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A doctor's resume example

By Daniel Ketchum Perhaps the most important tool in getting a new job is a good resume. Since there will probably be at least several (if not more) candidates for any position you are seeking, you need to make sure that everything about your resume is as professional as possible and stands out from the rest. You also need to avoid some of the resume pitfalls that could ruin your chances of getting the job. While you could hire a resume writer to create your resume, you can also create a quality resume yourself using the Writer program that comes as a part of the overall OpenOffice suite of freeware office applications. Download the OpenOffice suite and install it to your computer. A shortcut to the program package will appear on the desktop. Also download and install some of the free resume templates. Create a list of the facts you want to include on you resume. Your name, contact information, education, work experience and relevant skills or certifications would all be good things to add, though depending on your circumstances you might want to stress one thing more than another. You also want to have a list of references handy, but do not include them in the resume. Instead offer references upon request. When mentioning the work you have done, stress particular things you did that made a difference for your employer, rather than just a straight list of duties. Remove from your list all non-relevant personal information and asides. You will not want to mention your age, race, religion, sexual orientation or gender. Click on the OpenOffice shortcut and from the listed options choose the Writer application. When it opens select "File," click "New" and click "Templates and Documents." Browse though the ones listed and examine the previews. Select the one that best matches your information and click "Open." Adjust the settings of the template if you wish, such as the margins, text color or font size. Or you might want to use an entirely different font style, in which case highlight the text in the area you want to change, click at the top to view the available fonts and select the one you want. Replace the information in the template with your own. When you are done select "File" and click "Save." Name the file and click "Save." Print out your resume out on stiff, quality paper. Or save it to a CD and take it to a printers, such as Staples or FedEx office for printing. A good, strong resume is the way to get your foot in the door. After all, it is the first impression that a potential employer receives of you. When creating a resume, remember the goal is to highlight your most important characteristics in no less than one and no more than three pages. The introduction is the header of your resume that introduces you to the potential employer. Use a large, bold font. Include your contact information, including your name, address, telephone number and email address. Center the information one inch from the top of the page. Type the body of your resume in a readable 10- to 14-point font, such as Times New Roman. Include a summary of yourself. This is generally a few lines stating what you have accomplished and what you are looking for in your professional life. Base the skills you list on the job you are seeking. For instance, if you are applying for an office position, include skills such as typing, answering multi-line phones, filing and computer skills. List each skill separately and include details. If you are seeking a position in the accounting field, for instance, list specific areas your skills are in like account payable or receivable. List all of your previous work experience on your resume, even if it is not related to the job you are seeking. Employers do not like to see a break in employment and may question any you have. List the most current employer first, the dates of employment and the job you performed. Continue listing your work experience in reverse chronological order. Provide at least the last 10 years of employment history on your resume. Depending on the job and your level of education, this section may be listed before or after the experience section. If the job you are seeking is related directly to your education, list it first. Add your most recent education first. Include the name of the degree in your major, name and location of the institution, and the dates you attended. Also, include any ongoing training you received that relates to the job. Proofread your resume and correct any errors. Also, have someone else read and double-check it after you make the corrections. If references are required, print them on a separate sheet of paper. Include the name, title, address and phone number for each reference. Always include a job-specific cover letter with your resume. A professional resume is an essential job-hunting resource that shouldn't be underestimated. A good resume not only summarizes your experience and background, but also emphasizes your achievements and special skills. Understand the factors that make your resume stand out so you can write a resume that truly reflects your abilities. A career objective was once a standard part of every resume. The objective occupied the first section of the resume and included a sentence or two about the type of position you were seeking. "U.S. News and World Report Money" notes that including a career objective rarely helps you land an interview and often hurts your chances. Information formerly contained in the objective section should instead appear in your cover letter. A career objective takes up space that could be used for more information on your skills and duplicates information already in your cover letter. While you should include a list of skills when you write your resume, it's equally as important to list achievements. If you are seeking a professional position, employers will want to know exactly how you used your skills to benefit previous companies. You might mention that you increased new sales by 40 percent or developed a program to improve customer satisfaction rates and retention. Limit achievements to one sentence each. You can and should provide more information on your achievements in your cover letter. Don't use one resume for every job opening. If you plan to apply for many types of jobs, such as sales and management positions, write a separate resume for each type of job. You may even want to modify your resume for every job for which you apply. Carefully review the job listing for keywords, such as the names of certain software or other technical or industry-specific terms, and include these keywords in your resume. The hiring company may scan resumes for keywords to find the best candidates. If your resume doesn't include enough of the company's preferred keywords, you might not receive an interview. Your resume should be neat and readable. Avoid large paragraphs of text. The University of Minnesota CLA Career Services website suggests using lists or bullets to make the resume reader-friendly. Use consistent one-inch margins and choose a clear font. Avoid overly large or small fonts or any type of font that is difficult to read. Print the resume with black ink on white or beige paper. While a resume printed on a brightly colored paper will stand out, it will not look professional, and you may find that this approach will get you noticed for the wrong reasons. A doctor's resume is specialized as doctors undergo rigorous training and apply to field-specific careers. To create a doctor resume, it is essential that you format it to highlight your skills and expertise as a medical professional. It should also highlight your education, any licenses, affiliations and publications you may have that will help your resume stand out as a medical professional and attract the attention of a medical center, hospital or private clinic. Most doctors' resumes begin by providing contact information. This may include your name, a contact telephone number and an email address. You may also choose to disclose your residence or a private post-office box number where an organization can send you relevant information. This section should be brief. Avoid using fancy fonts or scripted language. Use Times New Roman or a similar font. Some doctors add an objective just below the contact information. Your objective should state your intention as a doctor related to a work environment. You may state that you want to work as an inpatient specialist or in surgery. This is optional but may improve your odds of getting an interview. This section of a doctor's resume will outline your Boards and any MCAT scores. If your experience only includes research and little experience working in the field, make this clear. When listing your degrees, put them in reverse chronological order. Regardless of how you present the information, do so consistently. Include any certifications or licenses you have in this section. Do not forget the license number, the expiration date, and the body issuing the license or certification. When presenting your employment experience, the American College of Physicians recommends listing full-time and part-time experience separately and under separate headings. Include any duties, skills, or major accomplishments and achievements under each employer. Avoid including long lists of entries under more recent employers. Keep all of your entries consistent and uniform. Include a section that lists your affiliations and any honors that you have received. This may include any memberships that you have in professional organizations. If you were elected to a committee while a member of an organization, include it on your resume. While doing so, be sure to include the dates you held the position and your exact title while holding the position. You may also want to include a list of publications or other professional accomplishments. The American College of Physicians also suggests that doctors list experience with presentations, lectures, and community-service activities under a separate subheading. This can enhance your resume, particularly if you are applying for a senior position. While you want to add as much information to your resume as possible, try to avoid sending a resume that is bulky and several pages long. Add pertinent information to your resume while being as succinct as possible.

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