RESUME HELP

If you don’t have a resume, go to **word**, **new document**, templates, **resumes**. There are many styles. Find one that you like, and just fill in your information and save the file onto your hard drive or flash drive. If you need help, ask someone to help! Make an appointment with Samantha if you are lost!

**Education**: should be somewhere close to the top, make sure to update it with this program info, with dates. This will highlight the fact that your education is recent. Remember that “certification” indicates IAHCSMM Certification. You will get a certificate from this program, which is not the same. While you are waiting to become IAHCSMM Certified, I suggest putting “pursuing IAHCSMM Certification” or something similar.

**Clinicals:** I suggest that you ad a section for your clinical, it can be in the job description if you like. Include where and what you did.

**Keywords** to include on your resume can be found in your book on page 14-21. You can also look at WOIS and the internet.

**Job Objectives:** These can be hard to write and you may change it depending on the position you are applying for. Here are some examples to help you write your own, but do NOT COPY THEM. Your Job Objective should be your own.

* To obtain a position as a Central Service Technician with an organization that values my team work, flexibility, positive attitude skills.
* Seeking a Central Service position where my current experience, skills and education will be utilized and further developed.
* Seeking a position as a Central Service Technician where I can utilize my expertise, experience, education and skills in order to benefit the organization and obtain new skills on the job.
* To obtain position as a **Central** **Service** **Technician** in a well stable and growing organization that will allow me utilize my experience and education and enables me to make a positive contribution that will lead to a lasting professional relationship with opportunities for advancement
* To obtain a position as a Central Service Technician with a company that values my ability to work as team player, and my ability to bring a positive attitude to the working environment.
* To obtain a Sterile Processing Technician position where I can contribute the best of my skills and efforts for the growth of the organization.