

Font size for name: 16-18

1/2" to 1" margins on entire document

Font Styles: Times New Roman or Arial

# AMANDA FIXTA

818 Harper Lane • Norfolk, NE 68701 • (402) xxx-xxxx • amanda@yahoo.com

## OBJECTIVE

Admission into the Northeast Community College Physical Therapist Assistant Program

## EDUCATION

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Associate of Science  
Pre-Professional Physical Therapy, Currently enrolled  
Northeast Community College, Norfolk, Nebraska

Experiences written in reverse chronological order.

High School, City, State, Graduation Date  
GPA: 3.9 Graduated with honors Rank: 2<sup>nd</sup> out of 65 in graduating class

**Certifications:** CNA - #, CPR, AED, and Lifeguard, all current

Relevant high school information can be included if you are a recent graduate.

**Languages:** Bilingual in English and Spanish

## EMPLOYMENT

*Certified Nurse Aide (CNA)*, XYZ Nursing Home, Wayne, Nebraska May year-Present

- Answer patient's call lights to determine patient's needs.
- Provide physical support to assist patients to perform daily living activities, such as eating, getting dressed, bathing, using restroom, and walking.
- Record vital signs, such as temperature, blood pressure, and pulse as directed by nurses.
- Document observations of patient's behavior, complaints, and symptoms to nurses.

Start each duty with a strong action verb.

Watch verb tenses —use present tense if still at job/ past tense if not.

*Lifeguard*, City of Norfolk, Nebraska Summer year

- Taught swimming lessons to all ages and levels of swimmers.
- Ensured safety of patrons through enforcement of pool policies.

*Telemarketer*, Tompo Call Center, Norfolk, Nebraska June year-May year

- Contacted businesses by telephone in order to solicit sales.
- Maintained accurate records of contacts, accounts, and orders.

## COACHING & VOLUNTEER EXPERIENCE

Girls' Softball Coach, ages 14-18, City of Norfolk, dates

Volunteer, Hope Hospital, Norfolk, NE, dates, Patient interactions

Volunteer, YMCA, Norfolk, NE, dates, After school youth activities

## ACTIVITIES & HONORS

Northeast Hawks Basketball Team, dates

High School Basketball Team, dates

Board of Governor's Scholarship Recipient

Second page should at least have your name and page 2, or you can use same heading as page 1.

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## REFERENCES

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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
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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.
- Using an Objective statement will direct your resume. Or, you can use a Target statement.  
Example: Target: Admission into the Northeast Physical Therapist Assistant Program.
- Some color and/or shading is acceptable. For example, you could use a light blue to shade your headings or your Target statement.
- When writing the resume to apply for the PTA program, be sure to refer to the **PTA Admission Checklist and Resume Rubric** to ensure you are submitting all the required information.
- Sections of resume may vary (i.e. you may have Qualifications, Profile, Study Abroad, Relevant Coursework, Special Project, Internship, Military, etc.)
- 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.
- Avoid the use of "I" or first person.
- 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.