



Hi my name is Joan Kang, and I am a Senior Career Services Advisor at Santa Monica College in the Career Services Center, and this presentation is focused on resume writing for those wanting to go into respiratory therapy. The information presented can be used when applying to jobs, internships, scholarship programs, research and volunteer opportunities.



OUTLINE OF TOPICS

WHAT WILL BE DISCUSSED

- Why a Resume?
- What Does Your Resume Say About You?
- When Do You Need a Resume?
- What Do You Need to Create a Resume?
- How to Make Your Resume Relevant?
- What are General Layout and Formatting Guidelines?
- Where Do You Go for Additional Help?

For our presentation today, here's what I will be discussing:

- Why a Resume?
- What Does Your Resume Say About You?
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- How to Make Your Resume Relevant?
- What are General Layout and Formatting Guidelines?
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WHY A RESUME?

- Marketing tool
- To obtain an interview
- Requirement of many organizations

So why do people need a resume? A resume is a marketing tool and not your professional biography. It is used to sell yourself to a potential employer or program so that you can obtain an interview. An effective resume will show how your qualifications match what an employer/program is looking for in an ideal candidate. Therefore, it is important that your resume be targeted to what you are applying to. That means each resume you send out should also be different. You will learn more about how to target your resume later in this presentation.



But first, do you know what is the average amount of time an employer/recruiter takes to review an applicant's resume?

Employers only spend about six seconds reading a resume. If you are lucky, even longer.

The good news is that there is no one "right" way or "magic" way to write a resume. However, there are some best practices and standards. Your job with your resume is to grab the viewer's attention very quickly.

WHAT DOES YOUR RESUME SAY?

RESUME

- Neat
- Well-organized
- Error-free
- Professional Appearance

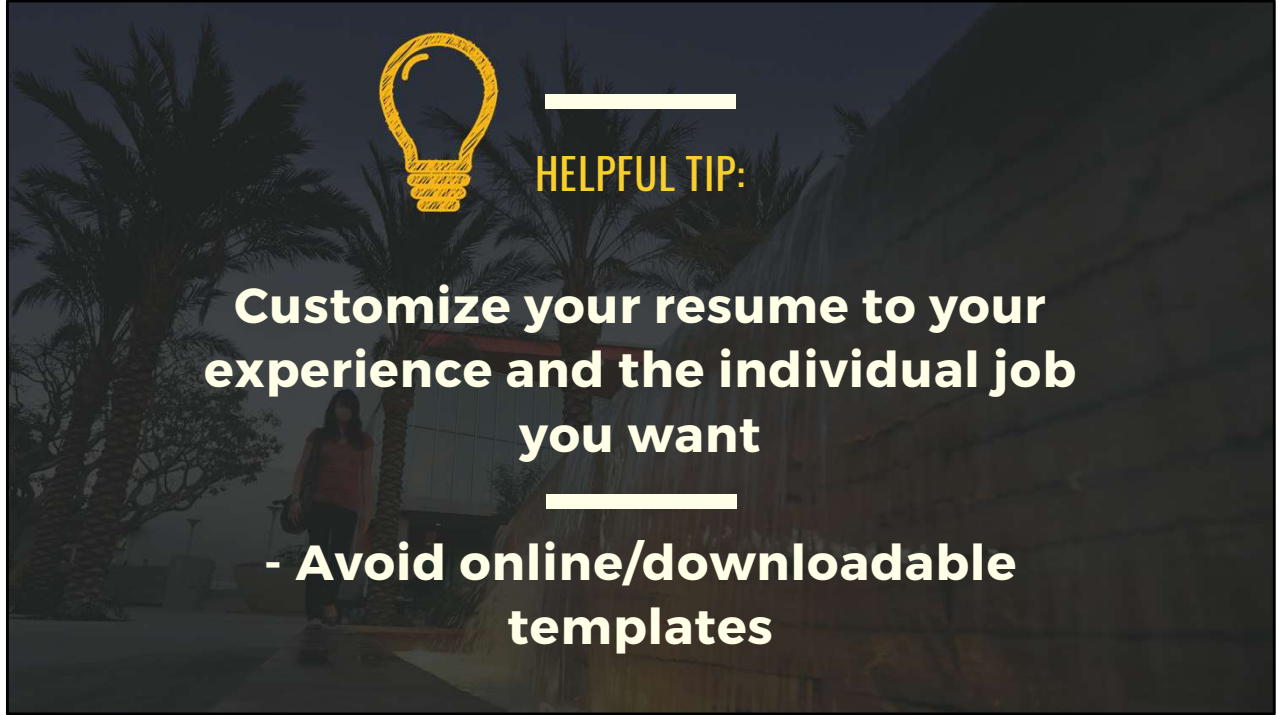
YOU

- Neat
- Well-organized
- Attention to detail
- Careful and Competent



And, although there is no right way to write a resume, a resume can say a lot about an applicant. Did you know that a resume can provide hidden messages to employers? A resume can tell a lot more than the list of jobs you have had in the past. It can tell an employer what kind of applicant you really are, and on this slide, these are just a handful of examples of hidden messages your resume may or may not already contain.

For example, a neat, well-organized and error free resume that is targeted directly to the job/program posting and has been proofread carefully to catch any mistakes, shows that you are attentive to detail, understand grammar and spelling and competent for the job. Well-formatted resumes that flow naturally and share information that is relevant to the job description/program speaks volumes about your ability to think and organize tasks. When an employer is looking for the ideal candidate, these details matter.



And one of the ways you can prepare for the recruitment process, is to make sure your resume is up-to-date. And when I spoke earlier about targeting your resume to fit each job description or program, I didn't mean you need to create a brand-new resume each time you apply. Instead, it is about adjusting and choosing which parts of your work experiences are highlighted and which can take a backseat this time around.

To do this, I recommend that students create a "master" resume. This master resume houses every bit of your experience, skill set, accomplishments, all written out in a professional resume format. Then, when you are ready to start applying for jobs, internships, research or volunteer opportunities, use the job or program description to determine what parts of your master resume need to change – what details need to be highlighted, removed, added, and what language needs to be tweaked. Just make sure to make a copy of your master resume before making these changes. That way you still have the original version available.

CREATING A RESUME TO GIVE TO AN EMPLOYER

WHAT DO YOU NEED?

1

**JOB
DESCRIPTION**

2

**EDUCATION,
TRAININGS,
AND SKILLS**

3

**WORK
EXPERIENCE**

Importance of Relevance

+

General Guidelines

So, what do you need to create a resume?

First, ideally you need to have a copy of what you are applying to. In your case, you might be applying for a job, internship, research or volunteer opportunity. Typically, when applying for any of these opportunities, the employer or organization will provide you with some guidelines in the form of a job description. Sometimes with internships and research opportunities, who they want to bring on board might appear within the program description and eligibility requirements.

You also need to make sure your resume contains relevant educational information and work experience, as it relates to what is being asked by the employer or academic program. In the next couple of slides, I will share with you how you can make your resume relevant as well as provide you with general resume guidelines.



So, how do you make your resume relevant?

First, you need to know the job description. Read the job description thoroughly. Look at what the employer or academic program is asking for. Are you BLS and Certified? Did you list your RC degree information and when you are registered to take your exams and if you already passed your exams, what is your licensure information? And sometimes, depending on the description, you might include what is your experience and knowledge working with people of diverse backgrounds, your familiarity with medical and pharmaceutical terminology? Just remember your targeted resume, the one you give to an employer, is not exhaustive work histories. That is what your master resume is.

Second, you want to customize the headings based on what is stated on the description. Is there an emphasis on education, skills, training, patient experience? If so, you will want to include sections titled that way. More information on the next couple of slides.

Third, you want to connect your experience. If you have the skills being asked, either through your education or work experience, list them on you resume. However, you only want to list things that are relevant, what is being asked for by the employer or academic program. If you are not sure how to connect your experience to what is being asked, connect with the Career Services Center and we can help you. You also have access to academic counselors who can point you in the direction of what courses SMC offers that relate to the skills being asked.

Finally, beware that some programs and employers, utilize an Applicant Tracking System (ATS) to screen and weed out resumes that don't closely match the job description. That is why it is important to target your resume to what you are applying to.

HEADER

MAJOR REQUIREMENTS

- Name (First and Last Name)
- Address (City, State)
- Professional e-mail address
- Phone number/Professional voicemail

Now that you have an overall idea of what you need for a resume, let's break it down even further.

Let's start off with the header. Your resume header is the section that tops your resume. It is the first thing an employer or recruiter will check on your resume.

Resume headers carry all your personal contact information. Therefore, it needs to include your first and last name and contact information an employer can use to contact you. When posting your resume on the internet, consider whether you want your resume to be public and how much of your contact information you want visible. Resume headers serve as a business card of sort. Having a poor resume header format can even cause ATS software to reject your resume. I recommend that you use the same header for your resume, cover letter, list of references, etc.

With your resume header, first start off with your name. It is essential that your header include your name. It sounds obvious, but don't forget it. The font type size should stand out, be easy to read, but not look out of place. Make sure your name matches your resume, cover letter, online application materials, background check applications, etc.

Typically, you would list your address next. This is standard on resumes. However, as the landscape of communication changes, your complete address is sensitive information that you should list on your resume if you feel comfortable. An alternative to listing your entire physical address might be to just list the city and state where you reside.

Next item to include is your email address. Chances are, this is how an employer will reach you. Make sure to list a professional email that you check often. You won't have access to your SMC email address after you

have left SMC for some time.

Your phone number is the next most popular means of communication for employers. List a phone number with a voicemail set up to receive messages. Make sure to use a professional outgoing message on your phone as well as be prepared to handle a professional conversation when you answer your phone.

Some of you might be thinking, should I include a link to my personal website, my social media handles or LinkedIn information. You should only include this information if your accounts are current and up-to-date, relevant to the job and will enhance your chance of obtaining an interview. For RT students, it isn't looked at and recommended to be left out. However, LinkedIn is a great tool to use for networking in general.

For ATS purposes, put all this information in the body of your document versus in the part of your document listed "Header/Footer."



EXAMPLE of HEADER

JANE CORSAIR
Los Angeles, California | (310) 123-4567 | janecorsair@gmail.com

Here is an example of a Header Section.

EDUCATION MAJOR REQUIREMENTS

- Name of your degree and major
- Name of the school, City, State
- Date or Expected Date of Graduation
- Optional Information
 - GPA (Generally a 3.5 or higher)
 - Study Abroad
 - Relevant Coursework Listing (great for those still in the program)
 - Campus Involvement Listing
 - Academic Awards and Scholarships

Typically, after the header, most current students and recent graduates should list their education next. Your education is the most recent and relevant experience. Employers and academic programs want to see that you have earned your degree or potentially will be earning one. They can see by the name of your degree/certificate, major and/or relevant coursework what areas you have a foundation of knowledge.

On your resume, include the name of the school. Do not abbreviate the name of the school. List the city and state where the institution is located and period of attendance or better yet, expected degree/certificate date information. In most cases, schools should be listed in reverse chronological order (most recent degree/certificate listed first). For exceptions, see the Career Services Center.

Also, make sure to check with an academic counselor at one of the several academic counseling programs to see if you qualify to receive a degree/certificate based on the coursework you have completed or will be completing before you leave SMC. For the purposes of this presentation this May 2023, it would most likely be the Associate of Science, Respiratory Care.

Make sure the dates are right aligned and the degree/certificate is exactly what was issued or will be issued by SMC Admissions and Records, the office where you will submit your Petition to Graduate form. Employers do verify information listed on your resume.

If space permits and it is relevant, other areas you could include that are optional are GPA, study abroad, relevant coursework or academic awards, Dean's List, honor societies, and merit-based scholarships. Do not include any high school information.

EXAMPLE of EDUCATION

EDUCATION

Associate of Science, Respiratory Care

Santa Monica College, Santa Monica, California

Campus Involvement: Respiratory Care Practitioner Club

Expected June 2023

GPA: 3.76

Here is an example of an Education Section

CERTIFICATIONS AND LICENSURES EXAMPLES

- Basic Life Support (BLS)
- Advanced Cardiovascular Life Support (ACLS/ALS)
- Pediatric Advanced Life Support (PALS)
- Registered Respiratory Therapist (RRTs) Credential/License and #
- Certified Respiratory Therapists (CRTs)
- Neonatal Resuscitation Program (NRP)

The next part of your resume I want to focus on is your certifications and licensures. When you are looking for a RT job, especially in California, you will see certain certifications, trainings, or licensures required. These are examples of some of them. If you have any of these or others related to Healthcare and/or your patient population, you will want to include it on your master resume and list on your targeted resume, if noted on the job description.

- Basic Life Support (BLS)
- Advanced Cardiovascular Life Support (ACLS/ALS)
- Pediatric Advanced Life Support (PALS)
- Registered Respiratory Therapist (RRTs) Credential/License and #
- Certified Respiratory Therapists (CRTs)
- Neonatal Resuscitation Program (NRP)

EXAMPLE of CERTIFICATIONS AND LICENSURES

CERTIFICATIONS AND LICENSURES

Registered Respiratory Therapist (RRT) Credential: California	Test Date: July 2023
Basic Life Support (BLS), American Heart Association	Expires June 2024
ACLS, American Heart Association	Expires August 2024
CPI, American Crisis Prevention and Management Association	Expires August 2024
Hospital Fire and Life Safety, Los Angeles Fire Department	Expires August 2025

Here is an example of a Certifications and Licensures Section.

SKILLS

WHAT COUNTS?

- Administration of oxygen
- Cardiopulmonary resuscitation
- Invasive/non-invasive ventilator management
- Treatment medication preparation and administration
- Lung function measurements
- Patient type: sub-acute, rehabilitative, chronic, pediatric, infant, etc.
- Patient assessment
- Vital signs
- Isolation procedures

The next part of your resume I want to focus on is the skills section. This area is important and tells the employer your specialized knowledge and expertise; specific tasks you can perform; tools and equipment you know how to use, etc. This section can catch the attention of the employer especially if they are looking for a particular skillset. The skills you list here can be learned from courses you have completed, past jobs and other experiences like volunteer work, workshops and trainings you have attended, practicums/clinical, etc.

On this slide, here are some technical skills related to RT.

SKILLS

WHAT COUNTS?

-
- Lab skills
 - Languages (exclude English) and Proficiency Level
 - Computer Skills

On this slide, here are additional skills someone might also list on an RT resume but are not directly RT.

EXAMPLE of SKILLS

RESPIRATORY THERAPY COMPETENCIES AND TECHNICAL SKILLS

Respiratory Therapy: Physiological Responses (Vital Signs, Arterial Blood Gases, Blood Chemistry Changes); Isolation Procedures; Oxygen Administration and Delivery; Mechanical Ventilator Management; Drug Medication Dosage Administration; Cardiopulmonary System Monitoring; Lung Function Measurements; Patient Safety; Pediatric and Neonatal Care; Patient Safety and Sanitation; Therapeutic Gas Administration (i.e.); Environmental Control Systems; Aerosol Generators; Emergency Care (Artificial Respiration, External Cardiac Massage); Bronchopulmonary Drainage

General Healthcare: Advanced Daily Living Activities (Meal and Hygiene Assistance); Patient Chart Maintenance; HIPPA

Electronic Health Records: Epic

Office Software: Microsoft Office 365 (Word, Excel, PowerPoint, Outlook); Google Workspace (Docs, Sheets, Slides, Gmail)

Languages: Spanish – Proficient

Here is an example of a Skills Section.

EXPERIENCE

WHAT COUNTS?

-
- Part-time/Full Jobs + Internships
 - Courses + Projects + Lab Skills
 - Clinicals + Practicums + Student Teaching/Shadowing
 - Research + Publications + Presentations
 - Service-Learning + Volunteering
 - Student Club Leadership + Athletic Teams

The next part of your resume I want to focus on is your experience. This area should take up the bulk of your resume. This is the area that employers and academic programs focus the most time reviewing, so make sure you list experiences that are relevant to the job or program description. There are many forms of experience including paid and unpaid opportunities such as jobs and internships you have held, even self-employment experiences, class projects you have completed, skills you have learned in your labs, research, publications, presentations, service-learning, volunteering, and your leadership in student clubs and collegiate teams. And because you are a new grad, you should also list your clinical rotations. This is your most direct and related hands-on experience.

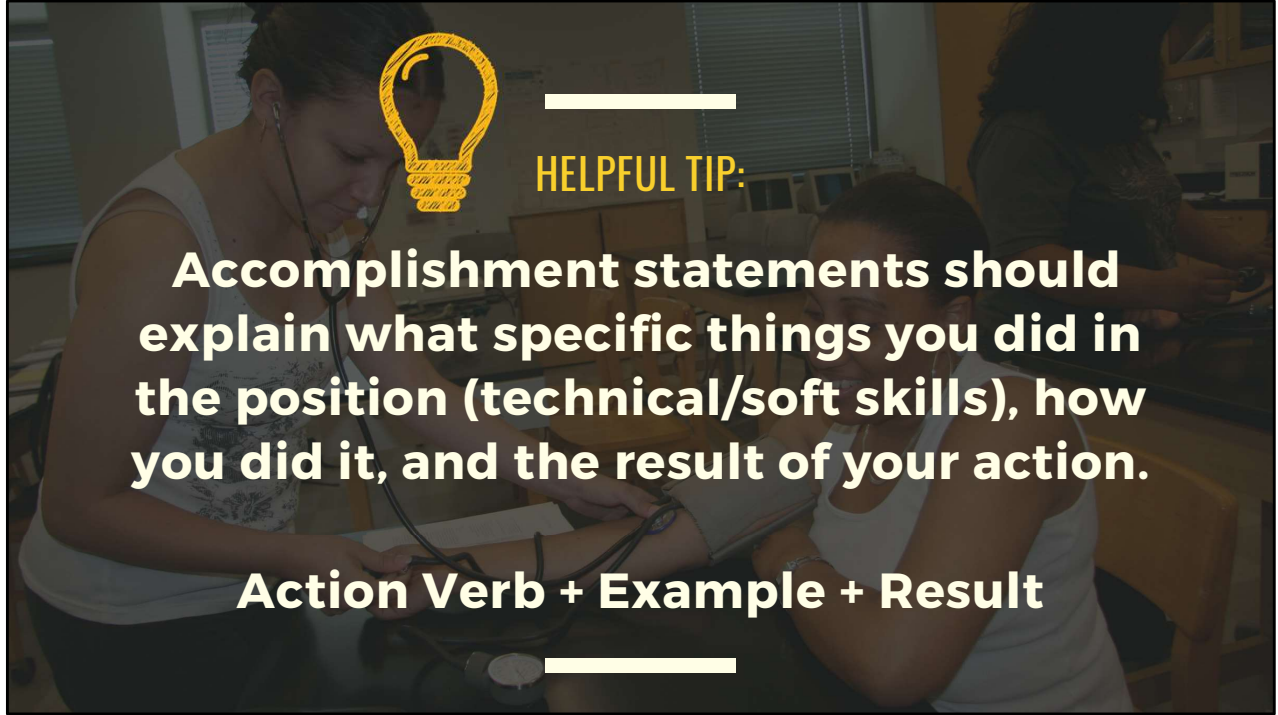
EXPERIENCE

MAJOR REQUIREMENTS

- List only relevant experiences in reverse chronological order (most recent first)
- Include job titles, start and end dates (month and year), company names, city and state of company
- State accomplishment and achievements (Exception being standard clinical experience)
 - Use bullet points
 - Use action verbs

Now, that you have an idea of what types of experiences to share in this section and how to categorize them, let's talk about how to list this information. You want to list the name of the companies, organizations, programs you worked for or class projects you are currently working on or have completed. Include their location and dates of employment or participation, meaning start and end dates, using month and year. Under each experience, include brief descriptions of the accomplishments and achievements you made in that role. Your experience is typically presented using bullet points and in reverse chronological order, beginning with your current experience and working back in time. You also want to use simple and professional looking bullets points which will make reading your resume easier for employers. Always start off each bullet point with an action verb. Make sure to use present tense if the experience is current and past tense if the experience is no longer being done.

For your clinicals, there is no need to list accomplishments as what you learn and are exposed to are standard across RT programs. However, there are other things you will want to list with your clinical rotations section of your resume that I will share in a later slide.



But first, let us talk about accomplishment statements. When you are listing your accomplishments and achievements, you should ideally explain what you did in that role, how you did it, and the result of your actions.

First begin with an action verb to show you did something. Then include an example or context for that action. Make sure to be clear and specific. Finally demonstrate the result of your actions to show the value of your work, the purpose and/or the impact.

Again, make sure to tailor your skills and experiences to the position you are applying to. Be concise while providing enough details. Don't just list tasks. Employers like to see results, numbers, percentages versus generalities. Include how you solved problems and achieved goals as well as other concrete and specific language.

SAMPLE RT ACTION VERBS

For a copy of this RT action verb list, visit:

<https://www.smc.edu/student-support/career-services/career-interest-areas/health-and-wellness-career-interest-area/health-and-wellness-career-guides/>

Action Verbs for Respiratory Therapy Resumes

Abided	Calculated	Dealt	Expanded	Introduced
Abstracted	Cared	Debated	Expedited	Invented
Accessed	Catalogued	Decided	Experimented	Inventoried
Accomplished	Catered	Dedicated	Explained	Investigated
Accounted	Chaired	Defined	Expressed	Judged
Accumulated	Changed	Delegated	Facilitated	Kept
Achieved	Chartered	Delivered	Familiarized	Lacerated
Acquired	Clarified	Demonstrated	Fashioned	Lanced
Acted	Classified	Designated	Fastened	Launched
Activated	Cleaned	Designed	Figured	Lectured
Adapted	Closed	Detailed	Filed	Led
Addressed	Coached	Detected	Financed	Lifted
Adjusted	Collaborated	Determined	Fixed	Listened
Administered	Collated	Developed	Formulated	Lobbied
Advanced	Collected	Devised	Fostered	Located
Advertised	Comforted	Diagnosed	Founded	Maintained
Advised	Communicated	Directed	Furnished	Managed
Advocated	Compared	Discovered	Gathered	Manipulated
Aided	Compiled	Discriminated	Generated	Mapped
Allocated	Completed	Dispatched	Governed	Marketed
Analyzed	Composed	Dispensed	Grade	Massaged
Answered	Compressed	Dissected	Graphed	Mastered
Anticipated	Computed	Disseminated	Guaranteed	Maximized
Applied	Conceived	Distributed	Guided	Mediated
Approved	Conceptualized	Documented	Handled	Mentored
Arbitrated	Concluded	Donated	Headed	Merged
Arranged	Conducted	Drafted	Helped	Met
Articulated	Conserved	Edited	Hired	Minimized
Ascertained	Consolidated	Educated	Honed	Modeled
Assembled	Constructed	Eliminated	Identified	Moderated
Assessed	Consulted	Emphasized	Implemented	Modified
Assigned	Continued	Enabled	Improved	Monitored
Assisted	Contracted	Encouraged	Increased	Motivated
Assured	Contributed	Enforced	Indexed	Navigated
Attained	Controlled	Engaged	Influenced	Negotiated
Attended	Converted	Enhanced	Informed	Observed
Auctioned	Cooperated	Enlarged	Initiated	Obtained
Audited	Coordinated	Enlightened	Injected	Operated
Authored	Copied	Enlisted	Innovated	Orchestrated
Authorized	Coproduced	Ensured	Inspected	Ordered
Balanced	Corrected	Entertained	Inspired	Organized
Bargained	Correlated	Established	Installed	Originated
Bartered	Corresponded	Estimated	Instituted	Overcame
Briefed	Counseled	Evaluated	Instructed	Oversaw
Brought	Created	Examined	Integrated	Packaged
Budgeted	Critiqued	Executed	Interpreted	Participated
Built	Cultivated	Exercised	Interviewed	Partnered

Here is a list of sample action verbs for RT.

EXPERIENCE

SECTION HEADINGS

-
- Respiratory Therapy Clinical Experience
 - Additional Healthcare Experience
 - Community Involvement
 - Leadership and Volunteer Experience
 - Relevant Coursework
 - Research Experience

For your experience, it can be listed or grouped together in a variety of ways. For example, you can breakdown your experiences into smaller specific sections, based on similarities. If you are limited in space, be sure to focus on direct experiences that relate to the position you want. Typically, for entry level positions in the healthcare field, this involves highlighting your clinical experience, other healthcare experience, community involvement, leadership and volunteer experience, relevant coursework, research experience, publications, and presentations.

Again, make sure to choose experiences that are relevant and tailored to the position you want. Do not list all your experiences on your targeted resume to the employer. It is fine to list on your master resume.

EXAMPLES of TYPES OF EXPERIENCES

HEALTHCARE EXPERIENCE

Community Health Fair Volunteer

April 2023

Los Angeles Community Health Clinic, Los Angeles, California

- Performed vital signs and spirometry tests for over 30 elderly residents, ranging from 70-90 years old
- Demonstrated breathing exercises and the use of respiratory equipment to residents and their families

Hospital Volunteer

May 2019 - Present

Cedars-Sinai Medical Center, Los Angeles, California

- Greet patients and guide visitors around the hospital, while completing over 300 hours
- Assist nursing staff by performing data entry and filing, answering patient phone calls, and running errands
- Act as a liaison for healthcare teams by communicating patient needs to nursing staff
- Observe HIPAA confidentiality rules and all hospital policies and regulations

Here is an example of an Experience Section with the title “Healthcare Experience.”

CLINICAL EXPERIENCE SECTION

Demonstrates your RT skills and the specific population you worked with

- Separate section of your resume
 - Name of the hospital/healthcare system
 - City, State
 - Start and end dates (month and year)
 - Number of hours
- No need to describe the standard clinical experiences through bullet points for this section

Now let's talk about the section of your resume that shows employers your clinical experience. Your clinical experience should be a separate section of your resume and it should include certain information such as where you did your rotation, the dates you were present and the total number of hours at each site.

Again, there is no need to provide accomplishment statements for your clinical rotations as it is standard information.

EXAMPLE of CLINICAL ROTATIONS

RESPIRATORY THERAPY CLINICAL ROTATIONS, __ HOURS

Adult Critical Care	UCLA Medical Center, Torrance	Spring 2022/__ hours
Neonatal/Pediatrics	Southern California Hospital, Culver City	Spring 2022/__ hours
Neonatal/Pediatrics Critical Care	Kaiser Permanente, West Los Angeles	Fall 2022/__ hours
Advanced Critical Care	Harbor-UCLA Medical Center	Fall 2022/__ hours

Here is an example of a Clinical Rotations Section. To create this layout, use the space bar, tab key or the ruler markings versus creating a table or columns as tables and columns are not always ATS friendly.

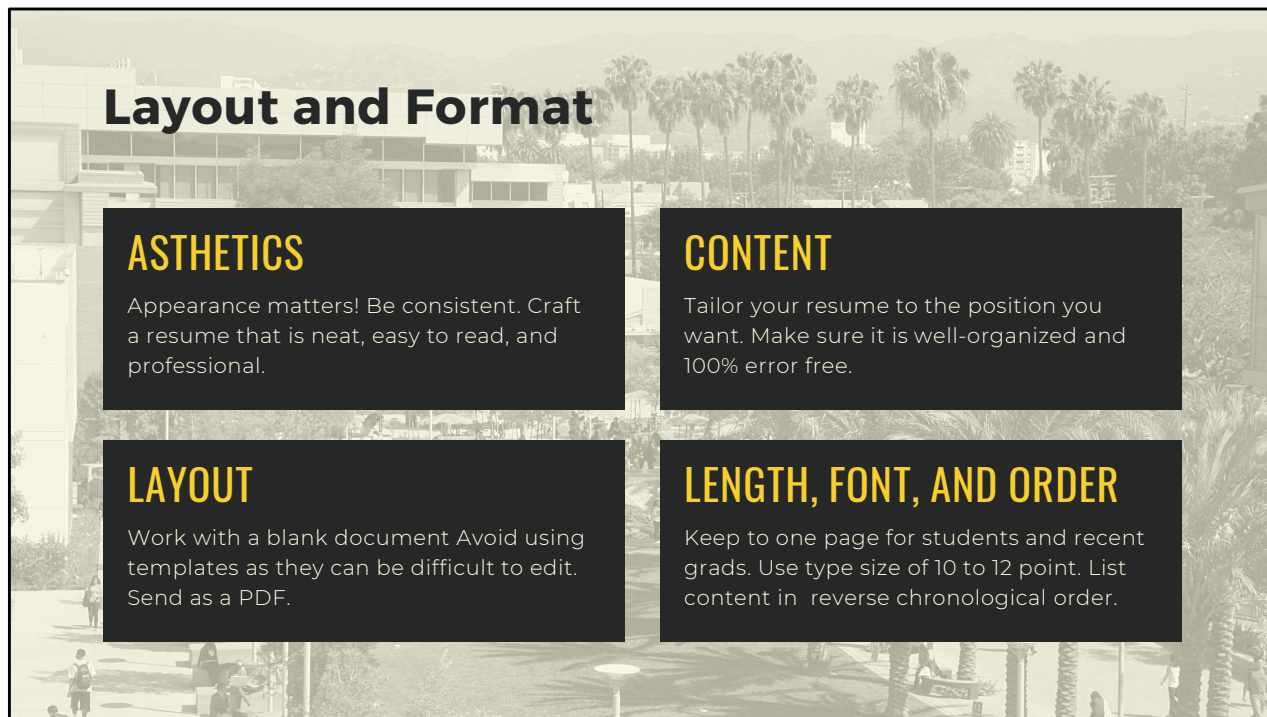
OTHER SECTIONS OPTIONAL ADD-ONS

- Objective
- Summary

Now that we have covered some key elements of a resume. Let's focus on some sections of a resume that may or may not be a part of your resume.

Objective: A well-crafted objective signals to an employer that you are clear about the position you are seeking and the positions available with an employer. Objectives can also hinder your chances of obtaining an interview if you list an objective that does not match the position for which you are applying or if it doesn't support the content of your resume. For most college students seeking an internship, research opportunity or entry level job within the healthcare profession, you do not need state an objective on your resume. A better way to share what you are trying to achieve is through your cover letter, especially since a cover letter is usually read first.

Next, is a summary of qualifications. Again, this area is typically considered optional and reserved for those with more professional experience. The summary is the first piece of information an employer sees at the top of your resume. It gives the resume reader a concise introduction to you, your expertise, industry background, training, etc. It is a way for you to briefly tie together your experiences and help employers understand how your varied experiences fit what they need. It is a brief opportunity for you to communicate your experience, training and abilities as it pertains to the specific job. For entry level applicants, most of this information will fall under a skills sections.



So, how should your overall resume look?

Aesthetics: You need to craft a resume that is neat, easy to read and professional. Appearance matters! Be consistent in font choices, bullet points, text size, type of heading, all caps, dividing sections with lines, etc. These are ways to direct the viewer's eyes to what is most important to see. Be intentional on what you use. Make sure not to go overboard or nothing will stand out to the viewer's eyes. For example, all your job titles should follow the same format. Avoid being too creative or flashy. You want an employer or academic program to be dazzled by your skills, knowledge and experience and not distracted by images or a busy resume.

Content: A resume is not an essay. You need to tailor your resume to the position you want, by listing the most relevant and important information first. Your resume needs to be well-organized and 100% error free. Never misrepresent yourself. It can come back to you. Feel free to reach out to the Career Services Center. We can review your resume and provide you feedback. Don't rely solely on spell check.

Layout: Start off with a blank Word document. Templates are usually not recommended because they may not allow you to move information easily, change bullet points, or text sizes. They are also not often ATS friendly. For online job applications or when sending your resume via email or another electronic format, always save your resume as a PDF (Portable Document Format) unless otherwise noted. Do not provide digital versions of your resume in Microsoft Word or Google Doc. Saving the file as a PDF, will preserve formatting.

Length: Given that you are a current student or recent graduate, most of you will not have a lot of direct professional experience. Therefore, keep your resume to one page in length. If you need more

room, adjust the margins. However, make sure to leave an appropriate amount of whitespace throughout your resume. .5 on each side is the least I would go.

Font size: Another way to fit information on a page is to play with your font size. The font you use should be easy to read. Avoid script fonts or fonts with too much design. The type size is typically between 10 and 12 point.

Order: Each section of your resume, should always follow a reverse chronological order, with the more important and relevant information toward the top. Chronological means most recent information is listed first, followed by older dates.

THE DON'TS RESUME MISTAKES

- Include photos, birthday, SSN, marital status, sexual orientation, political affiliation or religion, etc.
- Copy the description
- Lie
- Use unnecessary professional jargon
- Use personal pronouns
- Leave grammar/spelling errors
- Include high school information, salary or work schedule requests or anything about references

When creating your resume, there are also things you need to leave out.

Don't include any photos or personal items such as your social security number (SSN), age, sex, height, weight, marital status, religion, race, color, national origin, date of birth, etc.

Don't copy the job or program description.

Don't lie or provide misleading information. Be honest.

You want to avoid using professional jargon/technical language unless you are applying for a job within that field. This includes cliché words or terms. Remember, you want to impress employers and not confuse them with jargon that is unfamiliar to them or overused. Use abbreviations based on the job description.

Always check your resume for grammar and spelling errors. Make sure to have your resume reviewed by others, like the Career Services Center.

Remove any personal pronouns such as "I," "my," and "we."

And the last thing you want to exclude is any high school information, salary or work schedule requests, or anything about references.

Following these quick rules will help employers focus on the content of your resume and that is really what matters most.

SAMPLE RESUME

For a copy of this sample resume,
visit: <https://www.smc.edu/student-support/career-services/career-interest-areas/health-and-wellness-career-interest-area/health-and-wellness-career-guides/>

JANE CORSAIR
Los Angeles, California | (310) 123-4567 | janecorsair@gmail.com

EDUCATION

Associate of Science, Respiratory Care	Expected June 2023
Santa Monica College, Santa Monica, California	GPA: 3.76
Campus Involvement: Respiratory Care Practitioner Club	

CERTIFICATIONS AND LICENSURES

Registered Respiratory Therapist (RRT) Credential: California	Test Date: July 2023
Basic Life Support (BLS): American Heart Association	Expires June 2024
ACLS: American Heart Association	Expires August 2024
CPI: American Crisis Prevention and Management Association	Expires August 2024
Hospital Fire and Life Safety: Los Angeles Fire Department	Expires August 2025

RESPIRATORY THERAPY CLINICAL ROTATIONS, _ HOURS

Adult Critical Care	UCLA Medical Center, Torrance	Spring 2022/_ hours
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Neonatal/Pediatrics Critical Care	Kaiser Permanente, West Los Angeles	Fall 2022/_ hours
Advanced Critical Care	Harbor-UCLA Medical Center	Fall 2022/_ hours

RESPIRATORY THERAPY COMPETENCIES AND TECHNICAL SKILLS

Respiratory Therapy: Physiological Responses (Vital Signs, Arterial Blood Gases, Blood Chemistry Changes); Isolation Procedures; Oxygen Administration and Delivery; Mechanical Ventilator Management; Drug Medication Dosage Administration; Cardiopulmonary System Monitoring; Lung Function Measurements; Patient Safety; Pediatric and Neonatal Care; Patient Safety and Sanitation; Therapeutic Gas Administration (i.e., Environmental Control Systems; Aerosol Generators; Emergency Care (Artificial Respiration, External Cardiac Massage); Bronchopulmonary Drainage

General Healthcare: Advanced Daily Living Activities (Meal and Hygiene Assistance); Patient Chart Maintenance; HIPAA

Electronic Health Records: Epic

Office Software: Microsoft Office 365 (Word, Excel, PowerPoint, Outlook); Google Workspace (Docs, Sheets, Slides, Gmail)

Languages: Spanish – Proficient

HEALTHCARE EXPERIENCE

Community Health Fair Volunteer April 2023
Los Angeles Community Health Clinic, Los Angeles, California

- Performed vital signs and spirometry tests for over 30 elderly residents, ranging from 70-90 years old
- Demonstrated breathing exercises and the use of respiratory equipment to residents and their families

Hospital Volunteer May 2019 – Present
Cedars-Sinai Medical Center, Los Angeles, California

- Greet patients and guide visitors around the hospital, while completing over 300 hours
- Assist nursing staff by performing data entry and filing, answering patient phone calls, and running errands
- Act as a liaison for healthcare teams by communicating patient needs to nursing staff
- Observe HIPAA confidentiality rules and all hospital policies and regulations

And here is an example of a RT resume. You can find the PDF copy of this resume sample on the website listed on this slide.

Students often think they can wait until they are ready to apply for a job, internship or research opportunity to create their resume. Some even think they can wait until they transfer to a 4-year college or university. It is best to start at the beginning of your college education. That way, you can build on the skills and experiences you need in order to apply to those academic programs, internships, research opportunities and even later, your dream job.

ADDITIONAL HELP

CAREER SERVICES

Major and Career Exploration | Employment Resources | Workshops
Phone: (310) 434-4337
Email: careerservices@smc.edu
Website: www.smc.edu/careerservices

PEER NAVIGATOR PROGRAM

Peer Mentoring | Workshops | For 1st Year Students
Email: peernavigator@smc.edu
Website: <https://www.smc.edu/student-support/academic-support/counseling/special-support-programs/peer-navigator/>

ACADEMIC COUNSELING

ED Plan | Transfer Assistance
Website: <https://www.smc.edu/student-support/academic-support/counseling/>

HEALTH SCIENCE DEPARTMENT

Respiratory Care | Nursing | Allied Health Professions

Contact Information:

<https://www.smc.edu/academics/academic-departments/health-sciences/rta-application.php>

RT Website: <https://www.smc.edu/respiratorytherapy>

STUDENT GOVERNMENT AND CLUBS

Student Government (AS) | Clubs and Organizations

Website: <https://www.smc.edu/community/office-of-student-life/student-government/clubs.php>

GAINING EXPERIENCE

Website: <https://www.smc.edu/student-support/career-services/career-interest-areas/health-and-wellness-career-interest-area/health-and-wellness-experiential-list-of-opportunities/>

CAREER GUIDES

Website: <https://www.smc.edu/student-support/career-services/career-interest-areas/health-and-wellness-career-interest-area/health-and-wellness-career-guides/>

As RT students, here are some valuable resources.