

Health Services Administration Sample Resume Format

0.75"-1" even margin on all sides
(you can also use a temporary and permanent address)

Name

Address

Telephone

E-mail (make sure it is conservative)

(for name and all major categories use 14-font, bolded; for everything else use 12-font regular)

***Double Space between each major category**

Objective (optional)- States the position you are looking for. It must be job specific.

OR

Profile (optional)- Powerful statement that sums up your character, education and related experiences. It must be concise and specific to your chosen field.

*Also, you may choose to leave off the objective or profile, and target each cover letter to the position opening. You can also include an objective and a profile that relates to the position you are applying for.

Education

List Degree Program, College, Location, Graduation month and year, GPA (optional if it is 3.0 or higher). If you have additional degrees, double-space and list with the same format.

Thesis or Research Project (12-font, bolded) can go under degree or keep as a separate heading. List title of thesis or research project. Single space and 12-font.

Honors/Scholarships (optional)

List the honor and year you received it. Lead with the most recent first.

Languages (optional)

You may include first, before your clinical rotations, if applicable to your job target.
e.g. Fluent in Spanish.

Practicum Experience

- Sub-categorize all of your practicums before you begin this section
- Combine practicums if you have completed more than one in the same area.

Lead with job target related experience first

*Descriptions are indented and focus on the populations you evaluated and treated. Focus on your highest level of experience first, in priority order. Use different action verbs for each in priority.

Healthcare Management (12-font, bolded)

Title, Name of Employer, Location, Dates

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Human Resource Management (12-font, bolded)

Title, Name of Employer, Location, Dates

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Name (14-font, bolded)

Pg. #

Healthcare Administration (12-font, bolded)

Title, Name of Employer, Location, Dates

-
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Additional Work Experience

Include part-time and full-time positions not directly related to your major.

(Your previous work experience should only include jobs during university/college years)

See **Related Experience** or **Community Involvement** sections and include here if applicable to your job target.

- You may list one or more experiences without descriptions by using a one liner
- Focus on what you have learned or developed
- Do not repeat skills
- Stress your soft skills e.g. interpersonal relationships, communication, leadership, and team player opportunities.
- Make each word in your description count, be specific, show rather than tell.

➤ **Please note that the suggested length is no longer than 2 pages for a resume. There are a few exceptions to this rule. This sample resume has more information than 2 pages in order to give a better overview of possible categories and descriptions.**

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OPTIONAL CATEGORIES

***Select the ORDER you believe is most important**

***Double space between major categories**

*** All major categories: 14-font, bolded**

Professional Experience or Additional Work Experience

Related Experience (paid or unpaid and relevant to your major)

Leadership Experience (paid or unpaid) ex: Tutor, Counselor, Music Teacher, etc.

Certifications (include all relevant certifications; they must be current and up-to-date)

Name (eg. CPR, First Aid, OSHA), Year(s) (eg. 1999-present)

Campus Involvement

List the name of the club or activity and the year(s) you were participating.

Community Involvement

Volunteer, Place, Location, Dates or Hours

*(Unpaid experience is as valuable as paid, and this section can be used as work or related experience if it shows you have “hands-on” experience)

International Experience (if related to your major)

Languages (only list if fluent)

List the name of the language(s) e.g.: Fluent in French, Spanish, Italian, etc.

Professional Development

e.g. workshops, seminars, in-service presentations (related and unrelated to your major)

Professional Affiliations

List membership and include year(s)

Computer Skills

List programs, e.g.: Microsoft Excel, Microsoft PowerPoint, Internet Access, etc.

Special Interests

Related to your career field.