



Resumé Checklist

- Does the resume focus on why the employer should hire you over your competitors?
- Is the resume targeted to the employer rather than a one-size-fits-all document?
- Have you included a concisely stated career objective?
- Does the resume clearly describe your training, experience and accomplishments?
- Does the resume have a visually pleasing, polished presentation?

Resumé Checklist

- Are margins even on all sides?
- Are design elements like spacing and font size consistent throughout the document?
- Is the resume free of spelling errors and grammatical errors?
- Is there a good balance of white space and words? Does the resume look overcrowded with words, or is it too skimpy and vague?
- Have you asked friends or colleagues to proof it for accuracy and to share feedback?



Chronological Résumé Format

Highlights Work History and Experience

Heading

Name, address and phone. Centered at top of the page.

Objective

This is optional. Make it specific and concise. State what you can contribute to the organization.



Fig. 8.7



Chronological Résumé Format (cont'd)

Work Experience

Start with your present or most recent job. It isn't necessary to give the month and day, just the year. List your employer, job title and a brief description of your duties. Emphasize your major accomplishments and abilities. You don't have to list each position change within a company.

Education

Include year graduated, name of school, degree(s), certification(s) and any awards or honors. If your education is within the past few years, it should be the first thing listed after the heading, otherwise put it at the bottom.

Personal

This is optional. Only include information you feel is valuable toward getting you the job.

Functional Résumé Format

Highlights Talents, Abilities & Potential

Heading

Name, address and contact information.
Centered at top of the page.

Objective or Professional Profile

This is optional, particularly if you address it in your cover letter. If you do use an objective, make it very specific and concise. State what you can contribute to the organization. Objectives can help focus resumes when you have an eclectic background or you're embarking on a new career. This can also be a place to state your healing or therapeutic intentions: a sentence, statement or paragraph which communicates your desired goals



Fig. 8.7

Functional Résumé Format (cont'd)

Function

List your strongest abilities or accomplishments in four or five separate paragraphs—put them in order of relevance to desired job. Have a major headline for each paragraph. If you have a strong work history, it can be by position (e.g., Staff Management). If you have limited work history and are relying on your education, list by modality (e.g., Sports Massage, Hydrotherapy) or related skills such as Organizational Skills.

Education

Put at bottom unless it was within three years.

Work Experience

(Optional.) List a brief summary at the bottom of the page. Include dates, employers and titles.

Personal

This is optional.

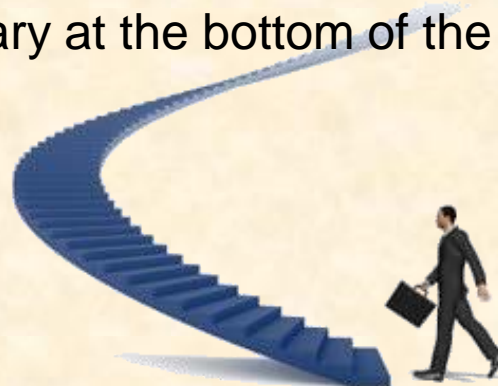


Fig. 8.7

Chronological Résumé Sample

Nikki Mountain, LMT

4141 Winding Way, Tucson, AZ 85750

520-555-5555

nikkimountain@example.com

Professional Profile

Highly skilled massage therapist with more than 10 years' experience in a wide range of healing modalities. I am seeking to join a wellness center as a partner or associate. The ideal setting would include practitioners who value open communication, high ethical standards and dedication to providing high-quality client care. My goal is to provide bodywork that honors the body, mind and heart of each client, combining my skills in Swedish massage, deep tissue massage, aquatic massage, energy work, Asian style belly work and nonviolent communication.

Work Experience

Moving Spirit Massage Therapy, Tucson, AZ

Sole Proprietor. 1997 - Present.

- Highly skilled in combining various healing modalities, such as Swedish massage, craniosacral therapy, deep tissue massage, energy work and Chi Nei Tsang.
- Responsible for managing business tasks, including scheduling, bookkeeping, marketing and publishing monthly newsletter for clients.
- Maintained a diverse practice, including many long-term clients of five years or more.

Wellness Institute, Tucson, AZ

Massage School Coordinator. 2002 - 2005

- Coordinated and managed multiple aspects of massage therapy education program, including curriculum development, course planning, scheduling and faculty relations.
- Maintained Filemaker Pro database of all student records.
- Developed and presented study skills training for students.
- Coordinated professional development programs for faculty.

Healing Arts Spa, Tucson, AZ

Assistant Manager. 2000 - 2001

- Responsible for working with marketing consultant to develop new logo, promotional brochures and business cards.
- Maintained appointment books and confirmed client appointments.
- Responsible for tracking product inventory and ordering products for resale.
- Coordinated laundry service to ensure smooth operation.
- Developed weekly schedules for spa practitioners; helped to troubleshoot last-minute schedule conflicts.

Education

Mountain Institute Holistic Health, Tucson, AZ

- Completed 750-hour Therapeutic Massage Program, 1997
- Arizona Licensed Massage Therapist, 1997
- Reiki I and II with Susan Wright, 1997-1998
- Chi Nei Tsang I with John Sterling, 2001
- Introduction to Craniosacral Therapy with Mary Suntimee, 1998 and 2000

Functional Résumé Sample

David Waters
2001 N. Pine Road, San Francisco, CA 94995
520-555-5555
dwaters@example.com

Objective

To establish an acupuncture practice working with clients who seek a safe and natural way to get well and enjoy vibrant health. My goal is to join or create a group practice at a holistic health center with other practitioners, such as physical therapists, chiropractors, bodyworkers, naturopathic physicians and medical doctors.

Specialty Focus

Areas of special interest include pediatrics, pre- and post-surgery support, and eye diseases. Received letter of commendation from faculty for demonstrating highly effective diagnostic assessment and acupuncture treatment skills during my senior internship.

Education

California College of Traditional Chinese Medicine, Master of Science in Health Science, Oriental Medicine Program (O.M.D.), San Francisco, CA. 2006. Curriculum and training focused on history and philosophy of Chinese medicine, diagnostic assessment, acupuncture needling techniques, Chinese herbology, tongue and pulse diagnosis, adjunct treatments such as moxibustion, case studies, ethics and business management.
California Licensed Acupuncturist, 2007

Clinic Practice and Internship

The California College of Traditional Chinese Medicine curriculum and internship practice focuses on blending the holistic approach of ancient Chinese acupuncture and herbology with modern healthcare.

The program closely aligned with current O.M.D. training in China. Clinical practice and internship included:

- Assistantship (60 hours). Assisted acupuncturists in treatment procedures such as moxibustion and cupping, and withdrew needles from the patient.
- Junior Internship (240 hours). Provided acupuncture treatments to patients under close supervision and performed diagnoses with guidance from a clinical instructor.
- Senior Internship (270 hours). Diagnosed and treated acupuncture clinic clients with minimal supervision.

As an adjunct to the clinical training component of the program, I annually attended two grand rounds conducted by California College of Traditional Chinese Medicine faculty. During these sessions, faculty presented interesting or difficult cases and demonstrated appropriate treatment.

Acupuncture Work Experience

San Rafael College of Acupuncture, San Rafael, CA. Business Manager, 2001-2002.

Managed student acupuncture clinic. Responsible for patient scheduling, bookkeeping, ordering clinic supplies, coordinating laundry services and maintaining student practitioner attendance records.

Resumé Cover Letter Tips

- Employers hire humans, not robots.
- Use conversational language in your cover letter.
- Avoid copying sample letters word for word.
- Sample phrases:

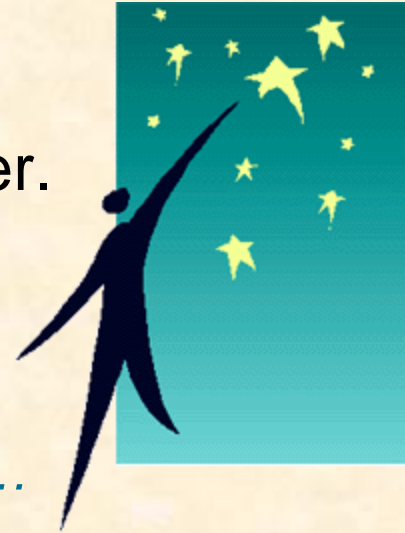
Some of my most rewarding work has centered on....

I am passionate about....

I love my profession—the satisfaction that comes from....

- Avoid overly formal language.
- Refrain from starting the cover letter with a sentence such as:

“Enclosed please find...”





Resumé Cover Letter Tips (cont'd)

- Briefly highlight relevant experience; avoid repeating information verbatim from your resume.
- If you've recently graduated from an educational program, reference your intern experience or include testimonials from those who have experienced your work in a student clinic or other apprentice program.
- If applicable, mention a referral source.
- Focus on how you can meet an employer's needs
- Convey unique aspects of your personality, training and professional experience.

Resumé Cover Letter

Nikki Mountain, LMT
4141 Winding Way, Tucson, AZ 85750
520-555-5555
nikkimountain@example.com

July 10, 2020

Ms. Susan Sample, Center Manager
Desert Wellness Center
1234 East First Street
Tucson, AZ 85750

Dear Ms. Sample:

You recently advertised an opening for a highly skilled, licensed massage therapist at the Desert Wellness Center. My cousin and several of her friends are clients at your center. They speak highly of the quality care they receive and how comfortable they feel.

Given my 10 years' experience in this field, unique skill set and dedication to high-quality client care, I would make a great addition to your team.

During my years in private practice, I greatly enjoyed seeing how regular massage sessions helped long-term clients weather stress and navigate through health challenges and surgery with greater ease than they thought possible.

I enjoy working with a diverse clientele. I am in excellent health and can easily work with a large number of clients each week.


I would appreciate the opportunity to personally convey what I might contribute as a member of your center.

Thank you for your time and consideration.

Sincerely,

Nikki Mountain
Enclosure

Targeted Inquiry Letter



David Waters
2001 N. Pine Road
San Francisco, CA 94995
520-555-5555
dwaters@example.com

January 6, 2020

Mr. Christopher Sample, Owner
Sky Island Holistic Health Center
7788 East Third Street
Tucson, AZ 85750

RE: Opportunity as an acupuncturist

Dear Mr. Sample:

I am writing to inquire about employment opportunities as an acupuncturist at the Sky Island Holistic Health Center.

After reviewing your website and visiting your office, I was impressed with the range of services you offer, the emphasis on client education, and your commitment to providing clients high-quality care in a tranquil and beautiful setting.

Given my professional training at the California College of Traditional Chinese Medicine, unique skill set and dedication to high-quality client care, I am confident that I would be a valuable addition to your clinic team.

My areas of expertise and special interest include pediatrics, pre- and post-surgery support, and eye diseases. I enjoy working with clients of all ages, and find working with children who have multiple, difficult health challenges especially rewarding. During my internship, I received a letter of commendation from the college faculty for excelling in diagnostic assessment and acupuncture treatments that consistently produced positive results and happy clients.

I would appreciate the opportunity to meet to learn more about your center and how I may contribute to your continued success.

Sincerely,

David Waters

Assemble Your Resumé Kit

Create templates that can be easily customized to a specific employer. Keep this information in one folder. Include the following documents:



Resumé

Cover Letter

Targeted Inquiry Letter

Reference List

