

Writing a Resume for a Health Care Position

The health care industry has experienced growth due to advances in technology and an increase in the population of aged people. This growth is expected to continue with advances in medical research and because of a greater demand for physicians in hospitals and workers to assist patients. Some of the health care positions available include doctors, nurses, dentists, cardiologists, surgeons, x-ray technicians, etc. There are also office and administrative careers like managers, secretaries, data assistants, clerks and others. General support positions are also available, which include cleaners, compound maintainers, laundry people and kitchen staff. Some careers in the health industry do not require a lot of formal education. As you draft your resume, start with the highest degree earned, then list your other credentials and certifications in chronological order. Relevant skills and experiences should then be listed using keywords. Some keywords you could use include: computer technology, evaluation skills, decision making skills, collaboration examples, evidence-based service, etc. Although you are applying for a health care job, you should also mention your administrative and managerial skills in your resume. But, remember not to jumble your medical and technical skills together.

The health care industry has experienced a growth due to advances in technology and increase in the population of aged people. The health sector is expected to continue growing due to advances in medical research that have made people with chronic conditions like cancer live longer. New technologies and efficiency in providing first aid has also contributed to many people surviving.

As a result, there is a greater demand for physicians in hospitals and more workers are required to assist patients. There is also a greater demand for home-based health workers and aides to help the elderly in their homes. Understandably, there is a myriad of health care positions available today; individuals can make their way into the sector as doctors, nurses, dentists, cardiologists, surgeons, x-ray technicians, etc. There are also office and administrative careers like managers, secretaries, data assistants, clerks and others. Other general positions that are available include cleaners, compound maintainers, laundry people and kitchen staff. In order to enter the working force of health care, you must be equipped with a well-prepared and qualified resume.

The qualifications required on your resume depend upon the position for which you are applying. Common educational requirements include having a high school diploma with good grades in biological sciences, chemistry and mathematics. Doctors require a four year degree and further training in an area they want to specialize in. After graduation, you can start practicing or opt to further your education and go for a master's and doctoral degree.

There are some careers in the health industry you can enter without much formal education, like dental and nurse's assistants. People who are looking for such jobs can be employed if they have a high school diploma or the equivalent. The qualifications for other careers in the office and administration sector of the health industry are like those in other industries. A bachelor's degree is usually required in a relevant field, such as management, finance, accounting, human resource, etc. However, a basic knowledge of how health facilities operate is a plus and candidates with experience usually have a head start against those who lack it.

For most of the professions in the health industry that deal with life, one has to be licensed by the state and the relevant medical board in order to start practicing. Some doctors will constantly need to be in class to keep up with new medical technologies and treatment methods that are emerging. Be sure to include all of these licenses and trainings in your resume. Advancement opportunities are offered in regard to the qualifications and experiences one has. However, qualification comes first before experience.

Other requirements for doctors include the ability to work under pressure, good communication skills, and ability to work as a team, since they usually work with a team of specialists, especially in surgery. For other doctors who work independently, there is always assistance by the doctor's assistant or a nurse and the doctor must give the correct information to the nurse or the patient regarding drugs or exercise that should be undertaken.

When you are outlining your educational qualification, start with the highest degree earned, then list your other credentials and certifications in chronological order. If you have participated in any research or studies, those are also good to mention here. Briefly describe your experiences by outlining the research you have participated in and the different ways in which you have helped.

All of your relevant skills should be listed using keywords. Do not jumble your medical and technical skills together. Some of the keywords you may choose to use include: computer technology, evaluation skills, decision making skills, collaboration examples, evidence-based service, etc. Key words will attract the attention of the employer and will make your resume stand out from the rest.

Although you are applying for a health care job, you should also mention your administrative and managerial skills in your resume. Highlight outstanding experiences and skills and briefly mention your accomplishments. You can list the major conferences that you have attended and outline any awards that you have received. You do not necessarily need to list all the awards you've gotten or all the seminars you have attended; just the relevant ones will do. Remember to include activities like membership of professional organizations and community service participation.

Stylistically, all the above listings should be written in legible fonts under topical headings that will make it easier for your potential employer to locate the information he wants to see. Avoid using too many industry-specific acronyms, because the employer may be a human resources manager and not necessarily a doctor. This will be a great disservice if he does not understand your acronyms.

By keeping your resume specific and relevant, your potential employer will have an easier time soaking in what skills and qualifications you have to offer, which in turn will increase your chances of getting an interview. With a well-planned and organized resume, you will be prepared to enter into the important and growing world of health care.