

Creating a Killer Resume

Strategies for the New Graduate

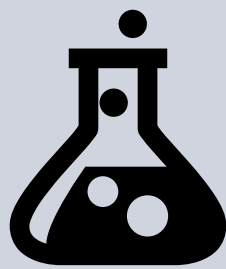


Pinpoint

- Skills
- Abilities
- Achievements
- Experience

Self-Assessment

Take some time to do a self-assessment on paper. It is best to list everything you can think of and then select the information that is most appropriate for the position for which you are applying from this master list.



- Other Lists to Make:
- Instrumentation / Equipment
 - LIS Software
 - Technical Abilities (Key Skills)
 - Certifications and Licenses

New Graduate Example

1 → **Johnny Genius, MLT(ASCP)**
 Mobile Phone: (555) 555-5555 • 123 Address, City, State 55555 • E-mail: Johnny.Genius@gmail.com
 LinkedIn Profile: www.linkedin.com/in/MedLabScientist

2 → **SUMMARY OF QUALIFICATIONS**

- Medical Laboratory Technician with clinical experience in Hematology, Microscopy, Chemistry, Coagulation, Urinalysis, Immunoassays, and Quality Control
- Demonstrated track record in customer service, strong initiative and leadership
- Broad understanding of Laboratory & Healthcare Compliance including Clinical Laboratory Improvement Amendments (CLIA) and College of American Pathologist (CAP)

3 → **CERTIFICATION**
 American Society of Clinical Pathology, Medical Laboratory Technician

4 → **EDUCATION & TRAINING**
 A.A.S., Medical Technology, College, City, State Abbreviation, December 2015

MLT Internship Rotation (May – December 2015)
 Location, City, State Abbreviation

- Performed Blood Banking & Coagulation in the following: ABO Phenotyping, antigen and antibody panel testing, Direct Agglutination Testing (DAT), Cord Blood & RH Immune Globulin testing
- Handled, released, and ordered blood components
- Worked and rotated in the following departments: Microbiology, Virology, Parasitology, Mycology, Hematology, Urinalysis, Chemistries
- Performed Specimen Processing, Testing, and Quality Control

LAB INSTRUMENTATION

Chemistry: RXL & Envoy 500
 Hematology: Beckman Coulter Hmx, Sysmex XS-1000i & Beckman Coulter ACT 5
 Urinalysis: Clinitek Atlas & Clinitek Status
 Coagulation: ACL 100 & Sysmex BCS
 Microbiology: PCR, ELISA, BD Bactec Culture System, & MIC Sensititre ARIS
 Immunoassay: Mini Vidas & Immulite 2000
 Blood Bank: Ortho ProVue Gel System

5 → **PROFESSIONAL EXPERIENCE**
Lab Assistant (May 2014 – Present)
 Location, City, State Abbreviation

- Accession over 800 specimens per day.
- Prepare all specimens received for testing in designated laboratory departments or locations such as staging of specimens, centrifuge, separate serum, and blood smears.
- Prepare excess specimen samples for storage and resolves and document problem specimens.

6 → **HONORS**

- College Scholarships, Awards or Presentations
- Leadership Appointments in Student ACLS Organizations

PROFESSIONAL MEMBERSHIPS
 American Society for Clinical Laboratory Scientists, student member (2013 – Present)
 American Society of Clinical Pathology, student member (2013 – Present)

1 Header

Be BOLD!

Your name can be followed by relevant education or certification abbreviations.

Include all of your contact information at the top:
 Full Name
 Address (City/State only is ok!)
 Permanent Phone Number
 Professional E-mail Address
 LinkedIn Address

2 Summary

In 3-4 bullet points or 1-3 sentences, explain why you are the best candidate for the position.

What would the employer gain by hiring you, and ultimately, how can you help them make money or accomplish their goals?

3 Certification

Clearly highlight your certifications and/or state licenses that you have or will obtain or are eligible for.

Spell out organizations and abbreviate them, such as American Society of Clinical Pathology (ASCP), to optimize search engines.

4 Education

List your education at the top followed by a detailed description of your clinical experience and skills.

Include a skills or instrumentation list to show that you are already familiar with, so employers know your knowledge baseline.

5 Experience

Use action words to describe an overview of the skills you used and learned in relevant positions that show lab knowledge or strength in character skills.

Highlight any leadership opportunities, achievements and special contributions that show how you will be a great employee to have on the team.

6 And More!

Add more value and possible ways employers can find you in their database systems or on Monster, Indeed or Career Builder searches by listing Instrumentation and key skills/processes.

Other possibilities include Lab/career-related volunteering, academic achievements, or professional memberships.

Examine the Details

- List your education and experience in reverse chronological order - begin with the most recent experience first.
 - All dashes (-) separating dates or terms should be the same size and distance apart.
- Document Size: 8.5 x 11 inches
 Margins: .5 to 1 inch borders
 Font Size: 10 to 14 points (except name in header)
 Font Types: Times New Roman, Garamond, Helvetica
 Paper: white or off-white high-quality paper



There will be several words the spellcheck dictionary won't know; so double-check all instrumentation and skills. Make sure you spell your job titles correctly!



Ask a detail-oriented friend to give you feedback on formatting and to have them proofread grammar and to check for any awkward phrases.

Key Search Terms Recruiters Use to Find You:

Medical, Technologist, Technician, Clinical, Laboratory, Scientist, "ASCP", "AMT", "American Society of Clinical Pathology", "American Medical Technologists", "MLS", "MLT", Hospital, Generalist and/or list your Specialty



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