

# Name

Phone: (xxx) xxx-xxxx | Email: name@mail.com | LinkedIn URL(optional/if active) | City, STATE (Optional)

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## **PROFESSIONAL SUMMARY**

This is a two to three sentence optional section where you can state what you are interested in, what you current do and/or what you have done before. It is similar to an abstract on a research paper and should be a quick overview of your resume. This is written in third person objective point of view and does not include pronouns like “I, my, my”.

## **EDUCATION**

**Thomas Jefferson University**, Philadelphia, PA May 20XX

Master of Science in Physician Assistant Studies

Masters Capstone Project Topic: The effect of metformin on women with polycystic ovarian syndrome in hormonal regulation

*Super Duper Scholarship Recipient 2022*

**Bachelor’s School** Location June 20XX

Bachelor of Science in Pre-Medicine

Minor in stuff

*Deans list 2018, 2019, 2021*

## **CLINICAL EXPERIENCE**

**Thomas Jefferson University Clinical Rotations** 2022-2023

Thomas Jefferson University Hospital, Center City, Cardiology (X hours)

- Put bullets here that show what experiences you learned the most from
- Write about any unique experiences you may have had that others did not get to do/see
- You can write about one instance and you can start with verbs like “learned” “observed
- Take notes during your clinical that will help you remember what you did later, note numbers (how many patients/bed/floor, how many patients you saw, how many procedures you did)

Christiana Care, Newark, Emergency Medicine (X hours)

- If you want to apply for a specific specialty, put that on the top of the list and put anything else relevant underneath it
- Pay attention to the skills (both technical and core) on the job description you are working with and cater the bullets in each section of your resume to the description
- Your resume should be slightly different for each place you apply

Moss Rehabilitation, Center City, Orthopedics (X hours)

- If you do not feel that there is much to add to a clinical rotation for the job which you are applying, then you can write 1-2 bullets for that section or leave it without any bullets
- If you have not finished all rotations, you can write anticipated after it – don’t write bullets guessing what you will do in case you are incorrect

Penn Medicine Valley Forge, Family Practice (X hours)

Children’s Hospital of Philadelphia, Pediatrics (X hours) (anticipated)

Thomas Jefferson University Hospital, Abington, General Surgery (X hours) (anticipated)

## **RESEARCH EXPERIENCE**

**Thomas Jefferson University**, Philadelphia, PA

*Research Assistant, Department of Biology*

March 20XX – December 20XX

- This is an example of how you can format a promotion or different positions in the same organization/company
- When writing bullets for your research include details such as what tasks you did specifically, what

technology/machines/computer programs you used,

- Make sure to write about core/transferable skills such as collaboration, communication, teamwork, etc.

*Intern, Department of Biology*

August 20XX – March 20XX

- Developed and designed Master's research project involving the effect of metformin on women with polycystic ovarian syndrome and carried out research under the supervision of the Principal Investigator
- Coached undergraduate students in learning new laboratory techniques by modeling techniques for small groups and working with students one on one to monitor progress
- Communicated weekly tasks to undergraduate students and reported progress of both my duties and undergraduate student duties in weekly meetings with PHD students and principal investigator

## **PROFESSIONAL ASSOCIATIONS**

American Academy of Physician Assistants

Physician Assistant Educational Association

- Member of the graduate student committee

## **PRESENTATIONS AND PUBLICATIONS**

Presentation, "The Impact of Metformin on Women's Estrogen Levels in Regulation of PCOS", June 2023  
Pennsylvania Physician Assistant Research Association Conference

Poster Presentation, "PCOS and Metformin", Women's Health Research Convention June 20XX

Publication, list as a citation but lead with the title/topic and **bold your name** (you can write if it is under review or pending publication in parenthesis) August 20XX

## **ACTIVITIES AND AWARDS**

Outstanding Professionalism Award, TJU Department of Biology August 20XX  
Participant in Sigma Xi Student Research Day April 20XX

- In activities/volunteer/leadership sections you can write one or two (or more!) bullets about what you did/accomplished as needed

Health Mentors Program, Jefferson College of Inter-Professional Practice September-December 20XX

- You can write a bullet about the person you assisted as long as you do not include identifying information
- It can be helpful to have a bullet about working/collaborating inter-professionally
- If you had a solution or something you did to assist your mentor, you can write about that as well

## **OTHER EMPLOYMENT EXPERIENCE**

CVS Pharmacy, Philadelphia PA 2020-Present  
*Pharmacy Technician*

- Write bullets about other employment that match skills you see they are looking for in the job description at the top
- Educated patients on new medications, new dosages, or other medical changes to ensure they understood what they were taking and would take medication as prescribed

TGIFriday's, Philadelphia, PA 2013-2019  
*Waitress*

- When you are writing about work experience that is not directly relevant to the job to which you are applying, write about core/transferable skills that the job is looking for or that directly relate to OT
- Served up to 200 patrons per shift ensuring that the customer received clear and direct communication, excellent service, and deescalated problems as they arose

*Hostess*

- If you have a job in which you received a promotion, you can stack the job titles like this and put different bullets under each section

*\*other notes – as a PA you have the education and experience to use two pages! There is no limit to bullets in each section, and your font can be size 10-12, with margins from size 0.5-1.0.*