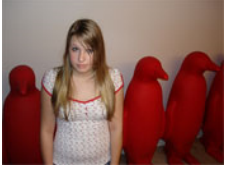


How to Write a Resume for an Occupational Therapy Position



Occupational therapy is a field in which there is plenty of competition when it comes to finding a job. Therefore, your resume must be able to catch the attention of your potential employer. In order to do this, the information you present in it must not only be relevant and qualified, it must be concise and written in a way that highlights your most important strengths. Professional terminology may also be used sparingly to show your proficiency in the field and further impress your potential employer. You will be competing with a lot of people who have the same basic qualifications as you, so your resume must have a quality to it that outshines the others.

Finding an occupational therapy job has never been an easy task. The main reason why this is the case is that at any given time there is a considerable number of people seeking the same position you are, thus making the competition very high and stiff. In addition to having a large number of people seeking a similar position as you, it isn't uncommon to find the majority of candidates have similar qualifications as you, especially academically.

This means one must look for other means to outshine the rest of the candidates and obtain the desired position. The manner in which you present yourself to the employer for the first time contributes to whether or not you are likely to get the coveted position.

Normally, the presentation is made in the form of a resume. Thus, the resume must be eye catching in order to impress the employer. To begin with, it is important to keep in mind the function of a resume. People create resumes to present to their potential employer in a brief document their various qualifications in terms of educational background and professional experience coupled with skills. All this information must be presented to an employer in the occupational therapy career field in the most impressive manner possible.

The first thing that always appears in a resume is the personal contact information of the applicant. This includes your full name, permanent address, phone number, and email address. It is important to note that the information provided in this segment not only needs to be correct, but also current and up to date. It is also important for one to note that all the information provided in a resume must be accurate and up-to-date. Any attempts to falsify or give any incorrect details with full knowledge by the applicant may lead to an automatic disqualification, which will heavily jeopardize your chances of clinching the coveted position.

The next step after the career objective is to indicate in chronological order your professional qualifications and skills, beginning with the most recent and ending with the initial stages. It is important to remember that the professional experience is the means by which you can assist your potential employer in visualizing your ability to perform the required tasks. Great emphasis should always be put into the experiences that are relevant to the position being applied for.

The next thing that comes after professional experience and skills is the educational background and academic qualifications. This is very important as it fills an essential qualification for a position in occupational therapy. A lack of educational or academic qualification may lead to your automatic disqualification. The academic qualifications should also be in a chronological format as experts in resume writing say this is the preferred method of presenting information in a professional resume.

When writing a resume for a position in the occupational therapy field, it is always important to remember there are certain things to keep in mind for those who are changing careers and those who are fresh out of school and searching for an entry level position. The first thing is that resumes must be kept brief, preferably to about one page. This is because the employer may have many resumes to go through, and a bulky resume may be seen as a waste of time. You must therefore learn to compress voluminous information, taking care to retain the important content without altering the intended meaning and quality of the content.

Use of professional terms works to the advantage of the applicant as it demonstrates thorough understanding of the field. However, you must be extremely careful not to use such terms excessively as they may cause your resume to appear too flashy. Simple but professional words always work best in a professional resume.

Writing a resume for an occupational therapy position can be somewhat tricky, but following the tips discussed above can help unburden the process.