

6

# HEALTH PROFESSIONS EMPLOYMENT GUIDE

**NORTHERN ILLINOIS  
UNIVERSITY**

**CAREER SERVICES**

**DIVISION OF  
STUDENT AFFAIRS**

**CAMPUS LIFE BUILDING  
ROOM 220**

**(815) 753-1641**

**CAREERSERVICES  
@NIU.EDU**

**WWW.NIU.EDU/  
CAREERSERVICES**



## **CAREER SERVICES AT A GLANCE...**

Services for Students and Alumni

- Individual career planning and counseling
- Internship and job search assistance
- Victor eRecruiting job search program
- On-campus interviews with over 150 employers
- Career, internship, and educators' fairs
- Résumé and cover letter consultation
- Practice interviews
- Credential services for education students and alumni
- Graduate and professional school application assistance

## **CAREER COUNSELING**

- Address plans for career success
- Identify career interests and clarify goals
- Overcome obstacles to career development
- Take career tests to assist with academic decision making

## **SPECIALIZED CAREER WORKSHOPS**

- Résumé Writing
- Interviewing
- Networking
- Job Searching
- Business Dining Etiquette
- Career Decision Making
- Careers for Specific Majors

## **CAREER RESOURCE CENTER**

- Career literature, NIU Major WebLinks, SIGI<sup>3</sup>, WinWay computerized job interview program
- Major/degree-specific career guides, employer information, salary statistics
- Résumé walk-in hours, 12:00 - 4:00 pm, Tuesdays and Wednesdays
- Computer lab for internship/job search and résumé/cover letter preparation

# TABLE OF CONTENTS

<b>Résumé Writing Tips.....</b>	<b>2</b>
<b>Résumé Thesaurus .....</b>	<b>3</b>
<b>Internship Résumé .....</b>	<b>7</b>
<b>Public Health Résumé.....</b>	<b>8</b>
<b>Kinesiology Résumé .....</b>	<b>9</b>
<b>Clinical Laboratory Science Résumé .....</b>	<b>10</b>
<b>Nursing Résumé.....</b>	<b>12</b>
<b>Physical Therapy Résumé.....</b>	<b>14</b>
<b>Rehabilitation/Orientation and Mobility Résumé .....</b>	<b>16</b>
<b>Speech-Language Pathology Résumé.....</b>	<b>18</b>
<b>Nutrition and Dietetics Résumé .....</b>	<b>20</b>
<b>Cover Letter Description .....</b>	<b>22</b>
<b>Cover Letter Sample .....</b>	<b>23</b>
<b>Sample Reference Sheet .....</b>	<b>24</b>
<b>Thank-you Letter Description .....</b>	<b>25</b>
<b>Sample Interview Questions .....</b>	<b>26</b>
<b>Salary/Benefits Comparison Worksheet.....</b>	<b>27</b>
<b>eMailing Your Résumé and Cover Letter .....</b>	<b>28</b>

# RÉSUMÉ WRITING TIPS

## IDENTIFYING INFORMATION

- Name
- Permanent address and phone number
- Temporary address and phone number (if necessary)
- email address/website

## OBJECTIVE

- **State briefly what kind of position you would like**
  - Internship which will provide experience in the field of hospital administration
  - Internship with a focus on food systems management
  - Position as a speech-language pathologist with an elementary school
  - A position as a physical therapist working in an acute care setting
  - Hospital nursing position with a special interest in pediatrics
  - Clinical nutrition position specializing in the dietary needs of pregnant and lactating mothers
  - A position as a Clinical Laboratory Scientist/Medical Technologist
  - Position working with the visually impaired as a Rehabilitation Teacher and/or an Orientation and Mobility Specialist
  - Exercise physiology position in a health/wellness facility

## EDUCATION

- **List all college degrees, beginning with the most recent**
  - Degree; month and year of graduation
  - Institution, city, state
  - Major, minor and/or areas of concentration or emphasis
  - Certifications and endorsements

## EXPERIENCE (use action verbs to begin each phrase)

- **Professional Experience**
  - Internships
  - Assistantships
  - Observations
  - Experiences directly related to the field
- **Related /Additional Experience**
  - Jobs at sites that relate to your area of interest, regardless of the sort of work done
  - Any other jobs that either demonstrate transferable skills or strong/notable work history

## OPTIONAL AREAS

- **Special Competencies:** Foreign language fluency, computer/technical expertise, licensures, certifications (e.g., CPR, ACLS, First Aid)
- **Professional Activities/Memberships (indicate any leadership roles/offices held)**
- **Publications, Presentations**
- **Honors, Activities, Interests**

## DO NOT INCLUDE

- Picture
- Age/date of birth, marital status, number of children, health status
- Religious preference (unless applying to a parochial institution) or ethnic origin
- Membership in controversial organizations (right-to-life or pro-choice, etc.)
- Words such as "various" or "numerous" (be specific instead), "duties included..." or "responsible for..."
- High school experience

## SPECIAL INFORMATION

- Health profession résumés may be longer than the standard recommended one-page résumé

# THESAURUS

## **Accelerated**

Hastened  
Quickened  
Advanced

## **Accomplished**

Completed  
Finished

## **Achieved**

Executed  
Overcame  
Reached  
Realized

## **Acted**

Operated  
Performed

## **Activated**

Energized  
Stimulated  
Vitalized

## **Adapted**

Accommodated  
Adjusted

## **Addressed**

Concentrated  
Focused

## **Adjusted**

Acclimatized  
Familiarized

## **Administered**

Administrated  
Executed  
Governed  
Supervised

## **Advanced**

Encouraged  
Fostered  
Promoted

## **Advised**

Conferred  
Consulted

## **Advocated**

Encouraged  
Favored

## **Aided**

Assisted  
Helped

## **Allocated**

Allowed  
Apportioned  
Assigned

## **Analyzed**

Dissected  
Examined

## **Answered**

Rejoined  
Replied  
Responded  
Returned

## **Applied**

Pertained  
Pressed  
Related  
Urged

## **Appraised**

Assessed  
Estimated  
Evaluated  
Rated  
Surveyed  
Valued

## **Approved**

Accepted  
Favored

## **Arbitrated**

Judged  
Umpired

## **Arranged**

Disposed  
Ordered  
Organized  
Systematized

## **Assembled**

Called  
Convened  
Summoned

## **Assessed**

Appraised  
Evaluated

## **Assigned**

Allocated  
Allotted  
Allowed  
Gave

## **Attained**

Accomplished  
Achieved  
Gained  
Reached  
Won

## **Audited**

Analyzed  
Examined  
Inspected  
Reviewed  
Scanned

## **Augmented**

Compounded  
Enlarged  
Expanded  
Extended  
Heightened  
Increased

## **Authorized**

Approved  
Facilitated  
Enabled  
Endorsed  
Promoted

## **Awarded**

Allotted  
Assigned  
Endowed

## **Balanced**

Adjusted  
Compensated  
Corresponded  
Outweighed  
Redeemed

## **Began**

Commenced  
Inaugurated  
Initiated  
Launched

## **Boosted**

Heightened  
Hiked  
Increased  
Raised

## **Built**

Constructed  
Manufactured

## **Calculated**

Computed  
Estimated  
Figured

## **Captivated**

Allured  
Attracted  
Charmed  
Enchanted  
Fascinated

## **Cataloged**

Enrolled  
Inscribed  
Listed

## **Charted**

Arranged  
Designed  
Devised  
Planned

## **Checked**

Corrected

## **Clarified**

Cleared up  
Explained  
Illustrated  
Settled

## **Collected**

Assembled  
Gathered

## **Combined**

Associated  
Connected  
Joined  
Linked  
United

## **Communicated**

Conveyed  
Discovered  
Transmitted

## **Compared**

Assimilated  
Equated  
Matched

## **Conceived**

Envisioned  
Visualized

## **Completed**

Concluded  
Ended  
Finished

## **Composed**

Comprised  
Created  
Formed  
Made-up

## **Condensed**

Compressed  
Contracted  
Shrunk

## **Conferred**

Awarded  
Consulted  
Gave  
Granted

## **Consolidated**

Compacted  
Unified

## **Constructed**

Assembled  
Built  
Fabricated  
Formed  
Made  
Produced

## **Consulted**

Advised  
Carried through  
Conferred  
Continued  
Endured  
Persisted

## **Contributed**

Aided  
Assisted  
Helped

## **Controlled**

Composed  
Contained  
Regulated  
Restrained

## **Converted**

Impelled  
Moved  
Persuaded  
Swayed

## **Conveyed**

Channeled  
Communicated  
Conducted  
Transmitted

## **Convinced**

Assured  
Persuaded  
Prompted  
Satisfied

## **Coordinated**

Accommodated  
Arranged

## **Corresponded**

Agreed  
Approached  
Conformed

## **Counseled**

Advised  
Directed  
Recommended  
Suggested

## **Created**

Composed  
Formulated  
Generated  
Made  
Originated  
Produced

## **Critiqued**

Commented  
Criticized  
Reviewed

## **Cultivated**

Developed  
Educated  
Fostered  
Instructed  
Managed  
Nourished  
Nurtured  
Produced

## **Decided**

Concluded  
Determined  
Figured  
Resolved  
Settled

## **Defined**

Described  
Prescribed

## **Delegated**

Administered  
Appointed  
Assigned  
Delivered  
Designated  
Gave  
Selected

## **Demonstrated**

Displayed  
Exhibited  
Illustrated  
Showed

## **Designed**

Arranged  
Constructed  
Created  
Planned

## **Detected**

Encountered  
Found

## **Determined**

Decided  
Destined  
Performed

## **Developed**

Amplified  
Elaborated  
Enlarged  
Expanded

## **Devised**

Concocted  
Created  
Invented  
Planned

## **Diagnosed**

Determined  
Distinguished  
Identified

**Directed**

Conducted  
Controlled  
Guided  
Managed

**Discovered**

Revealed  
Unmasked

**Displayed**

Exhibited  
Revealed  
Showed

**Distributed**

Circulated  
Disbursed  
Dispensed  
Divided

**Documented**

Recorded

**Drafted**

Formulated  
Outlined  
Prepared  
Sketched

**Earned**

Acquired  
Deserved  
Won

**Educated**

Disciplined  
Instructed  
Taught

**Effected**

Caused  
Enforced  
Implemented

**Eliminated**

Accented  
Accentuated  
Dismissed  
Emphasized  
Excluded  
Highlighted  
Marked  
Removed

**Employed**

Engaged  
Exercised  
Utilized

**Encouraged**

Fostered  
Inspired  
Nourished

**Enforced**

Effected  
Engineered  
Maneuvered  
Wangled

**Enhanced**

Deepened  
Heightened  
Intensified  
Magnified

**Enlarged**

Amplified  
Developed  
Elaborated  
Expanded

**Enlisted**

Enrolled  
Joined

**Ensured**

Assured  
Diverted  
Entertained  
Insured  
Recreated  
Secured

**Established**

Constituted  
Created  
Enacted  
Instituted

**Estimated**

Appraised  
Approximated  
Assessed  
Calculated  
Computed  
Evaluated  
Rated

**Evaluated**

Appraised  
Assessed  
Classified  
Estimated  
Rated

**Executed**

Achieved  
Administrated  
Implemented  
Performed

**Expanded**

Developed  
Elaborated  
Increased

**Experienced**

Proficient  
Skilled  
Versed

**Explained**

Clarified  
Explored  
Expounded  
Inquired  
Interpreted  
Investigated  
Probed

**Expressed**

Formulated  
Signified  
Stated

**Extended**

Expanded  
Offered  
Presented

**Fashioned**

Fabricated  
Formed  
Produced

**Focused**

Concentrated

**Formed**

Composed  
Constructed  
Developed  
Fabricated  
Fashioned  
Produced

**Formulated**

Devised  
Drafted  
Expressed  
Prepared

**Fostered**

Cultivated  
Encouraged  
Promoted

**Found**

Based  
Completed  
Established  
Executed  
Fulfilled  
Implemented  
Performed  
Satisfied

**Furnished**

Equipped  
Provided  
Supplied

**Gained**

Accomplished  
Achieved  
Acquired  
Attained  
Earned  
Improved  
Secured

**Gathered**

Assembled  
Collected  
Deducted  
Derived

**Generated**

Created  
Originated  
Produced

**Governed**

Administered  
Directed  
Executed

**Granted**

Acknowledge  
Allowed  
Awarded

**Guaranteed**

Certified  
Ensured

**Guided**

Conducted  
Directed  
Piloted

**Handled**

Exercised  
Governed  
Managed  
Operated  
Utilized

**Headed**

Addressed  
Directed  
Originated

**Heightened**

Enhanced  
Expanded  
Increased  
Intensified

**Hired**

Chartered  
Employed  
Engaged

**Identified**

Distinguished  
Recognized

**Illustrated**

Clarified  
Demonstrated  
Exemplified  
Explained

**Implemented**

Applied  
Enforced  
Employed  
Executed  
Fulfilled  
Improved  
Enlightened

**Incorporated**

Combined  
Embodied  
Integrated

**Increased**

Expanded  
Heightened  
Raised

**Influenced**

Affected  
Impressed  
Inspired

**Initiated**

Commenced  
Introduced  
Launched

**Inspected**

Examined  
Studied  
Surveyed

**Inspired**

Exhilarated  
Impressed  
Influenced

**Installed**

Ensconced  
Inducted  
Initiated

**Instituted**

Created  
Established  
Introduced  
Launched  
Originated

**Instructed**

Created  
Directed  
Trained

**Interpreted**

Described  
Explained  
Expounded

**Integrated**

Blended  
Coordinated  
Incorporated  
Unified

**Introduced**

Initiated  
Instituted

**Invented**

Contrived  
Devised  
Formulated

**Involved**

Affected  
Concerned  
Implicated

**Issued**

Emanated  
Originated  
Published

**Joined**

Associated  
Combined  
Connected  
Related  
United

**Judged**

Collected  
Concluded  
Deducted  
Deducted  
Derived  
Inferred

**Launched**

Began  
Commenced  
Embarked  
Initiated  
Introduced  
Originated

**Lead (led)**

Conducted  
Directed  
Guided  
Introduced

**Lectured**

Addressed

**Listened**

Attended  
Heeded

**Located**

Placed  
Positioned  
Sited  
Situating

**Maintained**

Presented  
Provided  
Supported  
Sustained

**Managed**

Conducted  
Directed  
Governed  
Operated  
Oversaw  
Supervised

**Measured**

Determined  
Gauged  
Scaled

**Mediated**

Interceded  
Intermediate  
Intervened

**Merged**

Blended  
Compounded  
Intermingled  
Mingled  
Mixed

**Mobilized**

Activated  
Circulated  
Moved  
Propelled

**Modified**

Altered  
Changed  
Refashioned  
Turned

**Monitored**

Controlled  
Oversaw  
Watched

**Motivated**

Excited  
Galvanized  
Moved  
Provoked  
Roused  
Stimulated

**Navigated**

Directed  
Mapped out

**Negotiated**

Adjusted  
Agreed  
Arranged  
Bargained  
Contracted  
Settled

**Observed**

Distinguished  
Noted  
Noticed  
Perceived  
Saw  
Viewed

**Obtained**

Acquired  
Gained  
Got  
Secured

**Opened**

Began  
Cleared  
Exposed  
Freed  
Initiated  
Released  
Revealed  
Started  
Uncovered

**Operated**

Administered  
Handled  
Oversaw  
Ran  
Supervised

**Orchestrated**

Arranged  
Blended  
Harmonized  
Integrated  
Unified

**Ordered**

Adjusted  
Arranged  
Classified  
Disposed  
Organized  
Regulated

**Originated**

Acted  
Behaved  
Commenced  
Conducted  
Created

Functioned

Generated

Handled

Initiated

Managed

Maneuvered

Operated

Performed

**Outlined**

Bordered

Defined

Drafted

Sketched

**Overhauled**

Fixed

Mended

Overtook

Patched

Rebuilt

Reconstructed

**Oversaw**

Chaperoned

Overlook

Supervised

Surveyed

**Participated**

Entered into

Joined in

Shared

**Performed**

Accomplished

Achieved

Behaved

Completed

Enacted

Executed

Fulfilled

Functioned

Implemented

Operated

**Persuaded**

Convinced

Prevailed

**Pinpointed**

Determined

Diagnosed

Distinguished

Identified

Placed

Recognized

Spotted

**Pioneered**

Created

Made

Originated

**Placed**

Established

Fixed

Laid

Put

Settled

**Planned**

Arranged

Contemplated

Designed

Devised

Drafted

Organized

Outlined

**Played**

Diverted

Enacted

Engaged

Handled

**Prepared**

Drafted

Fixed

Formulated

Framed

Made

**Presented**

Addressed

Directed

Gave

Offered

**Presided**

Carried on

Conducted

Controlled

Directed

Managed

**Prevented**

Anticipated

Averted

Deferred

**Printed**

Imprinted

Stamped

Wrote

**Processed**

Proceeded

**Produced**

Built

Constructed

Created

Cultivated

Fabricated

Formed

Generated

Grew

Manufactured

Originated

Raised

Yielded

**Programmed**

Scheduled

Set up

**Projected**

Arranged

Conceived

Designed

Devised

Envisioned

Featured

**Proposed**

Aimed

Contemplated

Designed

Intended

Preferred

**Proved**

Demonstrated

Determined

Established

Examined

Showed

Tested

**Provided**

Delivered

Dispensed

Gave

Supplied

Transferred

**Published**

Advertised

Announced

Declared

Proclaimed

**Purchased**

Bought

Took

**Qualified**

Authorized

Characterized

Entitled

**Raised**

Assembled

Collected

Elevated

Instigated

Lifted

Produced

Provoked

Upheld

**Ran**

Acted

Directed

Extended

Handled

Made

Worked

**Rated**

Judged

**Reached**

Accomplished

Achieved

Approached

Attained

Contacted

Extended

Gained

Realized

**Realized**

Accomplished

Attained

Conceived

Envisioned

Featured

Imagined

Thought

Visualized

**Recommended**

Acclaimed

Advised

Commended

Counseled

**Reconciled**

Accommodated

Attuned

Conformed

Coordinated

Harmonized

Integrated

Tuned

**Recorded**

Indicated

Marked

Registered

**Reduced**

Decreased

Diminished

Lessened

Lowered

**Referred**

Applied

Ascribed

Assigned

Attributed

Resorted

Submitted

**Refined**

Perfected

Polished

Smoothed

**Regulated**

Adjusted

Tuned up

**Reinforced**

Energized

Fortified

Strengthened

**Related**

Applied

Associated

Combined

Described

Joined

Linked

Narrated

Pertained

Reported

Restated

United

**Reorganized**

Rearranged

Reconstituted

Reconstructed

Reordered

Reoriented

**Replaced**

Changed

Reinstated

Restored

Returned

Shifted

**Reported**

Described

Recited

Related

Stated

**Represented**

Depicted

Described

Imaged

Interpreted

Pictured

Portrayed

**Researched**

Inquired

Investigated

Probed

**Responded**

Answered

Replied

Returned

**Responsible**

Accountable

Answerable

Liable

**Restored**

Recalled

Reclaimed

Recovered

Reestablished

Refurbished

Reinstated

Reintroduced

Rejuvenated

Renewed

Revived

**Revamped**

Mended  
Rebuilt  
Reconstructed  
Redrafted  
Repaired  
Revised  
Rewrote

**Reviewed**

Reconsidered  
Reevaluated  
Reexamined

**Revised**

Redrafted  
Redrew  
Restyled  
Reworked  
Rewrote

**Revitalized**

Reactivated  
Rekindled  
Renewed  
Resurrected  
Retrieved  
Revived

**Saved**

Maintained  
Preserved  
Sustained

**Scheduled**

Booked  
Carded  
Listed  
Recorded  
Timed

**Screened**

Fended  
Protected  
Secured  
Shielded

**Searched**

Examined  
Inspected  
Rummaged  
Scanned  
Scoured

**Secured**

Acquired  
Assured  
Insured  
Obtained  
Protected  
Shielded

**Selected**

Chose  
Elected  
Opted (for)  
Preferred

**Shaped**

Assembled  
Built  
Constructed  
Fabricated  
Formed  
Framed  
Made  
Molded

**Simplified**

Streamlined

**Simulated**

Acted  
Assumed  
Resembled  
  
**Sold**  
Marketed  
Merchandised  
Retailed  
Vended

**Solved**

Fixed  
Resolved  
Worked out

**Specialized**

Enumerated  
Itemized  
Particularized  
Specified

**Specified**

Mentioned  
Named

**Started**

Began  
Created  
Established  
Initiated  
Organized

**Streamlined**

Simplified

**Strengthened**

Encouraged  
Energized  
Reinforced

**Studied**

Contemplated  
Examined  
Inspected  
Surveyed

**Suggested**

Implied  
Indicated  
Insinuated

**Summarized**

Summed  
Synopsisized

**Supervised**

Oversaw  
Superintended

**Supplied**

Delivered  
Dispensed  
Provided  
Transferred

**Supported**

Advocated  
Encouraged  
Endured  
Provided  
Sustained  
Upheld

**Surpassed**

Exceeded  
Excelled  
Trumped

**Surveyed**

Assessed  
Evaluated  
Examined  
Inspected  
Overlooked  
Oversaw

**Sustained**

Abided  
Endured  
Preserved  
Upheld

**Synthesized**

Arranged  
Harmonized  
Integrated  
Unified

**Systematized**

Arranged  
Ordered  
Organized

**Targeted**

Aimed

**Taught**

Disciplined  
Educated  
Instructed  
Trained

**Terminated**

Adjourned  
Closed  
Completed  
Dismissed  
Finished  
Left  
Resigned

**Tested**

Checked  
Demonstrated  
Examined  
Proved  
Tried

**Totaled**

Added  
Aggregated  
Subtracted

**Tracked**

Covered  
Traced  
Trailed

**Traded**

Changed  
Exchanged  
Substituted

**Trained**

Enticed  
Instructed  
Reeducated

**Transformed**

Changed  
Converted  
Transferred  
Translated  
Transposed

**Translated**

Converted  
Rendered  
Transposed

**Transmitted**

Dispatched  
Forwarded  
Routed  
Sent

**Uncovered**

Disclosed  
Discovered  
Revealed  
Unveiled

**Undertook**

Attempted  
Engaged

**Unified**

Concentrated  
Integrated  
United

**Updated**

Modernized  
Refreshed  
Refurbished  
Rejuvenated  
Renewed

**Upgraded**

Advanced  
Elevated  
Preferred  
Promoted

**Used**

Applied  
Employed  
Exercised  
Handled  
Served  
Utilized

**Utilized**

Applied  
Employed  
Handled  
Used

**Validated**

Confirmed  
Justified  
Verified

**Verified**

Confirmed  
Justified  
Validated

**Widened**

Broadened

**Won**

Accomplished  
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Performed  
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**Wrote**

Inscribed

## **PAULA PRESTON**

**559 South Street  
DeKalb, IL 60115  
815-755-5959  
preston1@niu.edu**

### **OBJECTIVE**

An internship which will allow me to gain experience in the field of health administration

### **EDUCATION**

#### **Northern Illinois University, DeKalb IL**

Bachelor of Science in Public Health, May 2007  
Emphasis: Health Administration

#### **Computer Skills**

Excel, PowerPoint, Microsoft Access

### **EXPERIENCE**

#### **Receptionist, Mangle & Slaughter Dental Practice, Peru IL; Summer 2006**

- Greet patients and respond to billing inquiries.
- Schedule appointments for two dentists and one hygienist.
- Provide basic information about dental procedures.
- Enter and update patient information in database.
- Respond to emailed questions regarding services.

#### **Cashier, McDonald's, Inc., Sycamore IL; Nov 2005 - Jan 2006**

- Provided assistance to regular workers during busy holiday season.
- Operated cash register, accounting for large amounts of money each day.
- Managed orders for many customers simultaneously.
- Arranged a special McDonald's birthday party for 18 toddlers.

#### **Childcare Provider, Private Home, DeKalb IL; Summers 2003 - 2005**

- Cared for two children, ages five and seven, while parents worked.
- Prepared and served nutritious meals and snacks.
- Developed activities and games to enhance learning.
- Served as a positive role model, emphasizing courtesy, respect, and strong family values.

### **INTERESTS**

Camping, hiking, bike riding, and tennis

**Cory Brown**  
123 Elm Street  
DeKalb Illinois 60115  
815-758-8888  
corybrown2007@hotmail.com

### **OBJECTIVE**

A health educator position with a county health department

### **EDUCATION**

Northern Illinois University, DeKalb, IL  
**Bachelor of Science in Public Health**, May 2007

Kishwaukee College, Malta, IL  
**Associate of Science (with honors)**, May 2005  
Certified in CPR (for Healthcare Providers)

### **Relevant Coursework:**

Medical Terminology  
Public Health Epidemiology  
Principles of Health Planning  
Applied Health Promotion Programming  
Assessment and Treatment and Prevention of Drug and Alcohol Addiction

### **RELATED EXPERIENCE**

#### **University of Illinois Medical Center, Chicago, IL (January-May 2007)**

Internship in the Digestive Diseases Clinic

- Successfully created and identified participants for a support group of patients with Hepatitis C
- Facilitated weekly discussion with group participants
- Conducted research to identify resources for group participants and aid in discussion

#### **Will County Health Department, Bolingbrook, IL (May-August 2006)**

Internship/Temporary Employment

- Substituted for assistant health inspector on maternity leave
- Issued permits after approving homeowner plans
- Collected permit fees for food program, septic and well installations
- Resolved complaints from residents of northern Will County
- Conducted non-community well surveys and obtained water samples for bacteria and nitrate testing
- Gathered effluent samples from mechanical septic systems

#### **Edward Hospital/John Smith, M.D., Woodridge, Illinois (2003 - 2005)**

Medical Assistant/Special Projects Coordinator

- Assisted clinic's nurse practitioner with patients by performing clinical procedures and tests
- Maintained patient drug sample supply
- Prepared financial and analytical business reports
- Saved physician \$11,000 in one year by correcting a lab provider's overcharge

**CLARA L. SMITH**  
clsmith84@niu.edu  
(815) 758-8671

2116 Barb Boulevard  
DeKalb, IL 60115

## **OBJECTIVE**

Exercise physiology position in a health/wellness facility

## **EDUCATION**

**Bachelor of Science, Kinesiology**, December 2006  
**Emphasis:** Preventive and Rehabilitative Exercise Science  
Northern Illinois University, DeKalb, IL

### **Course Work**

#### **Cardiopulmonary Disease and Rehabilitation**

- Development and administration of programs focusing on prevention, etiology, basic psychopathology, physicians' diagnoses, and the role of the exercise specialist in a clinical setting

#### **Exercise Programming for Adult Populations**

- Study of exercise limitations, responses, and adaptations

#### **Exercise Gerontology**

- Examination of characteristics, physical responses and adaptations to exercise in older adults

#### **Physical Fitness Programming**

- Training in program design, orientation, implementation and administration

#### **Stress Testing**

- Graded exercise testing procedures for diagnostic and functional assessment

#### **Fitness Program Management**

- Investigation of managerial roles and skills, and effects on interpersonal, group, and organizational relationships

## **RELATED EXPERIENCE**

**Barb City Manor**, DeKalb, IL, January - May 2006

- Constructed a 16-week exercise program focusing on flexibility, balance, stability, and maintaining independence for two older adults
- Independently worked with each resident for two hours a week
- Completed an end-of-the-year fitness assessment of Center residents
- Supported personal growth of residents through informal conversations and encouragement

**CHAMPS Program, Northern Illinois University**, DeKalb, IL, Summer 2006

**Intern**, Community Service Coordinator

- Developed and coordinated community service events, such as presentations at area schools and visits to nursing homes, for student athletes
- Planned CHAMPS Life skills workshops on gambling, drugs and alcohol, and career planning
- Organized social events such as barbeques and luncheons to promote positive interaction

## **CERTIFICATIONS**

- CPR for Adults and Children, American Red Cross
- First Aid for Adults and Children, American Red Cross

## **ACTIVITIES**

Northern Illinois University 4-year Division I student-athlete in Cross Country and Track and Field; 2002-2006

- Two-time MVP: 2003, 2004
- Nominated by team for Captain: 2003, 2004
- All Conference in the Mid-American Conference (MAC): 2002

## **COMPUTER SKILLS**

MS Office Suite, SPSS, Imagination

## **CHRIS SMITH**

123 Elm St.  
DeKalb, Illinois 60115  
815-555-5555  
chrissmith@aol.com

### **OBJECTIVE**

A position as a Clinical Laboratory Scientist/Medical Technologist

### **EDUCATION**

**Bachelor of Science, Clinical Laboratory Sciences**, May 2006  
Northern Illinois University, DeKalb, IL  
ASCP Certified

### **CLINICAL EXPERIENCE**

#### **Medical Technologist, Branford Hospital, East Peoria, IL, 6/2006-Present**

- Performed quality control on Vitros, Coulter Onyx, Coagamate XM, and Abbott TDX
- Manually prepared slides and performed manual differentials
- Employed the Coulter Onyx to perform automated CBCs
- Tested PT and PTT utilizing the coagamate and ACL
- Operated Abbott TDX for therapeutic drug monitoring
- Utilized traditional methods to perform ABO/Rh type and screen
- Interpreted results of fecal occult blood tests
- Conducted bench tests to include C. difficile, ESR, fecal occult blood, and chemical and microscopic exam on urine

#### **Clinical Laboratory Sciences Student, Elmhurst Memorial Hospital, Elmhurst, IL, 8/2005-5/2006**

##### **Microbiology, Parasitology, Mycology**

- Set up plates and examined for colony growth
- Conducted basic tests to identify colony growth
- Analyzed positive blood cultures; performed set up procedures for specimens
- Arranged and analyzed rapid tests for Strep; analyzed Microscan Panels
- Interpreted biochemical tests for anaerobes and aerobes
- Examined wet mounts and trichomes for identification of parasites
- Prepared scotch tape prep slides for fungal examination
- Performed germ tube tests, set up samples on Vitek

##### **Virology**

- Tested hemeagglutinin for Influenza
- Set up shell vial cultures and interpreted results of DRP and RMIX
- Organized slides for identification of herpes, CMV, RSV, parainfluenza

##### **Toxicology**

- Prepared QC samples for GC/MS
- Processed samples for drug quantification
- Determined acceptable drug levels in samples

##### **Chemistry**

- Operated Beckman Coulter LX 20 and Access
- Executed quality control and maintenance
- Observed hepatitis testing procedures on the Abbott IMX
- Completed osmolality and BNP testing

**Hematology, Coagulation, Urinalysis and Body Fluids**

- Monitored semen analysis and synovial fluid procedures
- Interpreted sedimentation rates
- Operated the Coulter Gen S for five-part differential
- Ensured quality control on the Coulter Gen S; performed LAP scoring
- Performed manual differentials, manual reticulocyte counts, and fetal hemoglobin analysis
- Tested and interpreted results for FDP and fibrinogen
- Evaluated results of the lupus anticoagulant test
- Conducted complete urinalysis testing including automated chemical analysis manual tests for glucose, protein, and bilirubin, and microscopic exam

**Flow Cytometry**

- Controlled quality on Coulter Epics XL Flow
- Performed cell counts with Coulter Particle Counter
- Positioned and analyzed bone marrow for identification of leukemias and lymphomas
- Observed bone marrow aspiration; prepared bone marrow slides

**Blood Bank**

- Conducted ABO/Rh typing, antibody screening, compatibility testing
- Performed and interpreted Direct Antiglobulin Testing
- Identified antibodies, utilizing mini, cold, and selected cell panels
- Interpreted quality of blood products for transfusion
- Typed RBC antigen
- Executed elutions for positive DATs and performed phenotyping

**Immunology**

- Assisted with ANA preparation; performed RAST allergy testing
- Prepared samples for PCR analysis on the Roche COBAS-Amplicor
- Operated Abbott IMX system for HIV
- Set up and resulted autoimmune testing on the Aptus EIA
- Performed immunoglobulin and complement testing on the Coulter Image
- Tested for serum protein electrophoresis and IFE using coulter Paragon system

**Clinical Laboratory Sciences Student, Tri-County Community Health Center, Malta, IL, Fall 2005**

- Calibrated and maintained quality control for the laboratory
- Analyzed samples on instruments: QBC Accutube plus, Cholestech LDX system
- Charted results of labs on patient charts and lab log
- Completed client intake, including assisting with vitals
- Reviewed laboratory results for discrepancies; consulted with nurses and patients
- Assisted with treatment plans and patient education
- Contacted patients by telephone to report test results
- Processed specimens and prepared specimens to be sent to reference labs

**SPECIAL SKILLS**

Computer Skills: PowerPoint, Access, Excel, Soft Lab, Protouch  
Certifications: CPR and First Aid

**MEMBERSHIPS**

American Society for Clinical Laboratory Science  
Illinois Society for Clinical Laboratory Science

**Until December 2006**

123 Elm St.  
DeKalb, IL 60115  
(815) 555-5555

**Permanent Address**

755 Oak St.  
Chicago, IL, 60655  
(773) 555-1212

**OBJECTIVE**

A position as a registered nurse on a medical-surgical unit

**EDUCATION**

**Bachelor of Science in Nursing**, December 2006  
Northern Illinois University, DeKalb, IL

**Associate of Applied Science in Nursing**, December 2001  
College of Lake County, Grayslake IL

Conversant in Spanish; completed "Spanish for Nurses" course

**CLINICAL EXPERIENCE**

**Student Nurse**, McHenry County Health Department, Elgin, IL, Fall 2006

- Applied the nursing process to provide holistic care throughout the county.
- Assisted and observed nurses' home visits for the McHenry Cares Program, the SAVE Program, and the Lead Prevention Program.
- Observed a day in a TB Clinic, taught hand washing to preschoolers and kindergartners, and gave a presentation to students in sixth, seventh, and eighth grades about the importance of avoiding smoking.

**Student Nurse**, Provena St. Joseph Hospital, Joliet, IL, Summer 2006

- ICU: spent two intensive weeks of analyzing rhythm strips and lab values, administering medications, and communicating in Spanish with clients and families.
- Emergency Room: started IVs, drew blood, placed heart monitors on patients, performed EKGs, and assisted in a code on a trauma patient.
- Medical-Surgical Unit: discharged patients; instructed patients on medications, self-care, and diabetes.

**Student Nurse**, Kishwaukee Community Hospital, DeKalb, IL, Spring 2006

- Took blood pressure, observed cholesterol testing and stress tests, and worked with monitors in the Cardiac Rehabilitation setting.
- Triageed six ER patients and provided comfort to family members of patients, including one who had died.
- Carried out chest compressions during a code.

**Student Nurse**, Kramden Mercy Hospital, Paw Paw, IL, Fall 2005

- Extensively researched mental illnesses and treatment, including depression, bipolar disorder, mania, schizophrenia, anxiety disorders, and borderline personality.
- Conducted therapeutic conversations with patients followed by mental health assessments.
- Worked collaboratively with mental health nurses and therapists to lead therapy groups on topics such as feelings, self-esteem, and anger.

**Student Nurse**, Kindred Hospital, Sycamore, IL, Spring 2005

- Assisted patients in transfers including utilizing a Hoyer lift.
- Provided care for gastrostomy tube site including checking placement and residual, cleansing the g-tube site, and filling the feeding bags.
- Attended to tracheostomy, including suctioning and cleansing the collar.

**Registered Nurse**, Victory Memorial Hospital, Waukegan IL, December 2001 – December 2004

- Accessed and initiated treatment of patient presenting to the emergency department.
- Perform in triage, charge, and staff role positions.
- Document patients' courses of treatment throughout the departmental stay.
- Collaborated with the nurse manager to meet the specific needs of the emergency department for quality improvement of patient care provided across the continuum.

**Flight Nurse**, Flight For Life-St. Therese Hospital, Waukegan IL, February 2002 – December 2004

- Administered nursing care of patients needing transport to tertiary or special care facility.
- Provided patient and significant others with plan of care and helicopter safety briefing.
- Performed advanced procedures in intubation, central line placement, emergency cricothyrotomy, use of RSI procedure and medications, chest decompression, and pericardiocentesis.
- Conveyed patient's condition, response to interventions, and immediate needs to receiving facilities.

**RELATED EXPERIENCE**

**Student Worker**, University Health Services, NIU, DeKalb, IL, Fall 2005

- Retrieved and organized patient charts for appointments.
- Filed diagnostic test results in respective compartments.
- Managed patient status in regard to arrivals/departures and appointment times.

**MEMBERSHIPS & AWARDS**

- Volunteered at the School of Nursing for open houses and participated on panels
- Representative on the Student Advisory Committee for the School of Nursing
- Beta Omega Chapter of Sigma Theta Tau International Honor Society for Nursing
- Student Nurses' Organization
- Phi Eta Sigma National Honor Society
- Emergency Nurses' Association
- Illinois Department of Public Health Trauma Advisory Board

**CERTIFICATIONS**

**Illinois Department of Public Health**

- Emergency Communications Registered Nurse
- Trauma Nurse Specialist

**American Heart Association**

- Advanced Life Support (ACLS) Instructor
- Pediatric Life Support (PALS) Instructor
- Basic Life Support (BLS) Provider
- Neonatal Resuscitation Program (NRP) provider

**BTLS International**

- Basic Trauma Life Support (BTLS) Advanced Instructor

**Board Certification for Emergency Nursing**

- Certified Registered Flight Nurse (CFRN)

**American Automotive Association**

- Certified Car Seat Technician

## MARY JONES

1667 Naperville Rd.

Plano, IL 60174

(815) 759-2143

mjones1351@niu.edu

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### CAREER OBJECTIVE

A position as a physical therapist working in an acute care or pediatric setting

### EDUCATION

**Master of Physical Therapy, May 2007**

**Bachelor of Health Sciences, May 2006**

Northern Illinois University, DeKalb, Illinois

### LICENSURE

Eligible to sit for National Physical Therapy Exam pending Illinois State approval following graduation

### CLINICAL EXPERIENCE

**Student Physical Therapist**, Genesis Medical Center West, Davenport, IA, Spring 2007

- Eight week full-time affiliation
- Worked in an inpatient acute care physical therapy setting

**Student Physical Therapist**, University Health Services, Northern Illinois University, DeKalb, IL, Spring 2007

- Eight week full-time affiliation
- Created brochures related to specific orthopedic conditions to be used for patient education
- Compiled information related to proper backpack use as well as back care and posture to add to the Physical Therapy section of University Health Services web page on the NIU website
- Participated in lecture and demonstration on hydrotherapy methods and procedures for first year NIU Physical Therapy class
- Mentored two NIU Physical Therapy students during the first clinical affiliation

**Student Physical Therapist**, Northwest Community Healthcare/Buffalo Grove Fitness Center, Buffalo Grove, IL, Summer 2006

- Six week full-time affiliation
- Completed items related to outpatient physical therapy on Focus on Therapeutic Outcomes (FOTO) clinical instrument
- Presented an in-service to the staff on understanding and using the **Guide to Physical Therapy Practice**
- Attended a staff in-service on McConnell techniques for treating low back conditions

**Student Physical Therapist**, Lutheran General Hospital, Park Ridge, IL, Fall 2005

- Six week full-time experience
- Focused on trauma patients and patients with traumatic brain injury
- Evaluated and treated patients in the Surgical Intensive Care Unit and general medical floors
- Participated in physical therapy and occupational therapy co-treatment sessions, as well as tri-treatment sessions between physical, occupational and speech therapy
- Attended Acute Care Department in-services and Brain Injury Team Journal Club meetings and weekly multi-disciplinary Trauma Team meetings
- Gained experience in assessing patients with traumatic brain injury using the "Rancho Los Amigos Cognitive Scale"
- Collaborated with a committee of staff physical therapists to create a Clinical Instructor and Student Learning Manual for the department

## HONORS/AWARDS

- Illinois General Assembly Scholarship, 2001 – 2006
- Vaughn Service Award, Newman Catholic Student Center, DeKalb, Illinois, Spring, 2006
- National Dean's List, 2005
- Golden Key International Honour Society
- Lambda Sigma Honor Society

## PROFESSIONAL ACHIEVEMENTS

### **Research Assistant, Spring 2007**

- Worked with NIU Physical Therapy faculty conducting a research study, "Hormonal Response to Regular Moderate Exercise by Peri-Menopausal Women"

### **Instructional Methods for Persons with Physical and Health Impairments, Fall, 2006**

- As part of an NIU Special Education course, taught lecture with other physical therapy graduate students on body mechanics and how to transfer individuals with physical and health impairments safely and correctly from one point to another
- Collaborated on a lecture and demonstration related to the use of Assistive Technology given by students in Special Education department

### **American Physical Therapy Association Student Conclave, Salt Lake City, UT, October, 2006**

### **Illinois Physical Therapy Legislation Day, Springfield, IL, April, 2007**

### **American Physical Therapy Association National Conference, Indianapolis, IN, June, 2006**

- Teamed with classmates to write a grant proposal to the NIU Undergraduate Research and Artistry Committee for funding to attend the APTA Annual Conference
- Submitted a paper regarding the APTA experience to the University Provost and presented on the experience to Physical Therapy faculty and students

## ACTIVITIES

### **Student Ministry Team, Newman Catholic Student Center, DeKalb, IL, 2005 – 2007**

- Led Newman Center Spring Break Service Trip, Spring 2006, 2007
- Participated in Newman Center Spring Break Service Trip, Spring 2005
- Developed and organized a weekend Habitat for Humanity work trip, Door County, WI, September 2005
- Coordinated and participated in volunteer opportunities with local Habitat for Humanity affiliates (Kishwaukee Valley – DeKalb, IL and Fox Valley – Aurora, IL)
- Organized weekly schedule, prepared and served meals at Hope Haven homeless shelter

## MEMBERSHIPS

American Physical Therapy Association  
Illinois Physical Therapy Association

**TERRY GREEN**  
123 Elm Street  
DeKalb Illinois 60115  
815-758-8888  
terrygreen43@hotmail.com

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## **OBJECTIVE**

Position working with the visually impaired as a Rehabilitation Teacher and/or an Orientation and Mobility Specialist

## **EDUCATION**

**Master of Science in Education**, May 2007

Northern Illinois University, DeKalb, IL

Specializations: Orientation & Mobility; Rehabilitation Teaching

**Master of Science in Occupational Therapy**, December 1999

University of Indianapolis, Indianapolis, IN

**Bachelor of General Studies**, May 1997

Indiana University, Bloomington, IN

## **CONFERENCES**

Great Lakes Adaptive Sports Association Conference, September 2004

Discover Conference, September 2004

Illinois Association for Education and Rehabilitation Conferences, February 2005 and 2006

## **SPECIAL SKILLS**

Contracted and uncontracted Braille

Braille translation program (Duxbury)

Screen reading software (Jaws)

Braille note takers (Braille 'n Speak, Voice Note, and Braille Note)

## **PROFESSIONAL EXPERIENCE**

**Internship in Orientation & Mobility**, The Illinois Center for Rehabilitation and Education (ICRE), Chicago, Illinois, September-December 2006

- Evaluated and trained students in developing skills for safe and effective orientation and mobility when traveling
- Collaborated with students to establish goals for traveling
- Designed tactile maps to enhance students' understanding of a room or a route
- Contributed to multidisciplinary conferences and joined forces with other disciplines to meet students' goals
- Trained students in home areas to provide practical and meaningful lessons

**Internship in Rehabilitation Teaching**, Hines VA Medical Center, Chicago, Illinois, January 2007-April 2007

- Assessed veterans' performance in Activities of Daily Living and Communications
- Established Individualized Treatment Plans and activities to meet veterans' stated goals
- Engaged in bi-weekly Interdisciplinary Program Meetings to coordinate services with other providers and to arrive at creative solutions to problems
- Elicited family support to improve chances of veterans' goal achievement
- Received 90 hours of Low Vision training, teaching veterans to use monoculars, telulupes, optivisors, CCTVs, stand and hand-held magnifiers

**Practicum in Orientation & Mobility, Spring 2007**

- The Illinois Center for Rehabilitation and Education, Chicago, Illinois (8 hours)
- The Chicago Public Schools (24 hours)
- SEDOL (Special Education District of Lake County) summer school (10 hours)
- Hines VA Blind Center (8 hours)

**Practicum in Rehabilitation Teaching, Spring 2007**

- The Illinois Center for Rehabilitation and Education, Chicago, Illinois (12 observation hours, 25 teaching hours)
- Hines VA Blind Center, Hines, Illinois (10 observation hours, 5 teaching hours)

**OCCUPATIONAL THERAPY EXPERIENCE**

**Occupational Therapist**, St. Anthony Medical Center, Crown Point, IN, November 2001 – September 2006; House Calls Home Health, Crown Point, IN, April – September 2002

- Balanced a daily caseload of 8 – 12 patients with emphasis on a team approach
- Conducted initial evaluations of patients with physical and emotional presenting problems and formulated patient goals/treatment plans
- Contributed to patient and family education/training; attended patient and family conferences
- Performed in-home assessments with patient and family
- Recommended adaptive equipment for patient prior to discharge

**PROFESSIONAL MEMBERSHIPS**

Association for Education and Rehabilitation of the Blind and Visually Impaired (AER)  
American Occupational Therapy Association (AOTA)

## **BARBARA WILSON**

2600 State St  
Washington, D.C. 20020  
(202) 621-1930  
barbwilson89@aol.com

### **OBJECTIVE**

Position as a clinical fellow speech-language pathologist

### **EDUCATION**

#### **Master of Arts, Communicative Disorders, May 2007**

Northern Illinois University, DeKalb IL  
Speech-Language Pathology Specialization  
School Certification: IL Type 73

#### **Bachelor of Science, Communicative Disorders, May 2005**

Northern Illinois University, DeKalb IL  
Emphasis: Speech-Language Pathology/Audiology

### **SCHOOL-BASED EXPERIENCE**

#### **Speech-Language Pathology Graduate Student Teacher, Summerhill School District** 101, Wood Creek, IL, March – May 2007

- Interviewed and identified children with speech and language disorders; planned and provided therapy in regular and special education classrooms
- Conducted focused, individualized therapy for children on the autistic spectrum
- Incorporated sensory stimulation techniques within the context of the classroom
- Implemented IEP goals utilizing discrete trial format (DTF)
- Collaborated with consulting speech therapists, occupational therapists, special education teachers, and community service providers
- Applied computer software programs in creating visual systems

#### **Speech Language Pathology Graduate Student Teacher, Shabbona Elementary** School, Shabbona, IL, Spring 2007

- Facilitated language acquisition within an early childhood classroom utilizing a collaborative intervention model
- Planned and implemented speech and language services for a population of students ranging from early childhood through high school

#### **Speech-Language Pathology Graduate Student Teacher, Jefferson Elementary** School, DeKalb, IL, Spring 2007

- Treated children with articulation and language disorders
- Taught phonics lessons to Kindergarten class
- Incorporated sensory stimulation techniques within the context of the classroom

## **CLINICAL EXPERIENCE**

**Speech-Language Pathology Graduate Student Clinician**, Happy Hill Medical Center, What Cheer, IA, August – October 2006

- Evaluated patients with swallowing, speech, and language difficulties
- Provided therapy for patients with right and left hemisphere disorders, dysphasia, apraxia, dysarthria, and cognitive disorders
- Conducted videofluoroscopic studies; counseled patients regarding results and recommendations
- Consulted with physicians, nurses and family members about patient progress
- Reported patient status, progress, and evaluation results during staff meetings

**Speech-Language Pathology Graduate Student Clinician**, Northern Illinois University Speech and Hearing Clinic, DeKalb, IL, January 2006 – May 2007

- Evaluated, identified, and treated children and adults with swallowing, speech, and language disorders
- Conducted hearing evaluations for school-aged children
- Assessed speech and hearing abilities of students enrolled in the Program for Hearing Impaired
- Introduced activities for Social Skills group which included children who had autism
- Collaborated with parents regarding children's progress in therapy

## **RELATED EXPERIENCE**

**Community Advisor**, Neptune North Residence Hall, Northern Illinois University, DeKalb, IL, August 2001 – May 2006

- Designed and monitored training of new staff
- Counseled residents on personal, academic and social issues
- Enforced hall policies and regulations; determined disciplinary measures for violators
- Mediated disputes between residents
- Organized educational and social programs for residents

**Graduate Assistant**, Founders Memorial Library, Northern Illinois University, DeKalb, IL, January – August 2005

- Supervised staff in Reserve Department
- Accepted and processed reserve materials from faculty members
- Shelved returns; responded to patron inquiries

## **MEMBERSHIPS**

National School Speech-Language Hearing Association

## **PAT SILVER, R.D., L.D.**

123 Elm St.  
DeKalb, IL 60115  
(815) 555-5555  
patsilver@yahoo.com

### **PROFESSIONAL OBJECTIVE**

A clinical nutrition position

### **EDUCATION**

**Master of Science in Nutrition and Dietetics**, May 2007

Northern Illinois University, DeKalb, IL      GPA 4.0/4.0

**Bachelor of Science in Food Science and Nutrition/Dietetics**, May 2005

University of Illinois, Urbana-Champaign, IL      GPA 3.7/4.0, cum laude

### **Study Abroad Experience**

University of Vienna, Vienna, Austria, Summer 2003

### **CERTIFICATES**

- Registered and Licensed Dietitian
- Food Safety Sanitation

### **RELATED EXPERIENCE**

**Clinical Dietitian**, Clavell Health Systems, Pittsfield, IL, November 2005 to Present

- Assess patients' nutritional status and implement individualized care plans
- Deliver inpatient nutrition instruction regarding diet and drug interactions
- Recommend and monitor enteral and parenteral nutrition support

**Graduate Assistant**, NIU College of Health and Human Sciences, DeKalb, IL, August 2005 to Present

- Develop and lead discussion section for undergraduate nutrition course
- Process and maintain documentation for dietetic internship
- Design and edit internship brochures and handouts

**Diet Technician**, Laslow Foundation Hospital, Champaign, IL, May to August 2005

- Verified and corrected patient menus and meal trays
- Assisted patients with menu selections and communicated patient needs to staff
- Compiled financial reports for department

**Research Assistant**, University of Illinois, Urbana, IL, May 2004 to August 2005

- Analyzed animal milk for macronutrient and hormone concentrations
- Tested tissue samples for enzyme activity
- Assisted with feedings and surgeries of research animals

**Research Assistant**, University of Illinois, Urbana, IL, May to August 2004

- Examined food records of study participants using Nutritionist IV Program
- Prepared and distributed meals meeting specific nutrient requirements

**Dietary Aide**, Heritage Manor (Long-Term Care), Streator, IL, Summer and Winter 2003

- Supervised tray line and distributed residents' trays
- Surveyed inventory of food supplies

### **INTERNSHIP**

**University of Nebraska Hospitals and Clinics**, Lincoln, NE, January to May 2005

- Gained experience in clinical dietetics, observing professional dietitians
- Completed three week training in pediatric and neonatal nutrition
- Assessed and counseled patients with complex medical conditions including renal failure, bone marrow transplant, organ failure, oncology, major burns, and digestive disorders

### **PROFESSIONAL MEMBERSHIPS**

- American Dietetic Association
- Rock River Valley Dietetic Association
- Clinical Dietetics Practice Group

### **HONORS & ACTIVITIES**

University of Illinois at Urbana-Champaign

- Student Dietetic Association - Vice President
- Nutrition Peer Educator
- Golden Key International Honour Society
- Phi Upsilon Omicron (Home Economics Honorary)
- Sigma Delta - Vice President of Scholarship
- Dean's List, 2005 – 2007
- Manlow Crutchfield Scholarship
- Illinois Association for Home and Community Education Scholarship

# COVER LETTER DESCRIPTION

A separate cover letter must be written for each position

Your Street Address  
City, STATE, Zip Code  
Today's Date

Paul Alexander  
Director of Human Resources  
Providence Hospital  
179 Main Street  
Weston, IL 62082

Dear Mr. Alexander:

## YOUR OPENING PARAGRAPH SHOULD AROUSE THE READER'S INTEREST

### *Why are you writing the letter?*

- State that you are interested in a specific position and indicate how you found out about the job.

### *What interests you in working for this organization? (Visit the website before writing this part)*

- Is there an opportunity to continue your work in a certain area?
- Did you intern there?
- Is the location of special interest to you?
- Does the organization offer exceptional programs or opportunities?

## YOUR MIDDLE SECTION SHOULD ADDRESS THE EMPLOYER'S HIRING NEEDS

### *What makes you the best candidate for the position?*

- Be as specific as possible about what you can do. Don't make the reader guess.
- Emphasize educational accomplishments, experiences, and special skills that will separate you from other candidates. What makes you unique?

## YOUR FINAL PARAGRAPH IS THE CLOSURE

### *Example:*

- The enclosed resume provides a more detailed description of my background. Thank you for considering my qualifications. I look forward to your response and to the possibility of meeting with you in person.

Cordially,

(Signature)

Your Name

**Chris Smith**  
123 Elm Street  
DeKalb, Illinois 60115  
815-555-5555  
chrissmith@msn.com

April 2, 2007

Mary Johnson  
Director of Human Resources  
St. Mary's Hospital  
323 North Oak Street  
Chicago, IL 60640

Dear Ms. Johnson:

I am very interested in the position of Registered Dietitian that will be available at St. Mary's Hospital on June 1, 2007. Frances Jones, the supervisor for my clinical internship, told me about the opening. A lifelong resident of Chicago, I'm anxious to return to the city to live and work. I grew up on the north side, so I am very familiar with St. Mary's and the programs it offers. In fact, I worked as a volunteer there while in high school. My job was to help deliver flowers, cards and gifts to the patients. Many of them told me that my kindness and my smile made them feel better.

In May 2007 I will be obtaining a Master of Science in Nutrition and Dietetics from Northern Illinois University. During my program I researched the effects of stress on taste. This was a fascinating study. I'd be happy to share my findings with you. I am currently RD eligible (my examination date is April 14<sup>th</sup>).

While completing my academic program, I worked at the University Recreation Center, designing individualized nutritional programs for students. I also worked at Central DuPage Community Hospital, providing staff relief for the dietitians. There, I counseled patients with heart disease, including those who had recently had heart attacks. In addition, I discussed dietary recommendations with critically ill patients, cancer patients, diabetics, and patients with end-stage renal disease.

Enclosed is my résumé for your review. I look forward to the possibility of an interview, where I could further discuss my qualifications and learn more about this exciting position. Your 276 bed full-service hospital would be the ideal environment to start my career. Thank you for your consideration. I look forward to hearing from you soon.

Cordially,

Chris Smith  
Enclosure

# SAMPLE REFERENCE SHEET

Set heading up the same way you set it up on your résumé:

**PATRICIA SHAEFFER**

9037 N Adams Rd  
Oak Park, IL 60304  
708-524-3252  
patsh@aol.com

## REFERENCES

Andrew Foster, Director  
Healthy Heart Clinic  
615 W. Kemper Place  
Chicago, IL 60614  
312-880-1111  
ajfoster@aol.com

Mary Plain, Services Coordinator  
CSI Research Laboratory  
1212 State Street  
Springfield, IL 62701  
217-206-2222  
maryplain@csi.org

Jane Edwards, Director of Human Resources  
CORA Clinic  
1125 S. Cuyler Ave  
Oak Park, IL 60304  
708-524-5566  
janed@coraclinic.org

- 
- A total of three to five references is optimal.
  - ALWAYS ask permission from a reference before giving his/her name to an employer.
  - Give your references a copy of your resume.
  - Be sure to use your references' titles. Give only professional addresses and phone numbers.
  - Employers/supervisors/faculty members who have observed your work are the best choices for references.
  - **Never use a friend, coworker or relative as a reference.**

# THANK-YOU LETTER DESCRIPTION

A thank-you letter should be written immediately after each interview

Your Street Address  
City, STATE, Zip Code  
Today's Date

Dr./Mr./Ms. Administrator  
Title  
Name of Organization  
Street Address  
City, STATE, Zip Code

Dear Dr./Mr./Ms. (use last name only):

## OPENING PARAGRAPH

- Thank the interviewer for his/her time **without apologizing** for taking that time.
- Mention the interview date to refresh the interviewer's memory.

## SECOND PARAGRAPH

- Emphasize one or two of your strengths that are particularly relevant to the job.
- Provide any important information that you forgot to bring up in the interview.
- Address any issues that you feel need further clarification.

## CLOSING PARAGRAPH

- Restate your interest in the position. This lets the interviewer know that you genuinely want to work for the organization.
- Indicate that you hope for a response soon.

Cordially,

(Signature)

Your Name

# SAMPLE INTERVIEW QUESTIONS

## BEHAVIORAL QUESTIONS

1. Tell me about yourself (keep it short and relevant – practice before the interview).
2. Tell me about the most difficult clinical experience you've faced and how you handled it.
3. Tell me about a time when you motivated a resistant patient to comply with your instructions.
4. Tell me about the most challenging obstacle you've overcome in your life.
5. Tell me about what you consider to be your greatest career satisfaction thus far.
6. Tell me about some skills you would like to acquire in the next 5 years.
7. Think of the best \_\_\_\_\_ (whatever the position title is) you know: what are his/her characteristics?
8. Tell me what you consider to be the most significant problem in health care today.
9. What would you do if...(cite clinical situation; interviewer is looking for your judgment and maturity in handling complex situations).
10. Describe the best/worst supervisor you've ever had.
11. Tell me about your best experience with teamwork.

## STANDARD QUESTIONS

12. What made you want to be a \_\_\_\_\_?
13. How did you decide to attend NIU?
14. What are your strongest skills? (Back up answers with specific examples.)
15. How would you describe yourself? How would a preceptor or colleague describe you?
16. What do you consider the most important qualities a candidate needs to do this job successfully?
17. What did you like best/least in your clinical experiences?
18. What makes you interested in working with us?
19. What two or three things are most important to you in your job?
20. What do you see as the major issues facing your profession in the future?
21. What do you enjoy doing when you are not working?
22. How do you relieve stress?
23. Why should we hire you? (Be ready for this one. Even if it's not asked directly, the answer should be threaded throughout all your responses)

## SAMPLE QUESTIONS TO ASK AN INTERVIEWER

1. How did this position vacancy occur? (Don't sound argumentative – just curious)
2. Describe the ideal candidate for this position. (Yes, you have a right to know this)
3. Who would be my supervisor, and what is his/her supervisory style?
4. What do you see as the key issues/problems facing the person in this job?
5. How would you describe a typical patient in this facility?
6. What would be the percentages of time spent on each of my major daily duties?
7. How do you see this facility changing in the next five years?
8. When/how often would I be evaluated, and by whom? Are evaluations written or verbal?
9. What sort of support is provided for continuing education?
10. What do you like most about your job and this organization?
11. May I have one of your business cards? (This is important for writing a thank-you letter)

## FOLLOW-UP

Always write a thank-you letter within 48 hours of an interview.

\* Material adapted from Career Services at University of Pennsylvania

# SALARY/BENEFITS COMPARISON WORKSHEET

<b>POSITION BENEFITS</b>	<b>JOB OFFER #1</b>	<b>JOB OFFER #2</b>
<b>Salary</b>		
Yearly		
Hourly		
<b>Signing Bonus</b>		
<b>Early Review with \$ Adjustment</b>		
<b>Health Care Insurance</b>		
Medical Family		
Medical Single + 1		
Medical Individual		
<b>Dental Insurance</b>		
Family		
Individual		
<b>Vision Insurance</b>		
Family		
Individual		
<b>Life Insurance</b>		
<b>Disability Insurance</b>		
<b>Vacation</b>		
<b>Sick Leave</b>		
<b>Employee Assistance Program</b>		
<b>Retirement</b>		
401K		
Pension		
<b>Moving Allowance</b>		
<b>Flexible Spending Account</b>		
<b>Flextime</b>		
<b>Childcare</b>		
<b>Tuition Reimbursement</b>		
<b>Training/Development</b>		
<b>Health/Wellness Programs</b>		
<b>Parenting Leave</b>		
<b>Exercise Fitness Center</b>		
<b>Employee Referral Program</b>		
<b>Parking</b>		
<b>Culture</b>		
<b>Geography/Location</b>		
<b>Facility</b>		
<b>Staff</b>		
<b>Commuting Cost Reimbursement</b>		
<b>Physical Surroundings</b>		
<b>Staff/Colleagues</b>		
<b>Travel Opportunities</b>		
<b>Career Mobility/Promotions</b>		

# eMailing Your Résumé and Cover Letter

## Attach your résumé to the email

- When sending your résumé as an attached file, remember that Microsoft Word, running on Windows, is the “industry standard” in word processing software.
- Your cover letter goes in the body (text or message section) of the email.
- Your résumé can be attached, but **please note** – it is becoming increasingly common for recruiters to **refuse to open attachments** because of worms and viruses. You should also create a résumé that can be sent in the body of the email.
- **Note:** When applying for a position and submitting a résumé via email, indicate the job title in the Subject section. For example: “Application for Operating Room Nurse.”

## Send your résumé in the body of your e-mail

To make sure that your résumé will be read, you should also copy and paste it into the body of your email. This gives the recipient the option of reading or scanning the message-section version and/or the attached version. But first, you will need to make modifications to your existing résumé. Warning – the resultant résumé may not look as good to you as a hard copy, but it is necessary for this format.

- Start your message with a cover letter separated from the résumé by a line at the end of the letter.
- Left justify everything (including your name and address information on the top), and use a 10 point font.
- Double space between paragraphs/sections.
- Avoid the use of the Space Bar (except between words and after asterisks or dashes) or Tab Function to avoid crooked margins.
- Remove all italics, columns, tables, and underlines. Don't use colored fonts.
- Type bolded words in ALL CAPS - your bolded words will probably not appear as bold in the email. Use capitalized words in moderation – primarily for the categories (OBJECTIVE, EDUCATION, etc.).
- When emailed, bulleted sentences usually appear with large indentations after the bullets, and the bullet size is reduced. You can improve the appearance by replacing the bullets with asterisks (\*) or dashes ( - ). Sentences that are two or more lines long will not wrap around as they do when bulleted in Word. There is nothing you can do to correct this. You might, however, consider shortening long sentences or breaking them into two or more separate single-line sentences. For example:

- \* Conducted non-community well surveys and obtained water samples for bacteria and nitrate testing

### can be changed to:

- \* Conducted non-community well surveys
- \* Obtained water samples for bacteria and nitrate testing

- Because they may be scanned for “key words,” you may want to include a **Key Word Summary** that reflects your experience and skills and is relevant to the position for which you are applying. For example:

- \* Supervision, Community Health Presentations, Multi-Tasking, Health Promotion Programming, Medical Terminology, Substance Abuse Assessment

## eMail Test Copies

Before emailing your résumé to employers, send it to at least three friends and to yourself at different e-mail accounts (e.g., hotmail, yahoo, msn). Print the résumés and take a look. Do this until you're comfortable with the process and your readers consistently get a professional-looking document. When you email your cover letters and résumés as both attachments and pasted into the e-mail message itself, you can be certain that one way or another, your information will be read.

**To access all Career Services' handouts, visit: [www.niu.edu/careerservices/handouts.html](http://www.niu.edu/careerservices/handouts.html)**

# VALUABLE CAREER RESOURCES

## SIGI<sup>3</sup>

**SIGI<sup>3</sup>** is a computerized career guidance and information system that integrates self-assessment with in-depth and up-to-date career information. **SIGI<sup>3</sup>** is easy to use and provides students and alumni with a realistic view of the best educational and career options for future success.

**SIGI<sup>3</sup>** can help you:

- Clarify your work-related values
- Search and create a list of occupations based on values, interests, work skills, and your major field of study
- Obtain up-to-date information and printouts on hundreds of occupations
- Determine education and training requirements for each occupation

## NIU MAJOR WEBLINKS

[www.niu.edu/careerservices/WebLinks](http://www.niu.edu/careerservices/WebLinks)

**NIU Major WebLinks** provides extensive occupational and job search information.

Designed for NIU students and alumni - the WebLinks contains thousands of links, including:

- Occupational and professional information
- General and specialty job sites
- Company and industry information
- Salary surveys
- Job Fairs: local and national
- Newspaper help-wanted sections
- Chicago area and Illinois business and job links
- Government jobs
- Job sites for diverse populations

## CAREER RESOURCE CENTER

**Campus Life Building, room 235**

**Monday through Friday from 8:00 am – 4:30 pm**

Do you need career decision making assistance or career information? Don't know where to start? Visit the Career Resource Center (CRC) and a helpful staff member will provide a tour, show you printed and computerized resources, and (if desired) schedule you for an appointment with a career counselor.

The CRC offers:

- Career staff who will critique your résumés and cover letters, answer your questions, and point you in the right direction
- Literature describing NIU academic majors, job descriptions, graduate school programs, and more
- Computers for use in researching careers and jobs, and writing résumés and cover letters

## WINWAY INTERVIEW PROGRAM

Available for independent use in the Career Resource Center, the **WinWay Interview Program** provides answers to the most commonly asked interview questions. You'll learn how to answer questions regarding your experience, self-evaluation, education, and knowledge of company. You can view hints about hundreds of questions and then watch and hear the sample answers.

# QUICK RÉSUMÉ REVIEW CHECKLIST

- Is the résumé printed on white paper?
- Is the type black? (e-mail address: remove hyperlink)
- Have all italics and underlining been omitted? (They don't scan well)
- Does the word "résumé" appear at the top of the page? (It shouldn't)
- Do the section headings stand out? (Bolding/capping should be used)
- Are the margins too large? Too small? (Minimal margins are .7")
- Are the indentations even? (Tabs should be used to ensure this)
- Is the font readable? (Arial or Times New Roman work best)
- Is the font size appropriate? (10, 11, or 12 point fonts are generally accepted)
- Is the layout appealing? (Not too many different margins; consistency in formatting)
- Does each position description have a heading containing the same information given in the same order each time? (For example: position title, employer, city and state, dates)
- Are your experiences listed in order of importance/relevance to the objective?
- Are the most important positions described more fully than lesser positions?
- If bullets are used, are they standard – solid dots, squares?
- If a bullet contains more than one line, does the second line begin directly under the first?
- Are there any spelling errors? They are unacceptable! (Remember – it's "DeKalb")
- Is there consistency in use/non-use of abbreviations, such as IL/Illinois?
- Do descriptive phrases begin with action verbs? (Try not to repeat verbs/phrases)
- Does the word "I" appear? (It shouldn't)
- Are other pronouns eliminated? (They are not essential to meaning)
- Are phrases like "responsibilities were" and "duties included" eliminated?
- Are empty words like "various," "numerous," and "several" eliminated?
- Is high school information eliminated?
- If there is a second page, are your name and e-mail address in the upper left corner and "Page 2" in the upper right corner?

