

Resume Templates For Healthcare Jobs

Yana Parker

Resumes for the Health Care Professional Kim Marino, 2000-04-13 Over 100 model resumes for doctors, nurses, therapists, technicians, dieticians, and more Cover letter, interview, and job search tips Using the Internet, online job searching and guidelines Create an impressive, winning resume with the bestselling guide to getting a better job in America's fastest-growing and fastest-changing profession With new technology, managed care, and other developments, the health care profession today is the scene of astonishing change: new jobs are being created, new skills are needed, and job responsibilities are being redefined and expanded. For almost a decade, *Resumes for the Health Care Professional* has been the relied-upon resource for professionals in health care. Now it has been newly updated to help you take advantage of the opportunities—and prepare for the challenges—of finding the right job in the new competitive health care industry. Featuring a no-nonsense, proven approach, plus valuable inside tips and tricks expressly for the health care industry, *Resumes for the Health Care Professional* provides: Examples culled from the author's vast bank of health care resumes, including registered nurses, technologists, technicians, therapists, social workers, and more Cover letter and thank you samples Special coverage of new job trends in the health care industry and how to take advantage of them Tips on writing the most effective electronic resume Lists of popular Internet career centers and Web sites for health care professionals Job titles and descriptions of key health care professions, including health assessment and treating occupations; and service, technologist, technician, and diagnosing positions

Expert Resumes for Health Care Careers Wendy S. Enelow, Louise Kursmark, 2010 More than 180 pages of sample resumes and cover letters designed especially for health care professionals, from technicians to physicians!—Cover.

Ask a Manager Alison Green, 2018-05-01 From the creator of the popular website *Ask a Manager* and New York's work-advice columnist comes a witty, practical guide to 200 difficult professional conversations—featuring all-new advice! There's a reason Alison Green has been called “the Dear Abby of the work world.” Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don't know what to say. Thankfully, Green does—and in this incredibly helpful book, she tackles the tough discussions you may need to have during your career. You'll learn what to say when • coworkers push their work on you—then take credit for it • you accidentally trash-talk someone in an email then hit “reply all” • you're being micromanaged—or not being managed at all • you catch a colleague

in a lie • your boss seems unhappy with your work • your cubemate's loud speakerphone is making you homicidal • you got drunk at the holiday party Praise for Ask a Manager "A must-read for anyone who works . . . [Alison Green's] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work."—Booklist (starred review) "The author's friendly, warm, no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers' lives. Ideal for anyone new to the job market or new to management, or anyone hoping to improve their work experience."—Library Journal (starred review) "I am a huge fan of Alison Green's Ask a Manager column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor."—Robert Sutton, Stanford professor and author of The No Asshole Rule and The Asshole Survival Guide "Ask a Manager is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way."—Erin Lowry, author of Broke Millennial: Stop Scraping By and Get Your Financial Life Together

Resumes for Health and Medical Careers Editors of VGM Career Books, 2008-10-15 Nearly 100 sample resumes and 20 cover letters for each field—more than any competing series A workbook format to organize information before writing a resume Perfect for college grads and people changing careers or re-entering the job market A variety of eye-catching resume formats

Real-resumes for Medical Jobs Anne McKinney, 2001 A key to advancing professionally is to choose the right industry in which to work, and if your interests are in any way medically related, you are fortunate career-wise. The medical field is a fast-growing one, and this targeted resume and cover letter book will help you enter this land of opportunity or advance in it. A key is to make sure your resume talks the lingo of the medical field. Get the book that can show you how to best express and phrase the concepts you want to communicate. Here's a book in which you will find resumes with job titles such as these: director of nursing, medical therapist, nurse's aide, medical doctor (M.D.), nurse practitioner, dental hygienist, cytotechnologist, director of nursing, director of dental surgery, pharmaceutical sales representative, massage therapist, medical administrator, medical supplies coordinator, nursing home administrator, medical office manager, operating room nurse, patient care advocate, orthopedic technician, pharmacy manager, phlebotomist, registered nurse (R.N.), licensed practical nurse (L.P.N.), public health case worker, transcriptionist, veterinary technician, and many more!

Career Development for Health Professionals Lee Haroun, 2015-10-06 Master the skills you need to succeed in the classroom and as a health care professional! Filled with tips and strategies, *Career Development for Health Professionals*, 4th Edition provides the skills required to achieve four important goals: 1) complete your educational program, 2) think like a health care professional, 3) find the right jobs, and 4) attain long-term career success. This edition includes a new chapter on professionalism and online activities challenging you to apply what you've learned. Written by respected educator Lee

Haroun, this practical resource helps you maximize your potential and grow into a competent, caring, well-rounded member of the health care team. Self-paced format with interactive exercises, stop-and-think review, and end-of-chapter quizzes allows you to work through the text independently. Conversational, easy-to-read style helps you understand concepts and skills by delivering information in small, easily absorbed chunks. Chapter objectives and key terms at the beginning of each chapter preview the material to be learned while reading the chapter. UPDATED on-the-job strategies and Success Tips focus on professional certification exams, the use of social media, general job requirements, online classroom learning, employment laws, and necessary skills and National Health Care Skill Standards. Prescriptions for Success and Resume Building Blocks emphasize the importance of a resume and how it is a 'work in progress' from the first day of a student's education. Prescription for Success exercises let you apply what you've learned to on-the-job situations. Useful Spanish Phrases appendix provides a quick reference for translations that will prove valuable in today's workplace. Student resources on the Evolve companion website include activities providing a chance to use critical thinking skills and apply content to health care jobs. NEW Becoming a Professional chapter defines professionalism as it relates to health care occupations, emphasizes its importance, and presents examples of professionals in action. NEW! Full-color photos and illustrations bring concepts and health care skills to life. NEW case studies offer a real-life look into school, job-search, and on-the-job situations. NEW study and job-search strategies explain how to study for classes, job applications, resumes and resume trends, guidelines to preparing different types of resumes (print, scannable, plain text, and e-mail versions), protecting against job scams, online job searching, and preparing for the job interview. NEW reference chart on the inside front cover provides an outline to the book's content, making it easy to find the information you need.

Résumés and Personal Statements for Health Professionals James W. Tysinger, 1999 Helps the user prepare a resume and personal statement.

The Physician's Resume and Cover Letter Workbook Sharon Yenney, American Medical Association, 1998 With over 40 sample resumes and cover letters, The Physicians Resume and Cover Letter Workbook serves as a valuable resource for any medical student, resident, or established physician who needs to compile a curriculum vitae. It contains carefully chosen examples for making a high-impact impression in a variety of scenarios -- group practice, clinic, HMO, hospital, research group, or pharmaceutical company.

Resumes for Health and Medical Careers, 1993 Guide to writing resumes for the health and medical fields with 100 sample resumes and sample cover letters.

Job Readiness for Health Professionals Elsevier, 2015-12-02 Get an edge in the job market and develop the soft skills - the personal qualities, habits, attitudes, and social graces needed to work successfully with anyone, anywhere. *Job Readiness for Health Professionals, Soft Skills Strategies for Success, 2nd Edition* provides a unique tool for soft skill programming to help

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Career Development for Health Professionals Lee Haroun,2001 This unique, interactive text teaches students all of

the skills necessary to achieve career success in the health care industry. Students will learn job search strategies specifically for the healthcare market, as well as basic study and life management skills like test taking and personal organization. The book includes a complete job-search manual for healthcare professionals. A wide variety of interactive exercises and specific examples from various health fields keep students engaged as they develop their skills and plot their course.

How To Get a Job in Health Care (Book Only) Robert H Zedlitz, 2012-06-28 Embarking on the health care career of your dreams has never been easier! HOW TO GET A JOB IN HEALTH CARE, 2nd Edition is the ideal reference tool, whether you're a first-time job seeker or a veteran trying to advance in the health care industry. Instruction and preparation activities cover every step of the employment cycle, including job research, writing resumes, completing applications, and preparing for interviews. You will also learn how to start and keep a job in health care, leave a job with grace, and secure references. A great resource for entering any health care profession, this handy guide provides sample documents, templates, worksheets, and activities to help students prepare for their careers. Accompanying software includes a Resume Generator as well as sample and supporting documents related to cover letters, various formats and types of resumes, job offer evaluations, job exit conversations, and much more. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The Damn Good Resume Guide Yana Parker, 2002 Yana Parker has helped hundreds of thousands of job seekers write and refine their resumes to damn near perfection. Her resume guides have been praised for their user-friendly style and savvy advice and, rightly so, have become staples in libraries, career centers, and employment offices nationwide. Now, in this fully revised and updated edition of the best-seller, you can quickly garner resume-writing wisdom by following 10 easy steps to a damn good resume. Also included are completely new sections on formatting resumes and submitting resumes over the Internet. Here is a resume guide you can count on to help you get that resume done fast and get it done right.

Ace the Medical Job Interview and Prevent a Code Blue Kristy Taylor, 2019-06-30 If you are seeking a job in the healthcare industry and need targeted interview preparation, this book is for you. It is jammed packed with articles, tips, and exercises to help better prepare you for healthcare job interviews. Whether you are an experienced professional or new to the field, this concise guide will give you the confidence that you need to ace the medical job interview and prevent a code blue by already knowing what to do! The author provides insider, healthcare career and interview preparation advice on:
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Dr. Kristy Taylor is a Certified Career and Wellness Coach, who provides medical resume writing, career coaching, and burnout prevention training for healthcare professionals. She is the founder of Heka Healthcare Consulting, LLC and has worked with clients in the U.S. and globally, providing resume writing, interview preparation, & career coaching services. Her clients range from recent graduates, military veterans in transition, to experienced healthcare professionals who are applying for a range of entry-level and leadership positions. As a military veteran, health educator, and industry professional, Dr. Taylor teaches clients to pursue their passion, while maintaining proper work-life balance to prevent burnout.

The Complete Business Guide for a Successful Medical Practice Neil Baum, Roger G. Bonds, Thomas Crawford, Karl J. Kreder, Koushik Shaw, Thomas Stringer, Raju Thomas, 2015-01-02 This text provides physicians with the basic business skills in order for them to become involved in the financial aspect of their practices. The text will help the physician decide what kind of practice they would like to join (i.e. private practice, small group practice, solo practice, hospital employment, large group practice, academic medicine, or institutional/government practice) as well as understand the basics of contracting, restrictive covenants and how to navigate the road to partnership. Additional topics covered include, monthly balance sheets, productivity, overhead costs and profits, trend analysis and benchmarking. Finally, the book provides advice on advisors that doctors will need to help with the business of their professional and personal lives. These include accountants, bankers, lawyers, insurance agents and other financial advisors. *The Complete Business Guide for a Successful Medical Practice* provides a roadmap for physicians to be not only good clinical doctors but also good businessmen and businesswomen. It will help doctors make a difference in the lives of their patients as well as sound financial decisions for their practice.

The New Rules of Work Alexandra Cavoulacos, Kathryn Minshew, 2017 In this definitive guide to the ever-changing modern workplace, Kathryn Minshew and Alexandra Cavoulacos, the co-founders of popular career website TheMuse.com, show how to play the game by the New Rules. The Muse is known for sharp, relevant, and get-to-the-point advice on how to figure out exactly what your values and your skills are and how they best play out in the marketplace. Now Kathryn and Alex have gathered all of that advice and more in *The New Rules of Work*. Through quick exercises and structured tips, the authors will guide you as you sort through your countless options; communicate who you are and why you are valuable; and stand out from the crowd. *The New Rules of Work* shows how to choose a perfect career path, land the best job, and wake up feeling excited to go to work every day-- whether you are starting out in your career, looking to move ahead, navigating a mid-career shift, or anywhere in between--

Take Charge of Your Health Care Career Hal Patterson, 1998 You'll find the tips and tools to manage your career and take charge of every step in your job search, from self-marketing and selling tools to the interview and salary/benefits negotiations.

Nursing Resume: A Job Guide for Nurses S.L. Page ,2013-11-29 *Nursing Resume: A Job Guide for nurses* is a

complete book package to help nurses find a job. This book is short and to the point, and the entire package includes 10 premium resume templates (see inside book for a preview), 10 premium cover letter templates (they match the resume templates), a few basic traditional resume templates, and a sample resignation (or two weeks' notice) template. All templates are in .docx format and are best edited in the Microsoft Word software. If you do not have Microsoft Word, you can usually download a free trial. Google Docs may also work; however, formatting errors may occur if you use other programs other than Microsoft Word. These templates must be downloaded online using information at the end of this book.

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Job Readiness for Health Professionals - E-Book Elsevier Inc,2023-11-15 Master the soft skills you need to succeed as a healthcare professional! A guide to personal behaviors, *Job Readiness for Health Professionals*, 4th Edition covers 48 different soft skills, including effective communication, collaborating with colleagues, time management, and searching for and applying for jobs. Engaging, hands-on exercises help you apply these skills in a variety of circumstances and practice

settings. Easy to read and easy to follow, this book describes the proven strategies and practices that will help you find your first healthcare job and advance in your career. Guidelines to building a professional portfolio include checklists, a certificate, mock interviews, and ways to keep resumes up to date, all helping you create an effective tool demonstrating job readiness and advancement. Critical-thinking and problem-solving skills prepare you to analyze and handle situations, to better manage conflict and to quickly and effectively adapt to changes. Case studies show how specific soft skills are related to the challenges and issues of the healthcare profession. Work-text format includes journaling and self-reflection activities, providing opportunities to practice and apply skills. Learning objectives for each chapter provide measurable outcomes for you to achieve. Logical organization of topics begins with self-management and interpersonal skills, and moves on to communication skills, career building skills, and finally planning and advancing a career. Storytelling approach uses vignettes and realistic scenarios to make the content more personal and relatable. NEW! Preparing for the Externship chapter is added to this edition. NEW job readiness content includes up-to-date information on the use of social media, as well as certifications and registrations for healthcare professionals, mentoring, work-life balance, and continuing education. NEW! Updated content on diversity, equality, and inclusion is also added to this edition. NEW What If? scenarios and case studies are added.

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