

JACKIE BETTER

706 Kane Lane

Norfolk, NE 68701

(402) xxx-xxxx

jackieb@yahoo.com

PHYSICAL THERAPIST ASSISTANT

Dedicated to providing superior care and support to clients and staff.

Confident, articulate, and results-oriented professional offering a foundation of education and experience. Looking to join a team that has strong values and rewards hard work.

EDUCATION

Associate of Applied Science Degree – Physical Therapist Assistant, August 20XX
Northeast Community College, Norfolk, Nebraska
GPA: 3.8

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

CLINICAL EXPERIENCE

Outpatient Rehabilitation/Sports Medicine: Health Rehab Services, Omaha, NE (XX hours)
Inpatient Rehabilitation: Medical Hospital, Jackson, IA (XX hours)
Geriatric: Bright Care Facility, Norfolk, NE (XX hours)

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

CLINICAL AND LAB SKILLS

- Ultrasound
- Electric stimulation
- Cervical and lumbar traction
- Hot and cold packs
- Patient transfers
- Patient charting
- Manual techniques including: range of motion, stretching, and soft tissue

PROFESSIONAL AFFILIATIONS & MEMBERSHIPS

American Physical Therapy Association
Nebraska Physical Therapy Association
Northeast Community College Physical Therapist Assistant Club, Secretary
Phi Theta Kappa - Academic Honor Organization

VOLUNTEER EXPERIENCE

ALS in The Heartland, dates
Shoes 4 Kids, dates
Girls' Softball Coach, ages 14-18, dates
Hope Hospital, Norfolk, NE, dates, Patient interactions

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.

Lifeguard, City of Norfolk, Nebraska

Summer year

Telemarketer, Tompo Call Center, Norfolk, Nebraska

June year-May year

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REFERENCES

Mr. Current Employer	Ms. Former Employer	Mr. Instructor
Title	Title	Title
Company Name	Company Name	College
Address	Address	Address
City, State Zip Code	City, State Zip Code	City, State Zip Code
(xxx) xxx-xxxx	(xxx) xxx-xxxx	(xxx) xxx-xxxx
Email Address	Email Address	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 to shade your headings or your Target statement.
- Sections of resume may vary (i.e. you may have Qualifications, Profile, 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.