

1. Adapting your resume and Cover letter to the position being applied to

It is strongly suggested that job seekers always have a current resume ready to go. This being said each resume and cover letter should be modified for the specific job/employer being applied to. Review the job description with an aim to having the cover letter and resume clearly show that you have as many of the qualifications and skills the employer is looking for.

Consider:

- The experience, skills and accomplishments that you can bring to the position
- How your experience, skills and accomplishments relate to the requirements of the work
- Listing the job requirements and then cross checking the relevant skills that you have can be an effective strategy

2. Resume Structures

Although, there are a number of resume formats that can be followed **the following two are the most common:**

Chronologic resume

In this format, Employment history (with accomplishments) and educational preparation are listed in reverse chronological order. It is relatively easy to write this type of resume. Managers hiring into healthcare are most familiar with this type of resume and this format is recommended when applying to VIHA.

Functional resume

In this format, skills and accomplishments are separated from the work history and education lists and organized into functional groups (e.g. operations, marketing, research, leadership, budget management, etc.). This style helps emphasize the skills and accomplishments most relevant to your career goal pulled from multiple employment experiences.

3. Resume Writing and Format

Generally, preferred length for the resume is two pages. Overall appearance of the resume including general layout, white space, sections, the fonts, bolds and underlines etc, should be attractive and consistent. Using unique action verbs such as: accomplished, resolved, improved, strategized, managed, lead, to draft your achievements and experiences will help your resume stand out.

4. References

It is very useful to have three to four references handy in case required to mention on the resume or during the interview. It is recommended that reference be attached to the resume submission but it is acceptable to have the statement "References available on request". Remember to ensure that you have permission to use each referee.

5. Get feedback

It is suggested you have two or three people review your resume and provide feedback. If they know you well and are knowledgeable about the field of work you're targeting and your strengths for a specific job, their feedback is likely to be more helpful.

6. Final draft

Make any changes based on your own proofreading and feedback from others.