



Resumé-Writing Tips —BLOG POST

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— from the nicespeechlady.com “SLP Job-Seeking Land” Series.

So, it is time to start drafting a resumé, the next-step in your job-seeking process. This blog post’s purpose is to list the necessary components and sections that would be indicated to create a well-rounded, organized resumé. As a clinician, it is important to put a best foot forward in presenting a resumé to a potential employer.

First off, needed components to a resumé include:

- Identifying information. This should include a job-seeker’s full legal name, email, phone contact information, and mailing address for further communication about the position. This can be organized in various ways, but typically this information is at the top of the resumé.
- Employment Objective. This can be detailed, or simply-described. The type of position that is being pursued should be clearly communicated. Job-seekers may have different versions of resúmes for different positions to pursue. If this is the case, it is recommended to take care to keep positions aligned with submitted versions of resúmes.
- Education. The institution, year of graduation, obtained degree and location should be listed.
- Employment/Experience History. Typically, the most recent position, or the most relevant employment experience should be listed first and organized in this manner, from most recent/most relevant down. It would be recommended to only list employment or experiences that relate to the pursued position. In addition to listing the position type and dates, basic job tasks could be listed to describe employment history details in terms of relevant skills.
- Leadership. Past related employment initiatives or programs that a job-seeker took part in could be listed here. This would be the section for experiences that went “above and beyond” basic employment. Positions of leadership should be listed as well.
- Certifications. Listing the types and dates of obtained certifications could be beneficial, as well as the populations of speech pathology patients or students that would benefit from each certification.
- Awards/Accolades. Listing past recognitions and honors from previous employers, or from organizations would set a job-seeker apart.
- References Statement. “References available upon request” is recommended rather than listing the references on each submitted resumé. This will allow the job-seeker to make available details on references only once a position’s consideration advances.

Every resumé, in a general capacity, needs to employ the following:

- Clear and Concise Wording. Using the least amount of words to convey a message gives the best “bang for the buck” in terms of word volume.
- A Professional/Polished Format. The organization of resúmes should be aesthetically pleasing.
- Desirable Keywords. Words that are directly related to the pursued position should be included. Vocabulary in resúmes should be targeted to the position the job-seeker is applying for.
- Explanations of Employment Gaps or Short Employment Stints, if Any. Unfortunately, employment gaps may come up on a resumé. It might be beneficial to indicate reasons for these occurrences formally. The job-seeker, being up-front about the time details, may have a better opportunity to manage questions about these gaps if addressed from the start.



- An Accompanying Individualized Cover Letter. A professional cover letter, to submit via email, or in uploading to a website, is recommended. This will give job-seekers an opportunities to introduce themselves and “set the tone” for the interactions and interest.

Other optional components for a resume may include:

- A Unique Visual Component. Sometimes, having a unique but polished visual component to the resumé could set it apart, such as in using graphics or a special formatting style.
- Listing of Hard Skills Vs. Soft Skills. Hard skills, such as proficiency in different treatment approaches, and experience in evaluating different diagnoses or populations, can be helpful. What might set a job-seeker’s resume apart, however, might be a listing of “soft skills.” Soft skills focus on personal attributes and personality details. These traits involve emotional intelligence and behavior, such as personal communication styles, problem-solving strengths, and other positives, such as flexibility and adaptability.

nicespeechlady.com hopes this guide is helpful to you in your job search.

Please consider uploading your resume to nicespeechlady.com by clicking on [this link](#). nicespeechlady.com also facilitates the job-seeking process with it’s [job board](#).

Have a question about the job-seeking process? Contact nicespeechlady.com, [here](#).