

# TESSA SMITH

2275 Staffonshire Drive, Mason, Nebraska 68888

402-555-9797

tessasm@gmail.com

## Seeking HIM Specialist Position

*PC Skills* – demonstrates proficiency in keyboard operations, Microsoft Excel, Word and Access

*Client Service* – establishes and maintains long-term relationships, builds trust and respect by consistently meeting and exceeding expectations.

*Organization* – establishes actions to ensure work is completed efficiently; proactively prioritizes duties and a keen ability to multi-task.

*Quality* – possesses an eye for details and understands importance of deadlines.

## EDUCATION

**Associate of Applied Science degree in Health Information Management Systems, May 20XX**  
NORTHEAST COMMUNITY COLLEGE, Norfolk, NE

- Will sit for RHIT exam on Month 20XX

## EMPLOYMENT

**Hope Agency, Norfolk, NE** | Child Care Provider

June 20XX – Present

- Supervise a residential program for teen mothers and their children.
- Monitor activities of mothers and children and record on daily charts.
- Advise mothers on parenting skills, help them set goals and plan for their future.
- Administer medications and carry out medical treatments as instructed.

In most cases, experiences are written in reverse chronological order.

**Bright School, Jackson, IA** | Paraprofessional

May 20XX-August 20XX

- Provided extra assistance to students with special needs, such as non-English-speaking students or those with physical and mental disabilities.
- Tutored students individually or in small groups to help them master concepts.
- Observed students' performance and recorded relevant data to assess progress.

Start each duty with a strong action verb.

**Largo Retail Store, Hill, IA** | Sales Associate

June 20XX-January 20XX

- Sold on average \$1,000 in merchandise daily, serving 50-80 customers per day.
- Reconciled register of cash and credit card sales with low error rate.
- Developed loyal clientele and increased sales due to personal attention to customers' needs.

## ACTIVITIES & AWARDS

Health Information Management Club, President, Dates

Love Your Melon, Fundraising Chair (supports children battling cancer)

Charter Hospital, Norfolk, NE, Patient Service Volunteer, (4 hours/week)

Dean's List

Board of Governor's Scholarship Recipient

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## REFERENCES

Mr. Current Employer

Title

Company Name

Address

City, State Zip Code

(xxx) xxx-xxxx

Email Address

Ms. Former Employer

Title

Company Name

Address

City, State Zip Code

(xxx) xxx-xxxx

Email Address

Mr. Instructor

Title

College

Address

City, State Zip Code

(xxx) xxx-xxxx

Email Address

Ask references before using and ask where they wish to be contacted (home or work). Avoid using relatives as references. Make sure they can talk - in detail - about your background, skills, and character.

## OTHER TIPS:

- All resumes are different....choose a format that works for YOU!
- Avoid using an online resume template. They can be limited with customization.
- Some color and/or shading is acceptable. For example, you could use a light blue or green to shade your headings or your Target statement.
- Sections of resume may vary (i.e. you may have Qualifications, Profile, Internship, Study Abroad, Relevant Coursework, Special Project, Military, Job Shadows, etc.)
- Format: ½ inch to 1 inch margins; Name should be larger than content – size 16-24; font style should be easy to read, ex. Calibri, Times New Roman, Arial; Content size 11-12.
- Don't sell yourself short. Use descriptive statements that show actions and outcomes.
- Two page resumes are acceptable, just be sure that your most important information is on page 1.
- High school information can be included if you graduated from high school within the last 3 years or so and the information is relevant to the position.
- Avoid the use of "I", "Me" and "My".
- Use bold, italics, and bullets to draw attention to important items.
- Appearance should be professional and "clean" looking with no spelling or grammatical errors.
- Layout of resume should be easy to read with proper spacing between sections.
- Not necessary to list age, race, gender, marital status or religious affiliation.
- List job description items in order of importance (i.e. if waitress, list customer service skills before cleaning tables).
- Use 20-24 pound resume-quality paper in conservative color (white/ivory/gray)
- If possible, use matching envelope or send in a white envelope.
- Always have at least one person review your resume before submitting.
- Keep a copy for your records and follow up on application materials as needed.