Resume Checklist

How to Build a Resume That Opens Doors to Non-Clinical Roles

1. Rework Your Headline to Reflect the Role You Want

Why it matters:

If your resume still says "Physical Therapist" or "Registered Nurse" at the top, you'll keep getting calls for clinical jobs. Your headline should reflect the next role you want.

What to do:

Swap your clinical title for the role you're targeting. Use actual job titles from postings if possible. Align your headline with your pivot path.

Examples:

- Healthcare Project Coordinator | Clinical Workflow Analyst
- Clinical Educator | Healthcare Trainer | Learning & Development
- Quality Assurance Associate | Compliance & Risk Support

Tip:

Update your LinkedIn headline to match. Recruiters will check both.

2. Reframe Your Summary as a Career Pivot Pitch

Why it matters:

Your summary is your first impression. It should explain why you're a fit for this new direction. Most clinicians waste this section talking about treatment styles or patient populations. That's not relevant here.

What to do:

In 2–3 short lines, cover:

- Your background in healthcare
- Transferable strengths
- The kind of role you're pursuing

Example:

Former clinic manager with 7 years of experience leading cross-functional teams, training new hires, and improving operational workflows. Now pivoting into healthcare operations to streamline systems and support quality care at scale.

Tip:

Mention mentoring, systems work, or cross-department collaboration—those are what hiring managers care about

3. Rebuild Your Experience Bullets to Show Transferable Impact

Why it matters:

Non-clinical hiring managers are scanning for things like process improvement, team management, training, and data—not treatment modalities or patient loads.

What to do:

- Start each bullet with a strong action verb (e.g., led, created, implemented).
- Show scale or results when possible (time saved, % improved, number of people managed).
- Focus on leadership, coordination, education, documentation, or operational responsibilities.

Examples:

- Led EHR documentation training for new hires, reducing onboarding time by 30%
- Managed scheduling and budget for a team of 9 across two clinic sites
- Standardized intake process, improving throughput by 15% over 3 months

Tip:

Can't quantify? Describe the scope: how many people you trained, how often you ran meetings, how complex your responsibilities were.

4. Add a Core Skills Section Using the Right Language

Why it matters:

You need to bridge the language gap. Hiring teams outside of healthcare don't always understand what your clinical work entailed. The "Core Skills" section helps connect the dots.

What to do:

- Choose 6–8 skills that map to your target role
- Pull phrasing directly from real job descriptions if it matches your experience

Examples:

- Team Training & Onboarding
- KPI Tracking & Reporting
- Interdisciplinary Communication
- Project Support & Coordination
- Quality Improvement Initiatives
- Documentation & Compliance

Tip:

Don't use clinical jargon here. Avoid terms like "manual therapy" or "gait assessment" unless you're targeting a clinical-adjacent role (like ergonomics or health education).

5. Remove Irrelevant Clinical Jargon

Why it matters:

You're not applying for a clinical job. Every line that focuses on treatment techniques or patient populations distracts from the value you offer in a new setting.

What to remove:

- Treatment protocols, certifications, or techniques (unless directly relevant)
- Brand names of equipment or EMR systems (unless listed in the job description)
- Vague or redundant clinical tasks (e.g., "Provided one-on-one therapy to patients with musculoskeletal injuries")

What to keep:

- Leadership experience, process improvements, documentation standards, team communication, compliance tasks, and any measurable outcomes.

Final Tips

- Keep it to 1-2 pages. Format should be clean, modern, and easy to scan.
- Your job now is to translate (not just list) your clinical experience.
- Everything on your resume should support where you're going, not just where you've been.
- Proofread your resume: small errors send the wrong message.
- Make it easy to skim. Use consistent formatting and spacing.
- Align everything to your pivot. If it doesn't support the role you want next, cut it.
- Update your LinkedIn headline and summary to match.