

**University of Maryland  
Department of Physical Therapy and  
Rehabilitation Science**

**Checklist for Resumes**

COMPONENTS	YES	WHAT'S NEEDED?
1. Includes the ABCs		
2. Includes up-to-date information		
3. Uses brief phrases or bulleted points		
4. Contains no typos		
5. Has nothing on age, etc (illegal topics)		
6. Has no gaps in employment history		
7. Uses typed, clean copy on plain white paper		
8. Uses consistent format throughout		
9. Uses readable font (11/12 point; Times Roman)		
10. Provides list of references; not on resume		
11. Contains three main components: 11.1. Header 11.2. Summary/goal statement 11.3. Body		
12. Uses clear sections with the following information, as appropriate: 12.1. Experience 12.2. Education 12.3. Licenses/certifications 12.4. Professional organizations 12.5. Publications 12.6. Presentations 12.7. Other		
13. Take copy to interview		

**University of Maryland**  
**Department of Physical Therapy and Rehabilitation Science**  
**APTA of MD Fall Student Conclave**

**Resume Readiness Quiz**

1. Does it easily identify your job interest?
2. Does it use buzz words important to your profession (clinical specialist, affiliation, clinical instructor)?
3. Do you state your career objectives with support in your experience to highlight the objectives?
4. Does it contain measurable accomplishments (customer service, financial, marketing, etc)?
5. Have you organized your resume to spotlight your unique qualifications (leadership roles, specializations, diversified practice)?
6. Is it easy to read with an attractive, organized layout, and appropriate white space?
7. Does it contain your profile with most impressive qualifications and accomplishments?
8. Does your cover letter clearly communicate your interests and qualifications?

Adapted from Monster.com – December 4, 2007 (<http://resources.monster.com/tools>)



NAME  
ADDRESS  
CITY, STATE, ZIP CODE  
PHONE (HOME & CELL)                      EMAIL ADDRESS

KEY WORD SUMMARY:    Health care, Physical therapy, Acute care or Outpatient rehabilitation

OBJECTIVE

To obtain a position as a staff therapist in a large healthcare organization

EXPERIENCE

*List clinical affiliation experience (current first)*

*List relevant work experience (tech, trainer, etc), current one first*

EDUCATION

DPT, University of Maryland, School of Medicine  
Department of Physical Therapy and Rehabilitation Science  
Baltimore, MD, May 2007

LICENSURE

Licensed by Maryland Board of Physical Therapy Examiners #11111

PROFESSIONAL ORGANIZATIONS

APTA, student member, 2005 to present

PUBLICATIONS/PRESENTATIONS

*List notable projects, posters, and other presentations here*

PERSONAL

Fluent in Spanish and American Sign Language

## **Résumé Template**

### **Name [Bold]**

Address

Phone

E-mail address

### **Objective:**

[Describe your specific objective in the position that you are seeking. This should ideally match with what the remainder of the résumé provides such that it clearly stands out why you are pursuing the direction that is stated.]

### **Education**

[List degree(s) (undergraduate and graduate) received, academic institution, city/state, start and completion dates]

### **Work Experience**

[List chronologically from most recent to least recent. List position/title, name of organization, city/state, dates worked, followed by a very brief description of unique duties, especially those related to service delivery]

### **Clinical Education Experience**

[List chronologically from most recent to least recent. List position, name of facility city/state, dates completed the experience, followed by a very brief description of unique learning experiences that set the experience apart from others; highlight experiences that are consistent with where you may be directing your professional growth and development)]

### **Research/Presentations**

[List research if resulted in publication, peer review, presentation, abstract, etc. Identify any presentations provided to a peer-reviewed audience or public. Identify the nature of the presentation, location, and date of the presentation. Identify research/presentations in chronological order from most too least recent.]

### **Professional Activities/Organizations**

[List activity or organization including APTA, student member, position(s) held, inclusive dates in which you are/were a member]

### **Honors and Awards**

[List name of honor or award including academic honors, scholarships, grants date received. May elect to include academic status at graduation if you believe it is germane for the position that you seek.]

### **Professional Development**

[List any continuing education courses that have been completed including attendance at the National Student Conclave. Provide location and dates of the program. Highlight specific programming content where related to position objective or area of desired practice focus.]

### **Certifications/Licenses**

[Identify the name of the license, state and license number, and date currently active. Include all licenses such as PT, ATC, etc. Include certifications awarded such as ABPTS Specialist Certification in Neurology, APTA Clinical Instructor Credential, CPR, etc.]

### **References: Furnished upon request**

[Retain names of individuals, addresses, phone numbers, and e-mail addresses that you obtained consent to use as a reference. Depending upon the position that you are applying for, the reference name that you provide may vary.]