

**Personal, Professional, Financial and
Career Growth and Development**

THE RESUME AND CV

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The Resumé and CV

Confusion exists as to the difference between a resumé and a curriculum vitae (CV). The reasons are as follows.

1. It may seem hard to believe but part of the reason for the more common reference to a CV is simply because “re-soom-eh” is a three syllable word, whereas “CV” is a shorter two syllable utterance. The result is that people write and say “CV,” instead of re-soom-eh. Honestly, it’s just that simple!
2. As you look at the sample CV found on the website accompanying the materials provided in this hard-copy document, you will see a template for one. A careful review of this paper shows that most of the entries for a CV require training, education and skills developed **after** students have obtained their DVM (or VMD) degree. Thus, its use for new grads just doesn’t fit well.
3. CVs tend to flow on and on until all of the a) academic and non-academic work experiences, b) research performed, c) supervision of graduate students, d) publications, e) committee assignments, f) specialty organizations to which they belong and g) teaching or public speaking experiences have been entered. In most cases, graduating veterinary students have nothing to place in most of these sections set aside for the CV. Even if those who are about to graduate did have material to insert here, at the entry stage into the veterinary profession, it produces a very boring, lengthy document to read.
4. Employers or directors of internship programs do not want to read through multiple pages of repetitious material contained in a CV. CVs contain an itemization of every school attended and/or job the writer held. Instead of this type of long-winded document, readers of it want to quickly peruse something no more than two pages long.
Thus, a resumé for a job as a veterinarian is an abridged two-page version of a CV. By the time anyone applies for an academic position several years post graduation, it is likely to be a more valuable presentation containing ten to fifteen pages of higher level accomplishments. Documents of that length are way beyond the scope of the job application materials that veterinary practice owners or directors of internship programs want to stumble through.
5. The longer the document, the bigger the chance for spelling, grammar and formatting errors, each of which is a “killer” for job applicants. CVs create fertile breeding grounds for these types of problems, because of their short length. Resumés do not.
6. Lastly, the academic terminology for this document among graduate students and professionals, particularly people with degrees as doctors, has long controlled the semantics reflecting this document.

Document Styles:

The production of a resumé also allows for the focus on particular skills. Some resumé s are leadership or managerial driven for use in situations where applicants will be supervising co-workers. The type of documents that older, more mature workers are more likely to draft tend to be life skill, customer service and/or maturity focused. Although this background is important, it is not as critical as the medical skills that employers of veterinarians are seeking.

Other resumés are activities and/or network-based. This focus is more important for jobs in sales environments. The style that work best for entry level veterinary graduates applying for private practice positions are heavily weighted toward medical skills, complemented with valuable experiences in the customer service and/or sales world. Exposure or immersion in jobs where these skills are essential, such as waitressing, bartending, blackjack dealing and multi-tasking as busy receptionists help convince veterinary employers that applicants have what it takes to succeed as doctor who are hired to “sell their diagnoses and treatments” to the animal owning public.

Moreover, practice owners like to evaluate how quickly the new or recent grads they hire can “hit the ground running.” They would like to be assured that the people they hire have the multi-tasking, stress tolerant, common sense skills needed to produce enough revenue to pay the high salaries today’s grads need to pay off their educational debts. This is why high grades tend to be less valuable than evidence of strong customer service attitudes, skills and/or experiences. Descriptions of these qualities fit best in a resumé style document, not in a CV. Lastly, practice owners like to some evidence of community activism and leadership, both of which can lead to expansion of practice’s clientele.

Document Length & Types of Resumés:

With respect to externships, a one-page resumé generally works fine. This document, accompanied by a good cover letter, provides enough background to see if the applicant will fit well into a two to four week volunteer type of position. Shorter works better than longer when students are seeking externships instead of gainful employment.

Properly written cover letters accompanying externship resumé s should include what applicants would like to see as the focus of the experience that is being sought. Is this work and educational experience intended simply to obtain an overview of a particular specialty in veterinary medicine or is it to seek exposure to and improvement in specific types of skills? If it is to be a skill development experience, it is wise to identify which skills take precedence. These could include such skills as client interviews (formerly called “taking histories”) physical exams, anesthetic induction, maintenance and monitoring, catheter placement or dental procedures. When practice management issues are part of the experience sought in an externship, it is wise to ask if one or two days could be spent focusing just on this one item.

When applying for a job as a doctor, it takes two pages to explain the combination of medical skills developed while working as a technician in the industry, supplemented with the customer service skills garnered from “other work experiences.” In most instances, the biggest difficulty is limiting one’s resumé to two pages, not expanding it to that length.

Graduates with Bachelor’s degrees have only a few summers to work post high school; graduates from veterinary school often have had seven or eight years to gain a multitude of work experience. It is for this reason that people in the veterinary profession expect to see two-page resumés, even though undergraduates almost always have been told that a two-page document is too long.

Preparation:

A resumé and accompanying cover letter combine to form one of the most commonly used tools in the job search process. *They are* THE prospective employer’s *first (and, in some cases, the last)* impression of the job applicant. Since the aim of a resumé and cover letter is to convince the prospective employer to grant the applicant an interview, an attractive, concise and easy-to-read information package is a **MUST!** In addition, the self-evaluation process required to write a resumé will better prepare an applicant to interview effectively.

The Resumé:

The resumé is a synopsis of the applicant’s educational background, work experiences and accomplishments. It is devoted to highlighting those qualities that might be valuable to prospective employers. It should reflect career interest and expertise in a clear, clean and logically organized format. A resumé communicates the maximum amount of relevant information about an applicant in a minimum number of words. It should be a one page – two at most – collection of short, concise, factual statements. The narrative style (“I..”) is **NEVER** used, nor are abbreviations (exceptions to this rule include graduate level degrees such as Ph.D. or M.S. and medical terms such as IV, SQ, IM, CBC, ELISA, U/A, and Sp. Gr.,).

Resumés normally cover five basic areas:

Personal Identification:

Including name, address with zip code, telephone number with area code and email address is always the first item on any resumé. A permanent address with telephone number should also be listed if the current contact information is temporary. If the resumé is more than one page, and space is not an issue, the applicant’s name can appear at the top of the following page to avoid misplacement.

A Career Objective:

Should follow the identification section. A specific objective should be contained in one or two concise phrases – again, the narrative (“I..”) is **NOT** used. (For additional information on this most important area, refer to the “Career Objective” section in the following materials.)

Education:

Should be listed in reverse chronological order. The type and level of degree(s) – Bachelor of Science, M.A., PhD; name and location of granting institution (attendance at college(s) or university (ies) if no degree is earned is not usually listed unless associated with a unique or relevant learning experience); and academic major should be provided. Academic honors, honorary societies and graduation with distinction should be noted and, in most cases, used instead of a GPA. A grade point average of 3.0/4.0 or higher for a Bachelor's degree (in major area and/or overall) can be included but appears to have limited value in applications for jobs in private practices. In fact, practice owners often refrain from hiring high grade point graduates for fear they will lack the communication skills essential to the practice of veterinary medicine.

Relevant Course Work:

Is an optional subdivision of Education. An applicant may wish to elaborate upon a given academic major (such as listing specific veterinary externships or languages studied), or to identify an area of emphasis (such as summer clinic experience in specific disciplines like medicine, surgery or anesthesiology). In schools with extensive career development, business management, and law and ethics courses, reference to the volume of this information plays well with employers who are unaware that any schools offer extensive course materials on these subjects.

Research and/or Publications:

May be listed and/or summarized for applicants with a DVM, Master's, and/or Ph.D. degree but limited to practical applications - unless graduates are applying for positions in research.

Veterinary and Other Animal Work Experiences:

Should be listed in reverse chronological order. The position title, name and address of firm (completely spelled out), dates of employment and areas of responsibility/duties performed must be succinctly presented. Prospective employers will read this section closely with one thought in mind – how does this person relate to my firm's employment needs? Therefore, an applicant should try to record past work experiences in terms of adaptable skills (duties are not necessarily transferable from one employer to another). A recommended form to follow is to begin each descriptive phrase with an “**action verb**”. Examples of verbs describing skill areas include:

Administered, established, initiated, created, supervised, directed, analyzed, developed, improved, designed, researched, trained, sold, wrote, organized, coordinated, implemented, managed, produced, achieved, enlarged, reduced costs, negotiated, raised profits, accomplished.

For a more complete listing of action verbs, see the materials further on in this hand out.

Related or Other Work Experience:

Is an optional/additional category to identify pertinent, unpaid experience gained. Included in this category would be volunteer activities, internships, and practicum and/or research work. These unpaid experiences should be described in the same manner as paid experience. If students have run their own business or managed a business for someone else, they should include a thorough but succinct description of the size and stature of the business.

Customer service experience in the food service, retail, front office clerical, and/or construction industry in excess of a few months should be included. If the job entailed working for tips or on commission, that also should be included.

Personal Interests and Activities:

Reflect not only how the applicant spends spare or leisure time, but provide insight into involvement and participation with individuals and groups. Hobbies, activities and membership in organizations should be mentioned; leadership roles assumed or offices held should be mentioned. Serves as good “ice breaker” material for interviews.

References:

List 2-3 people who have agreed to provide written and/or oral references. Be sure to provide phone numbers, and, if left-over space is available, addresses. Include at least one veterinarian. A non-veterinary reference who can attest to your work ethic, enthusiasm, integrity, emotional stability and resilience, punctuality, attention to detail, ability as a team player, leadership, personal initiative is more valuable than two veterinary references who cannot.

Additional Areas:***Personal Data:***

Should be listed ONLY if it has a direct bearing on the specific position/area of employment being sought (such as physical attributes for people in performing arts). In accordance with the provisions of Title VI, Title VII and Title IX of the Federal Civil Rights Act, prospective employers **are prohibited from requesting personal information** (even inquiries as to marital status), unless it is a legitimate qualifier on work duties to be performed. While an applicant may choose to include personal data on the resumé, it should be done with the knowledge that in today's Equal Employment Opportunity hiring environment, such personal information may actually decrease your interview/employment chances.

Photographs:

Should be included ONLY if physical appearance has a direct bearing on the prospective position. For example, performers in theater or on-camera talent use a photographic "Composite" in place of -- or in addition to -- a resumé. Equal Employment Opportunity legislation is most stringently adhered to in this area. An applicant may choose to include a photograph with the resumé but should be aware that it may not only lessen the chance for an interview, it may actually serve to disqualify the applicant for consideration.

High School Activities:

Are usually out-of-date for most college graduates and should not be included unless they were outstanding and relevant or if you are applying for jobs in your home town where your high school activities or family contacts could bring many clients or marketing opportunities to the practice. The exception here are 4-H and FFA activities for graduates headed to large animal practices and, perhaps, equine show and stable management positions for those headed into the equine sector.

Military Experience:

Should be presented like other work experience with highest rank attained, responsibilities described and any continuing obligations mentioned. Understand that military experiences generally have more life skill development training than any other work experience. This usually includes time management, delegation, leadership and motivational training courses.

Handicapping Conditions:

And the employment rights of handicapped individuals are covered under Section 504 of The Rehabilitation Act of 1973 as amended. Persons having a handicapping condition should consult their placement counselor(s) as to the handling of this information to prospective employers.

College Expenses Earned:

Is an important piece of information for those who worked extensive hours while in veterinary school and may explain the paucity of outside activities and lower grade point average that resulted from working long hours.

Professional Association Affiliations:

Should include those in which an office was held; then, other associations in which the applicant actively participated while in college.

Other Concerns: Finishing Touches DO Make a Difference

The ***MOST IMPORTANT*** aspect of your finished resumé is that it be grammatically perfect and possess no spelling errors! It should also be consistent (make sure all verbs are in the same tense). The nearly final resumé should be carefully proof read by more than one person, if possible, before being sent out.

Typing vs. Typesetting:

This is a matter of personal preference and monetary considerations. The major concern should be the end result – a clean, legible master which will give clean reproductions. In this day and age, high quality printers and paper enable most people to print their own resúmes. If you wish to use a “folder style” resumé like the ones that were passed around in class, set up the pages and take it to Kinko’s on diskette for printing on 11 by 17 inch paper, which can then be folded.

Graphic Considerations of the Document

The final product should be viewed through the prospective employer’s eyes. Utilizing “white space” is important in developing a resumé with visual appeal. Keep the format simple and use margins (indentations), underlining, free-standing headings and capital letters to emphasize sections and guide the reader. For a two-page resumé, equally divide the information on both pages, if possible. Bold color for one’s name often adds uniqueness to a resumé as do borders. Examples of these appear later in these notes.

Reproducing and/or Emailing the Final Document:

Printing on quality paper with a professional printer is the final step in preparing a resumé. Any method of reproduction may be used; however, avoid using a method that gives your resumé a “mass produced” appearance such as a poor photocopy. With today’s great printers, most new grads and associates simply purchase high quality bond paper and print their resúmes at home or at an office.

If you are emailing a copy of your resumé, it is wise to save it in an Adobe pdf format so that it is formatted exactly as you wish for it to appear when recipients receive it. Leaving it in MS Word for receipt by employers who have different computer operating systems or versions of Word than yours will all too often result in serious formatting issues. It is always wise to click the “return receipt requested” button when sending these documents. This is often the only way to assure receipt.

Sending a copy on high quality paper by U.S. Mail exactly as you want it to appear also is helpful. That way, if recipients cannot find their copies on their computers, they will have fresh, clean copies to remind them who you are a few days after you send the electronic version.

As for paper, select a good quality rag bond or 25% to 50% cotton content paper stock 8 ½” by 11” in a “business” color (white, ivory, tan or grey) with matching blank sheets and envelopes for your accompanying cover letter. Some printers also offer the option of using colored inks – navy blue and brown being the most acceptable alternatives to black. Kinko’s sells paper and envelopes for resúmes in small quantities at affordable prices.

The Successful Resumé:

Well crafted resúmes read in advance by interviewers will help to limit the number of embarrassing questions that recruiters might. These include gaps in time, lack of campus activities (unless complemented by part-time work), a much too general and meaningless career objective or a paucity of information about job experiences. A successful resumé provides a prospective employer with an informative and attractive package of the product you are trying to market –and that is you!

Basic Outline for Resumé
Notes for Use with Dr. Wilson's PowerPoint Program

Name in Bold

(Use a 24 or higher point font – this is 26 point Times Roman. The first line on this page reflects a Tahoma font.)

Temporary Address with Phone & E-mail

Permanent Address with Phone & E-mail

CAREER OBJECTIVE: Short term +/- long term

Example 1: To obtain an academic internship position that provides the experience needed in critical thinking, and clinical problem solving, diagnostics, and therapeutics to secure a residency and board certification in small animal internal medicine. (10 point Times Roman example)

Example 2: To learn the practice of quality medicine & client service with an emphasis on constant professional improvement, teamwork, and collaboration within the veterinary community. (10 point Arial example)

EDUCATION: Most recent first with dates right justified

2006-2010

DVM/VMD degree can be listed as “**candidate**” or “**expected**” along with the date

2010

If you have completed any type of in-depth business management, leadership, or career development course material, this is a good location to insert references to that effort. Include number of hours, focus of course, and any special certificate or recognition you received, such as the VBMA Business Certificate. (11 point Times Roman example)

This could also be a location to list some of the valuable life skills books you have read. The full list of these can be found near the end of these notes around page 62. (11 point Arial example – This is actually larger than 12 point Times Roman. Not my favorite!)

To conserve space, one can place educational institutions side-by-side under this heading, perhaps, in smaller font, instead of vertically. For most new grads, education can be placed second, right after one's career objective. For people pursuing a veterinary education as a second or third career, it often works best placed after a section entitled “Characteristics and Skills.” (See some of the sample resumé that follow for examples of this method.) (12 point Times Roman example)

VETERINARY WORK EXPERIENCE (Garamond 11-point font): Most recent first chronology – all caps

Four Corners Veterinary Hospital, Concord CA

2005 to 2007

2005 to 2007 Four Corners Veterinary Hospital, Concord CA

1. Use solid UPPER CASE LETTERS, a **larger bold font OR BOTH** to focus attention on your headings.
2. As shown above, place dates in a location that makes them easy to follow chronologically. This means left or right justified, **NOT buried in the middle of a line** identifying the employer. To do this, make sure there is an empty line above and below the point at which you would like to right justify your date. Now go the View menu in MS Word and make sure you are in Print Layout. Next, place your cursor on the line of text where you want the dates to appear at the right hand edge of the line. From that point, move the “I-beam cursor” to the right. You will see the left justification icon appear next to the “I-beam” followed by the right justification icon as you near the end of the line. Once you see the right justification icon, quickly, double left click your mouse and the cursor will move to the right margin. Now, whatever you type is entered from right to left. Easy as pie, right?!!!

(All text in the previous section is 9 point Times Roman. As you can see, this is too small for recommended use.)

3. Identify and *italicize* the title of the position you held.
4. Underline or **bold** the name of the employer or charitable organization with which you volunteered and, if it's not used in your references, perhaps the name of a contact person as well as city, state ± phone number. Addresses & ZIP codes generally are unnecessary since employers seeking references will almost always call or email them, not send requests via surface mail.
5. Again, pursue this with most recent veterinary work experiences first. Reverse chronology is the only way to enter your data!
6. **Use action verbs.** Mixing a few passive “ing” verbs with “ed-ending” action verbs may make text more interesting but the action verbs conserve space and make things flow more naturally. Use ~ 90% action verbs in your job descriptions. (See the list of action verbs following this section.)
7. Limit entries to 4 or 5 jobs, maybe 6 or 7 if you condense them, as illustrated below. Older jobs are okay if they illustrate maturity, job stability, a high level of responsibility or are directly related to your objective. If you worked all through high school and/or pre-vet, some employers like to see that you have done that as an illustration of your effort to minimize educational debt.
8. **Condense multiple work experiences** with similar job tasks by listing all of the employers as a group with dates worked there, followed by a condensed description of tasks performed and skills developed while working for these employers. Two examples of this technique are included in these notes: one with totally different types of “other” work experiences below and another using only **veterinary work experiences** in one large and several small animal practices as illustrated in Annette LePere’s sample resumé that follows this section of your hand outs.

For an example of this technique that uses “other work experiences,” see the two ways of entering the same information below. Note that the traditional method with some double spaced entries occupies nineteen lines while the condensed single-spaced version uses only ten.

Example of Traditional, Lengthy Way of Listing “Other” Work Experiences

- Office Team, Westwood, CA** January-May 2006
- *Office Temp* at a multitude of businesses in the Los Angeles area on short term assignments
 - Answered phones, scheduled appointments, prepared documents, filed, and fulfilled client needs.
 - Developed adaptability and quick thinking, organizational and people handling skills.
- SmartPak Equine, Plymouth, MA** June 2004-July 2005
- *Marketing Assistant* for innovative company that sold custom horse supplements, pharmaceuticals, and supplies.
 - Witnessed and assisted with the development and growth of a start up company.
 - Developed customer service, conflict resolution, and business and marketing skills.
- Carberry’s Bakery, Boston, MA** Sept 2003-May 2004
- *Part time counter help* in busy bakery, sandwich, and coffee shop.
 - Learned the value of and developed top notch customer service skills in a competitive market.
- Massachusetts General Hospital, Boston, MA** Sept 2002- Sept 2003
- *Research Assistant* for molecular neurosurgery lab conducting research with mice colonies.
 - Discovered that working in a laboratory environment with minimal human interaction under the supervision of several researchers was not the optimal direction for my long-term career.

Example of “Condensed Format” For Describing “Other” Work Experiences

Office Team, *Office Temp*, Westwood, CA

January-May 2006

SmartPak Equine, *Marketing Assistant*, Plymouth, MA

June 2004-July 2005

Carberry's Bakery, *Part time counter help*, Boston, MA

Sept 2003-May 2004

Massachusetts General Hospital, *Research Assistant*, Boston, MA

Sept 2002- June 2003

- Answered phones, scheduled appointments, prepared documents, filed, and fulfilled client needs.
 - Developed adaptability, quick thinking, organizational and people handling skills.
 - Witnessed and assisted with the development and growth of a start up company.
 - Developed customer service, conflict resolution and business and marketing skills.
 - Discovered that working in a laboratory environment with minimal human interaction under the supervision of multiple researchers was not the optimal direction for my long-term career.
9. **Condense multiple years** and/or tasks working for one employer under one entry, “right justifying” the various years to show the time sequence. This saves an immense amount of space because you don’t have to repeat the name of the employer multiple times.

Summers 03, 05, 06

Be sure to observe how other sample resumés that appear later in these notes have done this.

10. If you are weak on veterinary work experiences, you may wish to include volunteer experiences with work, even if they were unpaid. If you do, state the number of hours you volunteered. It is usually not worth entering information about volunteer experiences unless you have more than 20-50 hours as a volunteer at any one position. If you have > 400 at any one place, be sure to state an approximation of the total number of hours.
11. If you are going into private practice, avoid research or laboratory abbreviations **except** for the most obvious clinical ones such as IV, IM, SQ, CBC, U/A, FeLV, PO, and ELISA. If you are pursuing work in research, using abbreviations relevant to the reader of your resumé is fine – and advisable.
12. This document is **not the place for the word “I.” DO NOT** use the “I” word in a resumé!
13. To save space, it is acceptable to describe the position as full time or part-time using the abbreviations F/T or P/T inserted ahead of the times you performed the work as shown here. If you don’t differentiate F/T from P/T, it often looks as though you were working 16 to 24 hours per day.

F/T Summers 06 & 07

P/T breaks 05 to present

- A. **Duties** – these are things you did for the employer; tasks for which you were paid. NOTE: use proper professional terminology, not slang!
- Placed IV and urinary catheters (not “started”)
 - Exposed and processed radiographs (not “took x-rays”)
 - Scheduled appointments (not “made”)
 - Completed and balanced day sheets
- B. **Responsibilities** – tasks that are a step above duties, involving independent decision-making and judgment.
- “Developed a new controlled drug record keeping system”
 - “Implemented a new drug ordering and inventory system”
 - “Trained new employees”
- C. **Marketable Skills Developed** – especially communication, technical, and business skills.
- These are skills and abilities that will help produce income, reduce expenses for the practice and/or improve its efficiency, making it more profitable.
 - “Developed communication skills and the ability to remain cool under pressure.”
 - If you have served as the anesthetist and/or surgeon during externships at spay/neuter clinics or Remote Area Veterinary Services (RAVS) expeditions (www.ruralareavet.org), specify the number of patients upon which you worked.

For example, “Learned various anesthetic protocols and soft tissue surgical skills while serving as anesthetist and/or surgeon for 8-dog spays, 6-cat spays, & over 10 canine and feline neuters” during this 2-week community service externship.”

- “Operated and maintained a variety of laboratory diagnostic equipment”

D. **Experiences Gained from Externships** – with these experiences you need to describe the exposure you had to important procedures or tasks, even if you did not have the opportunity or time to become proficient at them. Use the words “gained experience”...as your lead-in. The following is an example of how one can combine and condense different types of externships to maximize the use of space. For an example that combines multiple externships in one sector of the veterinary market, see Kimberly Bordelon’s resumé. It appears later in this section.

Example of Condensed Method For Describing Externship Experiences

USDA/APHIS, New Jersey Office

April 21-May 4, 2010

Food and Fiber Animal rotation, The Ohio State University, Columbus, OH

May 19-June 1, 2009

Rood and Riddle Equine Hospital, Lexington, KY

August 10-24, 2009

Priority Veterinary Management Consultants, James F. Wilson DVM, JD, Yardley, PA

August 25-Sept 5, 2009

- Gained experience in and evaluated a wide variety of business and career options in the above four locations.
- Learned about quarantines and regulations for a state-wide import/export scrapie eradication program
- Observed and participated in surgical, repro and endoscopic procedures and treatments in a specialty equine hospital as well as in a broad based large animal practice setting.
- Assisted with an operational audit of a PA small animal practice; prepared initial draft of a 12-page report; participated in phone employment contract and business consultations; drafted and reviewed teaching hand outs.

“OTHER” OR RELATED WORK EXPERIENCE: [Notice that we’re using all upper case letters for headings. This differentiation of text also is accomplished by using a one point larger font, e.g., “Other Work Experiences.” Whatever you do, the headings should clearly delineate this “headline” text]]

Include other employment that emphasized client service, managing people, multi-tasking, or the development of special medical skills. Do not discount the value of including related work experiences that paid enough to help you generate income for vet school and, thus, minimize your educational debt.

- Service Industry: bartender, waitress, blackjack dealer, receptionist
- Construction: carpenter, electrician, handyman
- Computer: word processing skills, creating spreadsheets, data analysis, web design, computer programmer, desk top publisher

Often, it is wise to include work **experiences that did not fulfill your career desires** and, thus, helped you choose a career in veterinary medicine. Comments such as, “Experience behind a desk & phone in the financial analysis & planning industry led to a decision to seek a more personally fulfilling career helping pets & people.” Such text often adds much more value than a list of the tasks you performed at a given job.

RESEARCH EXPERIENCE:

If research is likely to be a significant part of the job for which you are applying, it most likely would be useful and appropriate to elaborate on the types of procedures you did, data you analyzed, and computer programs you have used. If, however, the job for which you are applying is in private practice, try to find something you learned or did that would be pertinent to the job for which you are applying.

- “Developed a working knowledge of the clotting cascade”
- “Became familiar with application of immunodiagnostics to veterinary medicine”

- If you worked in a lab where you operated a variety of instruments and equipment, perhaps you could say, “Developed expertise and comfort working with a large variety of laboratory instruments and equipment.” Alternatively, perhaps you “Learned the importance of critical thinking and precision while entering data to evaluate the research being conducted into various computer software programs.”

MEMBERSHIPS, LEADERSHIP POSITIONS, AND ACTIVITIES:

These can include Student AVMA (SAVMA), AAHA, AAEP, VBMA and/or special species clubs. In some cases, you may wish to include your sorority or fraternity – if what you learned social graces and etiquette, teamwork, self discipline, member selection and/or “tolerance toward others” as valuable life skills. Additional fodder for your resumé includes serving as a class president, activities working for one of the pet food or pharmaceutical companies or corporate consolidators such as VCA or Banfield as well as officers in community service, volunteer organizations. Be sure to read through the resumé examples that follow this outline for ideas that allow you to describe the skills you developed in each of these areas. By the way, claiming to have “learned to hold my beer or play poker” as the only activity mastered during your stint living in a fraternity or sorority probably won’t go over too well. ☺

4-H, FFA, and showing horses at equestrian events (even if long ago) can be important experiences if you are headed for a large, equine or mixed animal practice. This helps show your familiarity with the industry in which you will be working. It’s OK to be a member of multiple clubs - but not worth much - better to show you were an active member or leader.

If you are a second career person with limited entries in this category because of your advanced maturity or marital or family responsibilities, here’s one place the highlights of your undergraduate experiences could be entered, especially if they were a strong suit of yours during that phase of your educational growth. However, enter them only if you plan to become an active member or leader of the veterinary community or locale in which you are working.

ADDITIONAL SPOKEN LANGUAGES:

Spanish and Asian languages in particular have great value. Indicate whether you have knowledge of the language sufficient to engage in conversation or enough to understand medical terminology in this second language. Over fourteen percent of the population in the U.S.A. now speaks Spanish, thus, speaking this language at least conversationally is a valuable skill to tout. If you want to show the added effort you have completed to enhance this valuable skill, purchase a copy of *Spanish for Veterinarians* from Amazon.com. This allows you to learn all medical terminology in Spanish.

HONORS AND ACCOMPLISHMENTS:

Because of space limitations, these are ordinarily omitted in resúés. Ok to list significant ones:

- Phi Zeta, Alpha Zeta. Honorary fraternities other than those in agriculture and veterinary medicine are of limited value unless they are nationally and commonly known for academic excellence. Summa and magna cum laude and “cum laude” are additional well known examples of academic excellence.
- Scholarships – something here maybe worth including efforts to show the initiative you put forth to obtain them. However, most of the time this serves primarily as “filler” material.
- Veterinary school awards – unfortunately, most of these don’t come until the end of senior year. At that point they are too late to include in your resumé for that first job.

PUBLICATIONS: (Use standard *JAVMA* citation format found in these journals or simply look at *JAVMA* article endnotes.)

The inclusion of publications depends on the position for which you are applying:

- If you are going into practice – these should be clinical in nature. Some practitioners care about this achievement, most do not. It depends on the practicality of the subject matter. It also depends on whether their practices publish their own newsletters and/or develop lots of their own hand-outs or brochures, in which case they might like to hire an associate who likes to write them.
- If you are going into the academic or research world, ALL of your publications may be important.
- If in doubt, list one publication and insert a note that says, “*Additional Listings Available Upon Request.*”

PROFESSIONAL INTERESTS:

Pick your areas of primary interest. Many practice owners will seek out new grads whose interests complement, not compete, with theirs. If your school has a strong, hands-on surgery curriculum, as do ISU and some other schools that offer advanced surgery courses, be sure to note your interest in and depth of experience here. Other ideas for professional interests include: sports medicine, ophthalmology, dermatology, surgery, avian medicine, production-based medicine and equine lameness or reproduction.

PERSONAL INTERESTS:

These are known as “Ice Breakers” and are routinely used to start discussions by experienced interviewers. Please – do not enter more than four here; otherwise, employers will assume you don’t have time to work!

Smart resumé writers list 3 or maybe 4 personal interests (no longer called “*hobbies,*”) or recreational interests (other than smoking pot!). Watch out! If your list is greater than 5, a potential employer will be concerned that you have no time left over to work!

PERSONAL AND PROFESSIONAL INTERESTS:

Ordinarily it works best to enter each of these topics as a separate heading. However, if space is an issue, the two can be included together on one line.

REFERENCES:

In veterinary medicine job applicants are advised ***not to use*** “*Available Upon Request*” for references – unless they are working and concerned that prospective employers may call current employers for a reference. In this case, they may not want their employers to know they are searching for another job.

People you chose to list as references should be able to address your work ethic, ability to work harmoniously with other employees, initiative, integrity, stable personality and clinical skills and aptitude.

1. Talk to them and obtain their approval before listing. Avoid any who are “wishy-washy.”
2. Veterinarians are Drs., DVMs or VMDs, but **NEVER** “Dr. Robert Jones, DVM. That would make them a Dr./dr.
3. If space is a problem, try reducing the font to 8 point and placing your references three across at the bottom of the second page of your resumé. If worse comes to worse, it is OK to list references on page 3. (8 point Times Roman font is used here to provide an example for limited space references)
4. Provide phone numbers, addresses, and e-mail contacts
5. More than three are unnecessary
6. At least one veterinarian should be included and preferably two
7. Some teachers of this subject say it is okay to say, “*Available Upon Request*” here. However, that only works if you bring a separate reference list with you to the interview, leave copies in the hands of the interviewers, and invite them to contact the parties you listed. Though this works part of the time, good interviewers often wish to call references before they schedule an interview. Without any contacts on your resumé, they cannot readily do this.

This is especially true if they know one or more of your references as a classmate, friend, fellow intern, former instructor or VMA committee member. Remember, this is a SMALL PROFESSION where lots of us know each other.

RESUMÉ MAILING PROCEDURES

1. Recipient addresses should be made out to the veterinary practice or veterinarian for whom you have a name with a hand written note next to the address that says “Attention practice owner/manager.” You can also write resum  enclosed in the recipient address block.
2. To prevent folding, resum s and cover letters should be mailed in large, 10 by 12 inch business envelopes.
3. E-mailed resum s and cover letters should be sent as Adobe PDF files to prevent any formatting problems when being viewed on the recipient’s computer.
4. E-resum s that are posted on job sites such as onVIN, AAHA, AVMA should always be kept fresh. The ongoing review and update of your resum  will help keep you focused on what employers want to hear about. Updating your posted resum  every week also has the effect of making it a brand new document, thus moving back to or near the top of any list that has been searched by date!

IF YOU NEED HELP!!! WHO CAN YOU CONTACT FOR RESUM  AND COVER LETTER EDITING?

You are in luck. As someone who has little time left over in my life, I have recruited and worked with Dr. Kristina Yee. She’s a Ross University grad who lives in MI and loves to write. She has edited all 135 resum s for the classes of 2008 at Ohio State and Colorado State University veterinary schools and charges ~ \$65/hour. It generally takes her 30-90 minutes to provide the assistance you need, depending on the quality of the document you submit. Contact her at gr8dvm@aol.com or by phone at (248) 703-4139.

AVMA GOVERNMENT RELATIONS DIVISION (GRD) EXTERNSHIPS

The GRD offers 4-week long student externships with scholarship stipends to help cover expenses for SCAVMA members at the office in Washington, DC. In some situations they also may offer shorter terms, although summer sessions don’t tend to work well because Congress often is in recess.

This experience offers unique opportunities to learn about, and participate in the federal legislative and regulatory processes. Experiences talking with students who have completed one of these externships indicate that they are extraordinarily valuable for people who are unsure of their career direction other than that they do not plan to spend their lives in private practice. For more information call John Sullivan at (800) 321-1473 ext. 3208 or go to http://www.avma.org/advocacy/get_involved/externships.asp. You must be a SAVMA member and have completed two years of study at an AVMA accredited school to be eligible to apply. The networking opportunities that come with this experience are unequalled.

Action Verbs

Management Skills	Communication Skills	Research Skills	Technical Skills	Teaching Skills	Financial Skills	Creative Skills	Helping Skills	Clerical or Detail Skills
Administered	Addressed	Clarified	Administered	Adapted	Administered	Acted	Aided	Approved
Analyzed	Arbitrated	Collected	Assembled	Advised	Allocated	Conceptualized	Assessed	Arranged
Assigned	Arranged	Critiqued	Built	Clarified	Analyzed	Created	Assisted	Catalogued
Attained	Authored	Diagnosed	Calculated	Coached	Appraised	Designed	Clarified	Classified
Chaired	Corresponded	Evaluated	Completed	Communicated	Audited	Developed	Coached	Collected
Completed	Developed	Examined	Computed	Coordinated	Balanced	Directed	Counseled	Compiled
Contracted	Directed	Extracted	Designed	Developed	Budgeted	Established	Demonstrated	Dispatched
Consolidated	Drafted	Identified	Developed	Enabled	Calculated	Fashioned	Diagnosed	Executed
Coordinated	Edited	Inspected	Devised	Encouraged	Computed	Founded	Educated	Generated
Delegated	Enlisted	Interpreted	Dispensed	Evaluated	Developed	Illustrated	Expedited	Implemented
Developed	Formulated	Interviewed	Engineered	Explained	Forecast	Instituted	Facilitated	Inspected
Directed	Influenced	Investigated	Exposed	Facilitated	Managed	Integrated	Familiarized	Monitored
Evaluated	Interpreted	Organized	Fabricated	Guided	Marketed	Introduced	Guided	Operated
Executed	Lectured	Perfected	Maintained	Informed	Planned	Invented	Monitored	Organized
Improved	Mediated	Performed	Operated	Initiated	Projected	Originated	Oversaw	Prepared
Increased	Moderated	Reviewed	Overhauled	Instructed	Researched	Performed	Referred	Processed
Organized	Motivated	Submitted	Placed	Persuaded		Planned	Rehabilitated	Purchased
Oversaw	Negotiated	Summarized	Processed	Set goals for		Revitalized	Represented	Recorded
Planned	Persuaded	Surveyed	Programmed	Stimulated		Shaped	Supervised	Retrieved
Prioritized	Promoted	Systemized	Remodeled					Scheduled
Produced	Publicized		Repaired					Screened
Recommended	Reconciled		Trained					Specified
Reviewed	Recruited		Upgraded					Systematized
Scheduled	Spoke							Tabulated
Strengthened	Translated							Validated
Supervised	Wrote							

Various Resumé Styles

Chronological Resumé

- for:* → Persons with limited work experience who are staying in the same career
- purpose:* → Demonstrate growth in a single profession
- not for:* → Persons with many job changes or unemployment gaps
- chronology* → Career objective first, followed by education

Functional Resumé

- for:* → Mature professionals with expertise, experience, and supervisory experience
→ Entry-level people with little or no higher education or track record
→ People pursuing career changes
→ Applicants with erratic employment history
- purpose:* → Places focus on professional skills rather than where or how the knowledge and skills were acquired
→ De-emphasizes dates, job titles, employers
→ Overcomes some negatives like job hopping, periods of unemployment, etc.
- problem:* → Flags go up when there is no substantiation of employment anywhere in the rest of the resumé
- chronology* → Career objective followed by characteristics and skills, followed by work experience, followed by or omitting education altogether

Combination Resumé

- for:* → Career professionals with maturity and multiple areas of expertise or education
→ Entry-level people whose track records do not justify a chronological resumé
→ Applicants pursuing careers in new areas of interest
- purpose:* → Places focus on personal and life skills that have been developed over the years and employment experiences in which they have been applied or honed
→ Time saving for employers to read because information is summarized in one paragraph at the beginning of the resumé
→ Helpful in demonstrating your special skills
- chronology:* → Contact information at top of resumé
→ Career and job objective
→ Summary of career experiences
→ Description of functional job-related skills
→ Chronological history of work experiences which may be combined and/or summarized
→ Education last
→ ± References

10 Resumé Killers

By Kate Lorenz, CareerBuilders.com Editor

Writing a resumé isn't exactly a speedy process. First there's the brainstorming. Then, you have to write – and rewrite, and rewrite – your educational and work histories until your resumé perfectly boasts your background. Plus, there's all that proofreading.

Even though your resumé required hours to write, hiring managers will typically spend less than one minute reviewing it. If it has any glaring errors, however, employers will waste no time deleting it.

To ensure your resumé gets proper attention, avoid these 10 all-too-common blunders:

- 1. Not bothering with a cover letter** – Cover letters are so important to the application process that many hiring managers automatically reject resúmes that arrive without them. Make the most of your cover letter by expanding on a few of your qualifications, explaining any gaps in employment or providing other information that will entice the employer to read your resumé.
- 2. Assuming spell-check is good enough** – In a 2007 survey, 63 percent of hiring managers told CareerBuilder.com that spelling errors are the most frequent mistakes they see in resúmes. Spell-checkers can pick up many typos – but they won't catch everything (manger vs. manager, for example). Always proofread your document several times, and ask a friend to give it a final once-over
- 3. Presenting information too generically** – In the same CareerBuilder.com survey, 30 percent of hiring managers said resúmes not tailored to the position was the most frequent or annoying mistake. Always customize your resumé and cover letter for each job and employer to which you apply. This way, you can tailor your materials to show how you will be a perfect fit for the position. The use of descriptors such as “all aspects of veterinary medicine,” “various tasks,” and “many” offer nothing of value. Be specific as to what you learned or accomplished.
- 4. Focusing on duties, not accomplishments** – Instead of writing a list of job duties on your resumé demonstrate how each duty contributed to your company's bottom line. For example, anyone can plan the company fund-raiser, but if you note that your fund-raiser brought in, e.g., \$10,000 or 50 percent more money than the previous year's event, the hiring manager will be more impressed.
- 5. Having a selfish objective** – Employers are trying to determine whether you're a good fit for their organizations, so everything on your resumé should point to your experience. A summary of qualifications that conveniently displays your accomplishments and background is far more effective than a generic objective statement (“To gain experience in...”).
- 6. Giving your resumé format a little “flair”** – Unusual fonts or fluorescent pink paper will certainly make your resumé stand out – in a bad way. Keep your resumé looking professional by sticking with standard white or cream-colored paper, black type and a common font like Ariel or Times New Roman.
- 7. Guesstimating your dates and titles** – With the proliferation of background checks, any “upgrades” you give your titles or stretching of employment dates to cover gaps will likely get caught – and you will be eliminated from consideration.
- 8. Telling everyone why you left.** – Never put anything negative on your resumé. If you left the position due to a layoff or because you were fired, bring it up only if asked.
- 9. Including lots of personal information** – Veterinary practice owners generally like to know something about your outside interests because if your only focus is veterinary medicine, they know you will burn out in about 2-3 years. So...it's advisable to list 2-4 personal interests but that's all. More than that and there's no time left to work. The same goes for your height, weight, religious affiliation, sexual orientation or any other facts that could muddy the waters.
- 10. Going long** – Your high school job scooping ice cream or life guarding may not be relevant to your career unless it taught you customer service skills. Your resumé should be no more than two pages – so in most cases you should only include your most recent and relevant work history. Take it from hiring managers: 21 percent think a resumé more than two pages long is the most frequent and annoying resumé mistake.

32 & 24 point Times Roman Fonts

Mark W. Paradiso

**7032 Veronica Road
Upper Darby, PA 19082**

(610) 734-3534

paradiso@dolphin.upenn.edu

NOTE: This is an example of a 4-page folder-style, text-type resumé spread over three pages to preserve a significant amount of “white space.”

Mark W. Paradiso

OBJECTIVE

To learn the practice of quality medicine with an emphasis on constant professional improvement, teamwork, and collaboration with the veterinary community in preparation for board certification in ophthalmology. 10 point Times Roman

CHARACTERISTICS AND SKILLS (Example 1)

Maturity – Entering veterinary medicine as a second career after 15 years in the auto repair and computer/instrument field customer service businesses. Example of 10 point Arial font

Basic Skills – Developed strong customer relations, management, and sales skills. Managed and trained as many as 16 Field Service Representatives at a time. Example using 11 point Times Roman font

Financial Skills – Established budgets, supervised various committee expenditures, and participated in money management and investment decisions for a non-profit organization with a yearly operating budget of over \$150,000. 11 point Arial font

People Skills – Have developed interpersonal and public speaking skills via 2 years of participation in Toastmasters International. Read both *Emotional Intelligence* books by Daniel Goleman; have interacted with a multitude of personalities in the business & staff management world. During clinic rotations, have developed a comfortable bedside manner and what seems to be an effective art of persuasion.

QUALIFICATIONS AND SKILLS (Example 2)

NOTE: Alternative bullet, rather than text style, format for this **Example 2**

- Over 5 years of managerial experience in the service industry.
 - Extensive communications experience with senior personnel, colleagues, subordinates, trainees, customers, and the public at various levels.
 - Production of results in accordance with the goals of various businesses.
 - Focus on continual improvement in implementation processes and staff development, as demonstrated by recognition, awards, and/or further continuing education.
- Keen understanding of the logistics involved in the life of a veterinary professional culled from close relationship with own father (or mother) who is a 1978 DVM.
- Technically skilled with numerous point of sale and Microsoft Windows systems, as well as Power Point, Excel, Word, and Adobe Acrobat.

EDUCATION

University of Pennsylvania, School of Veterinary Medicine Veterinariae Medicinae Doctoris degree	Philadelphia, PA Expected May 2010
Career Track™ Management Seminar Courses Attended over 30 hours in courses encompassing management, effective delegation, and counseling which included a course developing the skills presented in Stephen Covey's <i>Seven Habits of Highly Effective People</i> .	New Brunswick, NJ 2006
Metropolitan Technical Institute Degree Electronics Technology	Fairfield, NJ 09/93 – 06/96

NOTE: this is going back pretty far in time but is included for this second career person because it shows his maturity (age and stability) without specifying any actual number.

Mark W. Paradiso

VETERINARY WORK EXPERIENCE

Students from schools with extraordinary surgical wet labs might wish to add the following. Ames, IA
Learned and applied skills from extensive junior year surgery courses and clinical rotations: Winter 2009

Canine and feline spays; equine, swine, and small ruminant castrations, vasectomy, epididymectomy; calf dehorning, various nerve blocks, gastrotomy, transtracheal aspirates, bone marrow biopsy, CSF tap, tracheotomy, exploratory ceiliotomy, equine tenotomy and desmotomy, H-plasty, abomasopexy, canine TECA and bulla osteotomy, small ruminant typhlotomy, equine exenteration, as well as various fracture repairs and bandaging.

Caribbean Primate Research Center

Externship

Assessed primates for morning health reports, created treatment plans and administered treatments, performed minor surgeries, performed wound management, collected blood samples, placed intravenous catheters, devised fluid therapy plans, and assisted incoming researchers with ophthalmology procedures and experimental surgeries. Gained experience in visual animal assessment, critical care management, and handling dangerous animals.

Sabana Seca, PR

05/08 – 08/08

Remote Area Medical Services

Rotated between surgical prep technician, surgical assistant, surgeon, and anesthetist for 26 spay & neuter cases on Ute Indian Reservations. Strengthened communication and public education skills.

Utah

08/08

OTHER WORK EXPERIENCE

Mettler-Toledo Balances & Instruments, Laboratory Products Division

Technical Instructor

Supervised, coordinated, and instructed balance theory, operations, maintenance, repair and territory management to groups of newly hired Field Service Representatives entering a 12-week in-house training program. Developed skills to educate a broad cross section of various ethnic and ages of applicants.

Hightstown, NJ

05/06 – 08/07

Technical Consultant

Maintained and calibrated equipment, provided software support and regulatory compliance, and performed indirect sales for high precision measurement instruments.

Hightstown, NJ

04/96 – 08/05

NOTE: the above two positions with one employer have been condensed & printed out of chronology relative to the next job in order to conserve space.

Lance Horowitz, VMD

Veterinary Technician

Gained technical and administrative experience in a dermatology specific veterinary practice.

Ambler, PA

08/05 – 05/06

Oradell Animal Hospital

Veterinary Assistant – P/T, 20 hrs/wk

Supervised and cared for animals in the ICU and overnight ward of this emergency animal hospital. Assisted veterinarians and technicians with emergency medical procedures, treatments, animal restraint, emergency radiographs, and in-house laboratory tests.

Oradell, NJ

07/04 – 08/05

Progressive Systems, Inc.

Computer Technician

Maintained, repaired, and provided technical support of high level work processing systems. Performed various types of automotive service at three repair facilities while building skills in repair diagnostics, tool proficiency, problem solving and customer relations.

Elmwood Park, NJ

11/94 – 01/02

09/93 – 10/94

Mark W. Paradiso

VOLUNTEER WORK

UPENN PACA Volunteer – greater than 100 hours. Provide assistance with spays, neuters and evaluation of dogs and cats for adoption at this City operated animal control shelter.	2007 – 2008
Lab for Experimental Medicine & Surgery in Primates, NYU Primate Nursery/Husbandry Technician	Starling Forest, NY 06/04 – 08/06
Ramapo-Bergen Animal Refuge, Inc. Vice President Member of the Board of Trustees, Animal Care Volunteer	Oakland, NJ 05/04 – 09/06 09/03 – 09/06

ACCOMPLISHMENTS

Eastern Regional Achievement Award, Mettler Toledo Balances & Instruments - \$10,000 bonus	2004
Dean's List, Ramapo College of New Jersey	2003, 2004, 2005

ACTIVITIES AND MEMBERSHIPS

UPENN Colic Team Member	2008 to Present
Student American Veterinary Medical Association Member (SAVMA)	2008 to Present

Veterinary Business Management Association (VBMA)

Vice President and Program Chairman

Selected speakers, arranged for and marketed their lunch hour seminars for students on business subjects including: "Sensible Investments for Low Budget Students", "What Veterinary Lenders Look for When Providing Loans", "Is Pet Health Insurance Here to Stay", and more. An average of 65 students attended each seminar.

PROFESSIONAL INTERESTS

Ophthalmology, cardiology, medicine and behavior.

PERSONAL INTERESTS

Photography, skiing, sailing and computers.

REFERENCES

Matt Kessler, DVM
Caribbean Research Center
Sabans Seca, PR
(787) 784-0322, kesslerm@hotmail.com

Paul Orsini, VMD
University of Pennsylvania
Philadelphia, PA
(215) 898-5438 porsinia@vet.upenn.edu

William Cominski, Manager
Mettler-Toledo Instruments
Hightstown, NJ
(609) 448-3000
w-cominski@mtinstruments.com

Maya C. Stark – 22 pt. Times New Roman font – too small for name, Color – yes/no?
1930 Chestnut Street
Philadelphia, PA 19103
(215) 491-2135

Career Objective

To obtain a position with a diversified small animal practice that emphasizes quality medicine, teamwork, client communication and continuing education and is seeking a new graduate's enthusiasm & new ideas

Education

Note excessive amount of space under this section

2006 to Present

University of Pennsylvania, College of Veterinary Medicine

Veterinariae Medicinae Doctoris – expected May 2010

VBMA Business Certificate

Attended 36 hours of supplementary classes covering topics such as client communications, money from a lender's perspective, managerial accounting, leadership, demographics and valuations of veterinary practices, and personnel management and motivation

2003 – 2005

Cook College, New Brunswick, NJ

Non-degree Bachelor of Science, Pre-Vet Program

1995 – 1999

Adelphi University, Somerville, NY

M.B.A. with concentration in Corporate and Strategic Planning, May 1999

1990 – 1994

Rutgers College

B.A. in Communications, with a specialization in Journalism, May 1994

Veterinary Related Experience

Summer 2009

Veterinary Learning Systems, Trenton, NJ

Customer Service Representative. Handled ~30 inbound telephone inquiries per day assisting consumers, veterinarians, and technicians with general and specific questions on Merial's FrontLine flea product. General questions included educating callers about the flea life cycle, flea prevention programs and product features and benefits. Specific inquiries involved client concerns about adverse reactions and applying FrontLine to debilitated pets. Questions concerning off-label use were forwarded to a staff veterinarian for further action.

2007 – 2008

Buckingham Animal Hospital, Doylestown, PA

Technician. Assisted veterinarian during office calls, surgery and daily care, maintenance and well being of the patients. Responsible for proper restraint, administering IV, SQ, IM and PO medications, exposing and processing x-rays, giving baths, administering fluids, filling prescriptions, performing lab diagnostics such as heartworm, Felv/FIV, fecal tests, and U/A's, drawing blood, and answering questions.

2004 – 2005

Cook College Large Animal Program, New Brunswick, NJ

Farm Assistant. Responsible for the feeding and daily care of 18 horses at the school. When horses were subjects of various "studies," assisted professors with their research projects. Trained new students in the policies and procedures of the program. Helped out in school's porcine and ovine sections as needed.

2003 – 2005

East Brunswick Animal Hospital, East Brunswick, NJ

Assistant. Performed animal and client related functions in a small animal practice. Responsibilities included assisting doctors during office calls, surgeries and emergencies and extensive client contact in person and over the phone.

"Text" Style Resumé with Good Use of Action Verbs and Space Saving Reference Idea, but Uses a 9 Point Times New Roman font, too small for recommended use.

Non Veterinary Related Experience

2003 – 2006

The Princeton Review, Princeton, NJ

Teacher. Taught SAT and GRE prep courses to high school and college students on a group and individual basis. Proctored practice exams. Helped recruit and hire teachers. Promoted to Site Director after teaching for only three months.

2000 – 2004

Metropolitan Life Insurance Company, East Brunswick, NJ

Account Representative. Marketed and sold various types of financial service products including life, health, and disability insurances, as well as mutual funds and annuities. Responsible for obtaining and maintaining a client base. Qualified for the company's 2001 and 2003 Leader's Conferences and the National Sales Achievement Award for outstanding sales production. Winner of the National Quality Award for providing outstanding client service. Obtained Life Underwriters Training Council Fellow (LUTCF) designation in Spring 2003.

1994 – 2000

The Gap Retail Outlet

Sales Clerk and Department Manager. Learned to approach customers without any introduction, ascertain their shopping intentions, and assist them in decisions. Developed skills closing the sale and understanding the power yielded by confident sales people who "know their merchandise". Paid on commission.

Other Activities

2007 to Present

Novartis Animal Health and Hill's Pet Nutrition

Student Representative. Serve as a liaison between the school and company. Coordinate and publicize seminars and talks for the corporate veterinary affairs manager. Distribute marketing material and keep manager informed of relevant activities taking place at the school.

2006 to Present

Student Chapter of the American Veterinary Medical Association

Class Representative (presently) and SAVMA Symposium Coordinator (2005). SCAVMA Holiday Auction Chairman (2006). Raised \$18,400 to equip exercise center for students at Penn

2004 to Present

Bucks County 4-H, Cooperative Extension

Co-Leader and Events Coordinator for local chapter. Participate in judging events and teaching vet-science classes to high school students.

Professional Interests

Small animal medicine and nutrition, exotics, animal behavior, practice management

Personal Interests

Travel, skiing, Smurf collecting, reading, writing, and computers

References

Diane Craig, DVM,
Diplomat, AVCS
Veterinary Surgical Specialists
Annapolis, MD
(714) 750-3811
craigd@aol.com

Rich Pankowski, DVM
Equine Medical Center
Lexington, KY
(714) 362-6561
pankor@att.net

Clifford Matsuda, DVM
Buckingham Animal Hospital
Buckingham, PA
(714) 537-3032

Annette M. LePere

- 26 pt. Garamond font

4017 Baltimore Avenue, Apt. B4
Knoxville, TN 39104
(518) 386-5293
lepere@ut.edu

OBJECTIVE

To obtain an internship in a small animal private practice in Southern California in order to gain experience in clinical and diagnostic problem solving techniques, and improve client and professional communication skills.

(An alternate objective could read): To obtain an internship in a small animal surgery practice with a friendly team-oriented atmosphere and mentors willing to prepare an intern for the ultimate goal of board certification in surgery.

EDUCATION

University of Tennessee Expected Doctor of Veterinary Medicine	Knoxville, TN May 2010
Tulane University, Newcomb College B.S. in Cell and Molecular Biology and Environmental Sciences	New Orleans, LA May 2005

VETERINARY WORK EXPERIENCE

University of Tennessee Small Animal Hospital 10 hours per week	Knoxville, TN 03/09 – 12/09
Brentwood Pet Clinic Full-time	Los Angeles, CA Summer 2008
Arcadia Small Animal Hospital Part-time (24 hrs/wk)	Arcadia, CA Summer 2007
Highland Park Animal Hospital Full-time	Highland Park, CA 6/05 – 8/06
Smokehouse Veterinary Services Part-time (20 hrs/wk)	Lancaster, PA 3/05 – 3/06

Veterinary Assistant/Technician and Receptionist

- Worked with over 15 doctors in these general, primarily small animal practices learning something of value from each; developed skills working with a vast array of personalities
- Assisted doctors, including a board-certified surgeon, in spays, TPO's, total hip replacements, laparotomies, and urinary calculi removals, induced, intubated, and monitored anesthesia for ~ 150 patients during summer 2007
- Responsible for basic laboratory diagnostics; heartworm, CBCs, PCV/TS's, U/A sediments, and fecal tests
- Placed cephalic, jugular, and saphenous IV catheters, performed double contrast radiographs and basic ultra sounds
- Restrained, vaccinated, and treated ambulatory and hospitalized cows, horses, and small ruminants (**Smokehouse**)
- Evaluated hospitalized patients and gathered minimum data bases on their status, scheduled appointments, answered phones, learned AviMark and Cornerstone practice management software systems

Note Space Conserving Method for Condensing Five Jobs, Time Spent in Part-Time Jobs and Knowledge of Practice Management Software Programs..

Annette M. LePere

When Space is Available, a Name on Page 2 is Worthwhile. If Space is an Issue, Omit it.

Small Animal Externship

Animal Medical Center, New York City, NY

12/02/09 – 12/16/09

Will fill in after completing this

Exotics Externship

University of Tennessee

02/11/08 – 02/24/09

- Gained experience restraining, examining, and assisting with diagnostic and treatment plans for companion birds, ferrets, rabbits, pocket pets, and reptiles.

OTHER WORK EXPERIENCE

Brown Pelican Restaurant – Arcadia, CA

Summer 2007

King's Restaurant – Mountaintop, CA

Summer 2006

- Developed a keen understanding of and appreciation for customer service skills. Learned that to enjoy a career and control my destiny, a professional education was an essential part of my future.

OTHER VETERINARY ACTIVITIES

- Remote Area Veterinary Services Volunteer Program in California August 2008, 2009
- Performed physical examinations and vaccinated animals in underprivileged areas of the Zuni and Hoopa American tribes.
- Immunized hundreds, spayed (7) and neutered (12) dogs and cats.
- Attended Seminar for Grief Support Techniques in a Bond-Centered Practice 11/11/08
- Aquavet II – University of Pennsylvania – Woods Hole, MA.
- Expanded horizons of knowledge via exposure to a variety of fish and marine mammals. June 2009

PROFESSIONAL INTERESTS

Internal, behavior, emergency, and exotic animal medicine.

PERSONAL INTERESTS

Travel: Have visited Mexico, Australia, Indonesia, Greece, Turkey, Western Europe, and much of the United States.

REFERENCES

Diane Craig, DVM,
Diplomat, AVCS
Veterinary Surgical Specialists
Annapolis, MD
(714) 750-3811
craigd@aol.com

Rich Pankowski, DVM
Equine Medical Center
Lexington, KY
(714) 362-6561
pankor@att.net

Clifford Matsuda, DVM
Buckingham Animal Hospital
Buckingham, PA
(714) 537-3032

Kimberly L. Bordelon



*450 Riverbend Drive
Dandridge, TN 37725*

(865) 382-8020

kbordelo@utk.edu

Note: This is a folder-style resumé for an equine internship that focuses on that specific background.

Kimberly L. Bordelon

Objective:

An internship in an equine practice with a friendly atmosphere and mentors who enjoy teaching and emphasize medical and financial case management, teamwork, and client communication in return for long hours and hard work.

NOTE: this = 11-point "ugly" Courier New not recommended as a font for resumé.

Education:

University of Tennessee

Expected Doctor of Veterinary Medicine

12-point Times Roman

Knoxville, TN

May 2010

- Phi Zeta
- Completed unique UT 40-hour core course in veterinary business management, law, ethics, career development, and leadership

B.S. in Agriculture, Animal Science

May 2006

- Summa Cum Laude
- Alpha Zeta

Veterinary Work Experience:

University of Tennessee, College of Veterinary Medicine

Large Animal Holiday Emergency Student

Knoxville, TN

2007-2008

- Recorded patient histories; performed physical exams, CBCs, and TPs; administered fluids and medications; monitored critical patients. Learned to handle bovine & equine emergencies

Veterinary Specialty Consultation Services

Veterinary Assistant

Knoxville, TN

Summer 2007

- Recorded patient histories; performed physical exams and skin scrapes; administered medications to and evaluated hospitalized patients; placed IV catheters
- Assisted a board-certified internist and ophthalmologist in radiology, endoscopy, ultrasound, and ocular surgeries
- Scheduled appointments; communicated with clients; handled billing and payment transactions

Mountain Home Veterinary Hospital

Veterinary Assistant/Kennel Worker

Sevierville, TN

4/04-5/06

- Started in kennel caring for boarders, learning to handle a multitude of canine and feline personalities; alerted doctors to changes in patient status
- Promoted to assistant; assisted with ultrasounds and the gamut of radiographic procedures; performed fecal floats and basic laboratory diagnostics

Note: Sample Resumé for Equine Practice with personal contact information on previous page

Kimberly L. Bordelon

Equine Externship Experience:

Ocala Equine Hospital, Ocala, FL	3/19-25/09
Blue Ridge Equine Clinic, Free Union, VA	12/08
Rood and Riddle Equine Hospital, Lexington, KY	7/08-8/08
Peterson and Smith Equine Hospital, Ocala, FL	5/08-6/08

- Worked with over 25 doctors in these externships, including board certified internists, surgeons, and theriogenologists
- Gained experience with lameness, reproductive, & upper airway exams; performing & interpreting radiographic, US, & endoscopic procedures as well as restraint for & examinations of calm & high strung horses

Leadership Positions:

Pfizer Animal Health

Student Representative 11/08-6/09

- Served as liaison between the school and company; planned CE meetings; distributed product information; and attended company sponsored immunology training seminars

University of Tennessee, CVM Open House

Anatomy Chair 2008 & 2009

- Organized 15 exhibits for public viewing by over 4,000 people; promoted the veterinary college and profession to the public

Equine Club

Vice President 2008-2009

Treasurer 2007-2008

- Scheduled and organized ~ 4 meetings and 2 wet labs/year; provided information to students regarding opportunities in equine practice

Professional and Personal Interests and Activities: Note: Combined here to Save Space

- Equine sports and reproductive medicine
- AAEP member; SCAVMA member; outdoor activities, especially water sports
- Travel: Have visited Australia, New Zealand, England, and Scotland

References:

Frank Andrews, DVM, MS
Diplomate ACVIM
University of Tennessee, Knoxville, TN
(856) 974-5701, fandrews@utk.edu

Note: 8-point Times Roman space saver idea for references

Nicholas Frank, DVM, PhD
Diplomate, ACVIM
University of Tennessee, Knoxville, TN
(856) 974-5701, nfrank@utk.edu

Third reference name
Third reference address
Third reference phone, e-mail

Veronica Flowers

Temporary address:
22 W. McElroy Rd
Stillwater, OK 74075
(405) 714-3313
veronica.flores@okstate.edu

Permanent address
283 Briarwood Dr.
Watsonville, CA 95076
(831) 722-0224
tygers_eyes7@yahoo.com

Objective: To obtain a position in large animal production medicine that would enhance my skills, expand my knowledge and support continual professional growth.

Education: Ross University College of Veterinary Medicine *Expected: August 2009*
Doctorate of Veterinary Medicine – 4th year completed at Oklahoma State

University of California, Davis, Bachelor of Science *Awarded: June 2003*
Major: Animal Science specializing in Livestock and Dairy Management
Minor: Equine Management

Veterinary and Animal Work Experience:

2005-2006 *Veterinary Technician, Valley Veterinary Clinic, Simi Valley, CA*
Assisted small animal associates during office calls and occasional house calls. Responsible for restraint, administering IV, SQ, IM and PO medications, exposing and processing radiographs, administering fluids, filling prescriptions, performing heartworm, FeLV/FIV, fecal tests, U/A, venipunctures and calling back clients

2005 *Veterinary Technician, Veterinary Tumor Institute, Santa Cruz, CA – F/T position*
Gained experience in various anesthetic protocols for small animals and exotics. Placed IV catheters and induced patients routinely for radiation therapy with Cobalt 60 and heat radiation therapy. Prepared and cared for feline patients undergoing I-131 therapy for hyperthyroidism. Improved skills assessing areas to be irradiated without harming healthy tissue.

****Though valuable experience was gained working at these two jobs, each one strengthened my resolve to work in a large or mixed animal practice.**

2003-2005 *Senior Veterinary Technician, Santa Cruz Biotech, Shandon, CA*
Responsible for herd health and husbandry for a herd of 100 goats used for antibody production. Lead production team and trained new members. Responsible for daily record keeping of animals undergoing collection, team preparation, animal handling, placement of jugular catheters and collection and processing of whole blood. Restocked inventory and prepared plasma for transport. [NOTE: the text in this section blends actions verbs with passive “responsible for” styles.]

Example of a large animal resumé with special section describing the value of growing up in a family owned business and farm on next page.

- 2002-2004 *Trainee - Milker/Orchard Manager, Agriventure, New Zealand*
 Milked 120 Holstein cattle twice daily, maintained and cleaned machines. Learned skills in basic husbandry, production management and medical management of dairy cattle. Managed pasture rotations, raised calves and detected heats. Orchard management for 10 acres of fruit trees.
- 2000-2003 *Herd Captain, Norcal Veterinary Clinic, Elk Grove, CA – 15 hours/week*
 Communicated with local veterinarians and dairy producers to collect milk samples from dairy herds with subclinical/clinical mastitis. Organized and trained a team to work with milkers. Collected, organized and labeled samples.
- Ranch Hand, Circle B Ranch Cody, Wyoming*
 Summers, Breaks 2000– 2004 Fixed fence, fed, bedded, and observed 50 registered Angus brood cows and 200 purebred Columbia ewes for signs of illness. Delivered dozens of calves and hundreds of lambs. Baled hay, restrained and dewormed sheep, castrated and docked tails. Drove and repaired farm equipment. Assisted with planning for genetic match-ups for breeding of cattle and sheep. Learned the importance of hard work, long hours and careful financial management for this family owned ranch.

Memberships, Leadership Positions and Activities

- 2005-2008 SCAAEP- Member and Secretary - responsible for monthly newsletter, email lists, updating website, scheduling activities, and communication with clinicians
- 2007-2008 SCAABP – Member, President - organized monthly meetings, speakers and an AI seminar with Select Sires, regular communication with professors and clinicians, scheduled monthly palpation trips to local farm
 Select Sires- AI certified and cow calf quality assurance certified
 Aggie Ambassador-College of Agriculture, UC Davis, outreach and extension
- 1997-2002 4-H Member, Secretary, Treasurer, Vice President, President, County Basketball
 All Star in Wyoming, Northern California Herpetological Society- Past Recording Secretary

Languages Spoken Conversational Spanish - especially valuable for communications with ranch hands

Professional Interests

Dairy/Beef cattle herd health and production management
 Bovine/Equine reproduction medicine
 Large animal surgery
 Small ruminant herd health and production management

Personal Interests

Western sport horse events, goat health and production, diving and cooking.

References

Will list three before sending out after deciding which people from clinical year or prior jobs can best serve this niche.

Barbara D. Bower

2400 Chestnut Street, Apt. 1212
Philadelphia, PA 19103
215-567-3854

EDUCATION

UNIVERSITY OF PENNSYLVANIA, School of Veterinary Medicine

- Veterinariae Medicinae Doctoris, Class of 2010
- Dean's List six of 8 semesters

Philadelphia, PA
May 2010

LAFAYETTE COLLEGE

- Bachelor of Arts, Economics and Business
- Phi Beta Kappa, Magna Cum Laude

Easton, PA
May 2004

VETERINARY WORK EXPERIENCE

VETCO

Veterinary Assistant/nurse

Tabernacle, NJ
Summer 2008

- Under immediate veterinary supervision, performed 11 spays and 6 castrations on homeless dogs and cats held for adoption
- Anesthetized, intubated, and performed dental prophylaxes on dozens of hospital patients
- Administered anesthesia and monitored patients during surgeries
- Performed PCVs, CBCs, U/As with sediments, operated VetTest Blood Chem and Lyte machine
- Attended AVMA Conference in New Orleans with practice owner
- Performed cystocenteses, contrast G-I radiographs, cystograms

CRANBURY VETERINARY HOSPITAL

Receptionist and Assistant **Part-time school year, full-time summers**

East Brunswick, NJ
2005-2007

- Scheduled office appointments, surgeries and other medical procedures
- Administered IM, SQ, IV, and PO treatments to hospitalized patients
- Performed basic grooming, flea dips, fecal and blood lab analyses
- Assisted doctors with restraint during medical procedures

LEADERSHIP POSITIONS

University Council, Graduate School Representative

2008-2009

- Served on advisory committee to the University of Pennsylvania's president

Graduate and Professional Student Assembly, Veterinary School Representative

- Represented the Veterinary School's interests to the graduate student government

Veterinary Medical Student Government, Secretary

- Executive member of the Veterinary School's Student Government

OTHER EXPERIENCES

Aquamed Program at Woods Hole, MA

Summer 2008

Merrill Lynch, Senior Systems Analyst/Programmer

2005-2006

Andersen Consulting, Management Information System Consultant

2003-2005

- Learned that working behind a desk in an urban corporate office under the supervision of people outside of my control was not the optimal direction for my long-term career

REFERENCES

Dr. Gordon Tull, Tabernacle, NJ 08088 stull@aol.com
Dr. Seth Koch, Silver Spring, MD 20910 sk1@earthlink.net

(609) 268-9470
(800) 535-7393

Sample concise one-page resumé for the new graduate with limited veterinary experience, but missing a career objective. Note sensitivity regarding misuse of the term "veterinary technician" and, instead using "assistant."

Heather R. Jones

hrjones@dolphin.upenn.edu

Local Address:

100 Conestoga Road, Apt. A-316
Bryn Mawr, PA 19010
(215) 662-1025

Permanent Address:

1580 S. Hanover Street
Nanticoke, PA 18634
(570) 735-7711



Objective **[Note: 12 point font for headings with 10-point size for text.]**

A position in a companion animal hospital with a diverse caseload, mentoring from senior clinicians, opportunities for emergency and exotics experience, continued development of professional skills and knowledge, and a collegial work environment.

Education

The University of Pennsylvania
School of Veterinary Medicine
VMD Class of 2010

Bachelor of Science in Secondary Education
The Pennsylvania State University
BS Class of 2006

Professional Experience

Zoo Educator, The Philadelphia Zoo, Philadelphia, PA 10-12 hours/week 5/08 – Present
Education Ambassador Internship, “Zoo on Wheels” Outreach Program

- Presented educational talks about conservation and animal biology with live animals
- Participated in the care and release of endangered Diamondback Terrapins
- Observed Western lowland gorilla behavior for a research study
- Developed a lesson plan and scavenger hunt for the Acamp Conservation Quest

Volunteer, Remote Area Medical (RAM), Navajo Nation, AZ and NM 08/08
Operated by veterinary students and veterinarians from around the country

- **Set-up canine/feline mobile spay and neuter clinics (5 clinics in 8 days)**
- Performed duties in the following areas: physical exam, anesthesia, surgery, recovery
- **Gained surgical experience performing 5 canine and 3 feline ovariohysterectomies**

Participant, AQUAVET Marien Biological Laboratory, Woods Hole, MA 05/07 – 06/07

- Studied fish and marine mammal anatomy, physiology, histology, and toxicology and veterinary techniques through dissections, laboratories, and fieldwork

Veterinary Assistant, Plains Animal Hospital Plains, PA and Wyoming Valley Veterinary Hospital, Wilkes-Barre, PA 2003 – 2007

- Assisted with surgeries, office calls, medical work-ups/treatments, radiology, pharmacology, and venipunctures in these two-doctor small animal practices
- Exercised animals and maintained animal facilities
- Performed clerical duties, scheduled appointments, organized medical files, and balanced daily earnings sheet for this 6-doctor practice

Note: This is the first page of two-page document illustrating the “Space Saving Format for Education” and an example of efforts to “Stylize” this resumé. What are your thoughts – is this hokey? Might it work well with paw prints or some other veterinary related graphic rather than what is here? Also, notice aberrant use of italicized text relative to other examples where it is used to highlight the position held.

Jonathan Thorn, DVM

1701 Wainwright Street • Evergreen, CO 80524

614-710-5444 • Thorny@verizon.com

Licensed in Colorado and California

Career Objective: Associate position in a contemporary, upbeat small animal veterinary practice where ownership might be an option within a few years

Summary of Qualifications

- Four years experience in private practice of veterinary medicine.
- Entrepreneurial background, clear understanding of business & managerial principles.
- Six years paralegal experience in business acquisitions, valuation, and commercial real estate development prior to attending vet school. Trained as a paralegal with experience in administrative law, employment law, and intellectual property.
- Able to assemble and communicate information in a concise and understandable fashion.

Veterinary Experience

Practice Philosophy: My view of veterinary medicine is that it is a people-oriented business where one's focus must be on customer service and good staff relations. The product we sell is peace-of-mind. As a doctor, my goal is to offer clients the best care available and then charge appropriately for all that has been done. Emphasis is placed on good presentation, "comforting the sale," and time and cost efficiencies. Near term-objective -- become a partner in a multi-owner practice.

Small Animal Practice:

Lone Hill Veterinary Medical Center – Lone Hill, CO

June '07 to Present

Southwestern Area Veterinary Medical Center – Denver, CO

(2 AAHA hospitals under same ownership)

- Provide high quality medical and surgical care for demanding ABVP diplomat.
- Assist with provision of emergency medical care.
- Serve as hospital manager at least one day per week, covering five departments.
- Participate in hospital planning, problem solving, review of daily revenues, pricing of services, hiring decisions, management of staff, purchasing, and property maintenance.
- Responsible for training all new and existing technicians/assistants.
- Experienced the acquisition of this practice by a large corporate group, staying on board through the complete operational transition.
- Responsible for adoption of **many** new services, products, and practices within the hospital.
(Note to readers: the word "many" has no value. Instead, list the 3 most important new services.)

Arapahoe Animal Hospital – Longmont, CO

July '06 to May '07

- Small animal practice with a demanding, affluent clientele.
- Handled after-hours emergencies one or more nights/week, two weekends/month.
- Gained experience diagnosing and treating exotics and wildlife.
- Helped implement use of high-cost capital assets such as laser surgery unit, Eklin digital radiography, VetScope, ultrasound, and sevoflurane anesthetic systems.

Example of a Resumé for a Licensed Veterinarian 4 Years Post-Graduation

Relief Practice – Colorado Front Range

May '05 to June '06

- Rotated among a dozen different hospitals during my first year in practice ranging from highly resourceful single-doctor practices to large, professionally-managed hospitals staffed with specialists.
- Exposed to a wide variety of different practice and management approaches, with daily comparative examples of what works and what doesn't.

Extracurricular training during veterinary school:

- Surgery: conducted numerous practice surgery projects (each one consisting of multiple orthopedic and soft tissue procedures on either a cadaver or terminal live animal under the supervision of CSU faculty and surgery fellows.
- Research/Training in small animal abdominal ultrasonography: with ACVR ultrasound specialist and imaging resident at CSU.
- Volunteer Technician, Medicine Procedures Unit, CSU Veterinary Teaching Hospital.
- Critical Care and Emergency Medicine: Extracurricular study of emergency procedures followed by several weeks of intensive clinical practice.

Education

- Colorado State University, College of Veterinary Medicine & Biological Sciences Doctor of Veterinary Medicine 2005
- College of William & Mary in Virginia, Masters, Animal Science 2001
- University of South Carolina, Bachelor of Arts, Cum Laude 1997

Membership/Leadership Activities

- AVMA, CVMA, Front Range VMA
- Academic scholarships during masters program and veterinary school

Professional and Personal Interests

- Internal medicine and animal behavior modification
- Support staff training, coaching & human resource management
- Outdoor activities: mountain biking, skiing and hiking. Coaching experience.
- Avid reader.

References

List 3 abreast to fit in this small space

JENNIE M. MCCLAY

1201 El Dorado St.
Placentia, CA 92870

jmcclay@westernu.edu
(714) 328-7551

CAREER OBJECTIVE

To obtain an internship beneficial for and that could lead to a career in Veterinary Public Health.

EDUCATION

DVM candidate	Western University of Health Sciences College of Vet. Med.	2011
MPH	University of California – Berkeley, Environmental Health Sciences emphasis	2005
B.S. in Biological Sci.	California State University – Fullerton, graduated <i>magna cum laude</i>	2003

VETERINARY WORK EXPERIENCE

Banfield, the Pet Hospital , <i>Veterinary Student Intern</i> , Santa Ana, CA & Joplin, MO	Summers 08 & 09
Parkview Animal Hospital , <i>Veterinary Assistant</i> , Joplin, MO	P/t June-July 2009
Bishop Ranch Veterinary Center , <i>Exam Room Technician</i> , San Ramon, CA	March-June 2006

- Assisted in surgery, anesthesia, laboratory sample collection and analysis, radiography, and filling prescriptions.
- Developed communication skills through answering phones, scheduling appointments, and fulfilling client needs.
- Learned that although the actual practice of veterinary medicine was interesting, educating clients about patient and public health was more rewarding.

GOVERNMENT WORK EXPERIENCE

City of Berkeley Health & Human Services Department , <i>Assistant Environmental Health Specialist</i> , Berkeley, CA	July 2006-July 2007
Contra Costa County Public Works Department , <i>Watershed Management Planning Specialist</i> , Martinez, CA	June 2004-July 2006

- Protected and promoted public health through education and enforcement.
- Conducted restaurant business and residential inspections as a State Certified Vector Control Technician.
- Helped implement a comprehensive marina grant project in the Sacramento – San Joaquin Delta by organizing public education/outreach events.
- Drafted and implemented surveys of boat owners, analyzed the data, monitored water for coliform bacteria and hydrocarbon contaminants.

Sample Resume for A Public Health Position

EXTERNSHIP EXPERIENCES

USDA/APHIS Smith-Kilborne Program, Foreign Animal Disease course, Plum Island, NY May 26-June 3, 2009

USDA/APHIS Live Bird Market Systems course, Storrs, CT August 19-21, 2008

USDA/APHIS Import/Export office, Los Angeles, CA August 4-8, 2008

Lab Animal Science Children's Hospital of Philadelphia, PA Feb to May 2005

- Networked with Veterinary Medical Officers in different states and countries.
- Learned about surveillance and control of important infectious zoonotic diseases.
- Donned personal protective equipment for necropsies on HPAI and END chickens.
- Observed animals inoculated with FMD and AHS in a controlled laboratory setting.
- Learned to design and monitor protocols for various clinical research projects.
- Facilitated daily, weekly, and monthly health checks for rats, mice and chinchillas; obtained fecal samples, monitored and treated animals with internal or external parasites.
- Participated in IACUC board meetings to evaluate/approved research proposals.

PROFESSIONAL AND OTHER AFFILIATIONS

American Association of Swine Veterinarians, *Member*

Student Chapter of the American Veterinary Medicine Association, *Member*

Western University College of Veterinary Medicine organizations:

- Disaster Animal Response Team, *Co-chair and Emergency Responder*
- Veterinary Business Management Association, *Treasurer*
- Student Government, *Class Audiovisual Representative*
- Christian Veterinary Missions club, *President*
- Zoo Wildlife and Exotic Animal club, *Member*
- Farm Animal club, *Member*

PROFESSIONAL INTERESTS

Disease outbreak investigations

Working with foreign animal disease surveillance programs

Public education and outreach program management

PERSONAL INTERESTS

Cycling, camping, hiking, birding, travel

REFERENCES

Helen Engelke, BVSc. MPVM. MRCVS
Western University of Health Sciences CVM
(909) 469-6618, hengelke@westernu.edu

Ronald Terra, DVM, MBA, DABVP
Western University of Health Sciences CVM
(909) 469-5693, rterra@westernu.edu

Manuel Ramirez, Sr REHS
City of Berkeley Dept of Health and Human Services
Environmental Health Division
(510) 981-5310, mramirez@ci.berkeley.ca.us

Dr. Earl J. Grey
800 Locust St., Bohemia, NY 61938
515-222-7712
drmatthews@yahoo.com

Objective	To be part of something different, i.e., something completely not the same as what I am part of now, that will inspire and better myself and others, and animals as much, through the practice and expression of veterinary medicine and its ideals, all the while never forgetting to have fun.
Education	University of Illinois, College of Veterinary Medicine, Champaign/Urbana IL Doctor of Veterinary Medicine May 2010 Bachelors of Veterinary Medicine May 2008
Work Experience	<u>Clairs Animal Clinic, Rockledge, Illinois</u> 2010 to Present Full-time associate as the third of three doctors in a busy, small animal clinic, in a busy, small animal town. Hours vary day by day, working every third week-end, with on-call time being split among six local doctors. The work involves those “normal” tasks and responsibilities that most private practitioners are familiar with, including the diagnosis and treatment of disease through medicine and/or surgery, client education, preventive medicine, computer work, etc., etc. My duties extend to the county’s shelter as well, as my employer acts as their director. <u>Darton House Agriculture Center, Darton House, Illinois</u> 2008 & 2010 Four weeks of work here on two separate visits involved tasks ranging from the farmhand work of building fences and weighing fat hogs to the veterinary work involving anything from necropsies to business management. Most work here involved the farrow-to-finish swine operation and two beef herds nearing 140 head. Additional work history available upon polite request.
Professional Organizations, Clubs, and Odds and Ends	Student American Veterinary Medical Association 2006 – 2010 Student American Animal Hospital Association 2006 – 2010 Illinois Student Veterinary Medical Association 2006 – 2010 Wildlife Medical Clinic 2005 Behavior Club 2006 – 2007 Limited diagnostic ultrasound experience 2010 – Present
References	Anna West, Clinical Assistant, Darton House Agriculture Center 712-544-4478 Donald Garlock, Assistant Dean, University of Alabama 217-244-7954 Many more of these available upon even politer request
Interests and Hobbies	Include family and friends, traveling, photography, watching and participating in almost any sport, animals, writing, reading, hiking, art, musicals, gift making and giving, playing, music, history, movies, plays, comedy, shoe tying, and my wife, who somehow makes me and all of this better.

This is an example of a resumé submitted with an application to a DE practice with a cover letter.

Would you be proud of this unique resumé?

Was this guy smoking pot or what?