

**TO CREATE A DAZZLING RESUME  
START BY GATHERING THE FOLLOWING INFORMATION:**

(Please only focus on the suggestions that apply to your life experience)

- 1) A comprehensive list of your work: include the places, the dates, your titles and your duties; also include one thing you learned about yourself and or your environment for each position. \*
- 2) A list of significant life experiences: consider how and when these two lists overlap.
  - a) All available performance reviews from previous employers or faculty.
  - b) Any available letters of recommendation.
  - c) Any positive notes received from co-workers/ friends/ family: ask yourself what do a, b and c reveal, what do they have in common, how do they differ?

A list of professional and personal accomplishments: including awards/ accommodations/ scholarships, etc.

A list of professional development activities: conferences, in-services, workshops, etc.

A list of personal, professional and school leadership activities: community involvement, committee membership, presentations, etc.

A list of professional and personal goals

An honest list of personal and professional strengths and weaknesses

A simple written example of a successful patient care day \*

A statement re: professional philosophy

Make sure you complete the \* ones, as they will be the most pivotal to your overall success with this process. Organize all these materials into a folder and refer to them often as you shape your resume. Even though much of this information will never make it on to your resume ultimately; the added time it takes to gather it and do the active self reflection will give you both more confidence and more compelling information to use on a resume, a cover letter and in any resulting interviews.

Remember the focus here is on clear, honest information not formatting; although, it will be worthwhile to type these lists up as you complete them and to ask people close to you (partner, friends, classmates, faculty and extended family) to help fill in any blanks they may see.

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When you're ready, you can email me a draft of your resume and a few times you can meet, that way if it's simple formatting issue I can just edit it and send it back to you; and if it needs more brainstorming I know when you're available.

Below is Martha's example of her process re: "creating a dazzling resume" although it represents something much more formal than scratching out a rough list and developing it to this point; what I love are her examples of what she learned about herself in each setting. Her comment to me after completing this process was that she not only felt more confident about what she was including in her resume and why, but she was also completely confident that she was prepared for her interview process !!! I am sharing all of this with you because I want to make clear the value of taking the time to go through all these steps! **My goal is to make you just as confident and prepared as Martha!**

**Emergency Medical Technician, February 2006-June 2007**

**Royal Ambulance, San Leandro, CA**

- Patient assessments completed in safe and skillful manner en route to facility
- Reported patient condition to receiving staff in concise and accurate manner
- Advocated for patients mental, physical, and spiritual well being
- Utilized skill in taking infection control precautions

**Learned:** I can adapt to and rise up to any situation I come across. There is always a way; sometimes it just takes a few extra minutes to allow that way to come into view. I found that I love the feeling of coming home feeling exhausted and accomplished. Though I'm not planning on making this a regular thing, I can complete multiple 24 hour shifts on 2-3 hours of segmented sleep.

**Phlebotomist, June 2006-present**

**Alameda Hospital, Alameda, CA**

- Perform concise venipuncture using aseptic technique in acute care hospital
- Conducted 12 lead EKG
- Teamed with staff to perform lab duties including aliquoting, centrifuge, and computer entry

**Learned:** Each patient is unique. Some have fear of a needle; some just need someone to talk to. It's important not only to tell the patient what I'm doing regardless of their level of consciousness, but to listen with patience. It's through taking a moment to listen that a patient will express their true needs.

**Mountain Rescue Volunteer, 2003-present**

**Bay Area Mountain Rescue Unit, San Mateo County, Ca**

- Perform competencies in high angle rope rescue, search strategy, succinct radio communication, winter rescue
- Endure multiple day searches in any climate
- Collaborate with other searchers in route finding, system technique

**Learned:** I can catch onto new skills quickly under intense stress. In my first three day training with the unit, I was expected to learn knots and raising/lowering systems in half a day with proficiency - with the most senior members looking on - and I did. In my first search, I was to pack and be exceptionally alert after 2 hours of sleep. I then trekked up to El Cap for over 8 hours at dawn in a surprise October blizzard for a body recovery mission.

**Program Manager II, Instructor, March 2003-January 2006**

**Health Fitness Corporation, Palo Alto, Ca**

- Managed and mentored fitness center staff in facilitating fitness center programming
- Designed and implemented health promotion activities, seminars, aerobic classes, and special events

- Collaborate with client company and upper management on program effectiveness
- Evaluated and created effective cardio respiratory and muscle conditioning plans for members

**Learned:** Each person is unique in their motivations. Some need a smile each day as they walk in the gym and others need explicit directions in how to redirect their fitness and health; with patience and enthusiasm every individuals' needs can be met.

**Care Assistant, Staff Coordinator, Concierge, February 2003-November 2003  
Aegis Assisted Living, Fremont, Ca**

- Documented and maintained records of resident care in Alzheimer unit
- Advocated for and care of residents in their activities, safety, and abilities
- Collaborated with director in assessment and development of quality assurance programs
- Initiated and implemented solutions for staff communication
- Ensured excellent customer service for all family and visitors

**Learned:** I am worth more than I usually attribute to myself. I started this job as a concierge greeting customers and residents only requesting a low end wage. Within months, I moved into a care assistant position in the Alzheimer's unit and then as a staff coordinator working with the charge nurse to oversee and redevelop management systems.

**Aquatics Coordinator, November 2001-January 2003  
Corporate Fitness Works, Kansas City, Mo**

- Developed and implemented year round revenue generating aquatics programming
- Awarded Shining Star award for exceeding expectations of position in first year
- Regional Safety Coordinator
- Taught aerobic and strength classes
- Revitalized aquatics participation with innovative programming
- Part of team that increased participation of company in city wide competition by 91%
- Volunteer coached 60 year old member to swim and overcome fear of the water

**Learned:** I can look at a system that's been in place for years and recreate it with a new vision. My self expectations are generally higher than those typically set in place

**Trip Leader, June 2001-October 2001  
Wilderness Inquiry, Minneapolis, MN**

- Lead backcountry trips for individuals of all ages with and without disabilities
- Facilitated positive group dynamics, trip preparation, trip evaluations
- Collaborated with leadership team to ensure safety and trip enjoyment for participants

**Learned:** I remain calm in all situations. I had a 70 year man fall out of the canoe he and I were paddling on a cold September morning. Without blinking an eye, I grabbed the back of his jacket, pulled his face out of the water and directed the other canoes to pull mine to shore. We got him dressed and warmed within 20 minutes.

Humor can be a part of all patient care. I worked with a 40 year woman with MS for a week on a canoe trip in the Canadian waters. It was the prime of mosquito season. Each morning as we assisted with her toileting, we would team up to get the pants down, hold her up, and simultaneously spray bug spray back and forth across her bottom to avert the inevitable. We all laughed together on a daily basis.