



Tips to Get Your Resume Noticed at OHSU

Before you apply to a job at OHSU (www.ohsujobs.com), use this checklist to ensure your resume is as great as it can be.

1. Your Resume Must be Correct, Complete, and Consistent

- **Correct:** Spelling and grammar must be error-free.
- **Complete:** A complete resume always includes your previous job titles, names of organizations you worked for, dates (month and year) when you held each job, and your education/training.
- **Consistent:** Ensure formatting, verb tense, and word usage follows the same pattern throughout your resume.

2. Always Keep Information Relevant

- Start with a bulleted profile outline that summarizes your background. Limit to using 2-3 bullets for each experience. If you are a service member who was deployed to OHSU as part of COVID-19 emergency response, include it in your experience under the National Guard.
- Emphasize the experience and knowledge that supports your qualifications to do the job.
- Focus on your most recent 10 years of employment history, but consider briefly listing directly relevant older experience. If you are offered a position, all of your relevant experience is used to calculate starting rate of pay.

3. Keep Format and Length Appropriate

- Use a chronological resume format instead of a functional one. Start with the most recent job and list your job duties and accomplishments under each job, rather than in a separate category.
- Make use of indentation, bullets, and white space so your resume is easy to read and pleasant to look at, but avoid using color, page borders, and fancy fonts, which are often distracting.

4. Highlight Your Education and Training

- List your highest level of education first, especially college and graduate school, followed by other degrees earned.
- Don't include your high school diploma unless it is the highest degree you have received.
- Consider listing training classes or seminars that directly support your ability to do the job.
- Leave dates off of your education if you graduated more than 10 years ago.

5. Items to Leave Out of Your Resume

- Don't include photos or personal information (age, race, marital status, family information, hobbies, etc.).
- Don't include your professional references in the resume – this should be a separate document.
- The statement "References available upon request" goes without saying. Leave it off.
- Don't assume everyone understands abbreviations and industry jargon. Avoid abbreviations or make sure to spell them out first, unless you are sure that they are widely understood and accepted.
- Name your resume as follows: "Last name, First name – Resume."

First name, Last name, Credentials

Phone:

Email:

Profile

- Write into this section a description of your professional background, including profession, tenure and industries.
 - For example: Detail-oriented administrative professional with 10 years of experience in healthcare, manufacturing and education.
 - Bilingual and customer-centered, with a special interest in serving diverse community members.
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Education

- Degree, major in____, University/College/School, City, State, Country, Graduation year (if within last 10 years)
 - Certificate, Organization, City, State, Country, Year
 - Coursework in____, University/College/School, City, State, Country, Year
 - High school diploma/GED, School, City, State, Country, Graduation year
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Skills

- Language skills: Fluent in English and____, studied or working skills with____,____,____.
 - Technical skills: (For example) Microsoft Office (Word, PowerPoint, Excel, Access, Outlook), PhotoShop, WordPress, Epic, Mac products (iPad, iPhone).
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Professional Experience

Position title, Organization, City, State, Country, Month Year – Month Year

- Current position, duties in the present tense
- Current position, duties in the present tense
- Current position, duties in the present tense

Position title, Organization, City, State, Country, Month Year – Month Year

- Duties in the past tense
 - Duties in the past tense
 - Duties in the past tense
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Community Engagement (*Volunteering)

Position title, Organization, City, State, Country, Month Year – Month Year

- Duties in the past tense
- Duties in the past tense