologists

www.asrt.org

Joint Review Commission on Education in RT

www.jcert.org

American Osteopathic College of Radiology

www.aocr.org

Society of Interventional Radiology

www.sirweb.org

American Assoc. for Women Radiologists

www.aawr.org

Radiology Online

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

College Central Network
www.collegecentral.com/gmc
American Association for Respiratory Care
Care, Inc.
www.aarc.org
Committee on Accreditation for Respiratory Care
www.coarc.com
Asthma and Allergy Foundation of America

www.aafa.org
RT for Decision Makers in Respiratory Care
www.rtmagazine.com
Pennsylvania Society for Respiratory Care
Professionals
www.psrc.net

Occupational Outlook Handbook
www.bls.gov/oco
National Board for Respiratory

www.nbrc.org
American Lung Association
www.lungusa.org
Respiratory Care Journal

www.rcjournal.com
FOCUS
www.foocus.com
ADVANCE for Respiratory Care

www.advanceweb.com

CAREER/JOB INFORMATION

www.bls.gov/oco	www.rileyguide.com	
www.jobhuntersbible.com	www.quintcareers.com	www.jobweb.org
www.careerjournal.com	www.careerpath.com	www.edweek.org
http://career.utk.edu/students/majors.asp		www.gmc.edu/students/careerservices/

GENERAL HEALTHCARE JOB SITES:

www.healthjobsusa.com	www.allnurses.com
www.healthopps.com	www.comphealth.com
www.healthcarehub.com	www.healthcarejobstore.com
www.hcjobsonline.com	www.hcjobsonline.com
www.healthcareers.com	www.hnusa.com
www.hirehealth.com	www.hotnursejobs.com
www.medcareers.com	www.medjump.com
www.monsterhealthcare.com	www.nursingspectrum.com
www.rxcareercentr.com	