**Important Resume Guidelines**

Writing a good resume is a key part to beginning your job search. There is no set standard resume style or format. These will help you with the essentials you need to begin.

**Basic Resume Formatting**

* Use a resume header with your current contact information. Include your first and last name, telephone number, address and e-mail. Be sure to use a professional e-mail for employers to contact you.
* What to include-
  + **Objective (optional)** What do you want to do? If you include this section, it should be a sentence or two about your employment goals. A customized objective that describes why you are the perfect candidate for the job can help your resume stand out from the competition.
  + **Career Summary or Summary of Qualifications (optional)** A customized section of your resume that lists key achievements, skills, traits, and experiences can serve a dual purpose. You experience which are relevant to the position lets the prospective employer know that you have taken the time to create a resume that shows how you are qualified for the job.
  + **Certifications** List all certifications relevant to the job you are applying for. This Include your certification and license information. Be sure to include expiration dates.
  + **Externships (optional)** If you do not have work experience or have few jobs to list under Employment history/Experience, it is helpful to fill your resume by including your externships completed.
  + **Employment History or Experience** Include your work history. List the companies you worked for, dates of employment, the positions you held and a bulleted list of responsibilities and achievements. Make sure what you are listing is relevant to the job you are applying for.
  + **Education** List the schools you attended, the degrees you attained, and any special awards and honors you earned. Include Fast Response School of Health Care Education.
  + **References** There is no need to include references on your resume. If you mention that references are available, be sure to have them on hand to furnish upon request.
  + **Community Involvement** List any relevant volunteer work. Be sure to include the dates and names of the organizations.
* Use a common font like Times New Roman.
* Use the same font and size throughout. You may enlarge your name; so it stands out.
* Keep resume to 1 page.

1. The following items should be included in your resume

EMT

* California State Emergency Medical Technician, EMT – B, (Certificate Number: E289758), Expiration date
* BLS – American Heart Association Certification, Expiration date
* Externships – locations, departments, hours, responsibilities
* Additional related trainings – Wilderness, ACLS

PHL

* California State Certified Phlebotomy Technician, CPT-1, (Certificate Number: CPT87645, Expiration date
* BLS – American Heart Association, Expiration date
* Basic First Aid, Expiration date
* Externships – locations, departments, hours, responsibilities including:
* Performed venipunctures to include ETS, butterfly and syringe methods.
* Performed 100 successful venipunctures on patients throughout life span.

MA

* + California State Certified Medical Assistant, Clinical, Expiration date, (Certificate Number: 45362-17)
* Optional: California State Certified Phlebotomy Technician, CPT-1, Expiration date, (Certificate Number: CPT58873)
* BLS – American Heart Association, Basic First Aid Certified, Expiration date
* Externships – locations, departments, hours, responsibilities

1. **Customization is Critical**

Remember, you always want to tweak your resume when you apply for a job. No two positions are exactly alike, and each employer is going to have different standards and requirements that are very important to them. Key in on those requirements, and be sure to incorporate them into your resume. You’ll know what these requirements are by reviewing the job advertisement and noting special keywords throughout; or, in most cases, the employer will state **required skills** or **preferred qualifications.** You’re a perfect match when you meet all of the required and preferred qualifications.

1. **Required and Preferred Skills are Essential**

When reviewing the description for a job opening, be careful to note **exactly** what the employer lists as required and preferred. This is critical information. You want to make sure your resume communicates very clearly that you possess the **required** skills. This means you’re capable of doing the job and performing the essential functions. Preferred qualifications are the employer’s wish list of things they’d like to have in a new employee. They can live without them, but if you can prove you possess them, you just upped the ante for the other candidates being considered and are one step closer to positioning yourself as the ideal candidate.

1. **Keywords Are a MUST**

Many companies are using applicant-tracking software that searches through the received resumes and pulls ones that have specific keywords that the employer is looking for. When applying for positions, make sure to scan the job description for important keywords listed throughout. Chances are, any recruiter or HR person is going to use these keywords when searching job boards for your resume. Make sure these keywords are used throughout your resume, or the software won’t pull your resume in the search results.