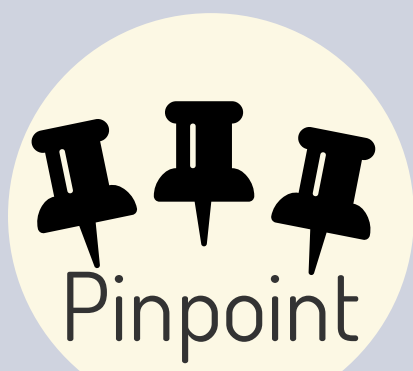


Creating a Killer Resume

Strategies for the Laboratory Professional

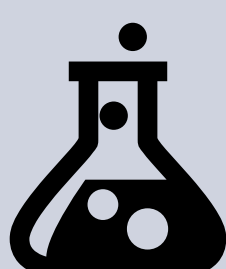


Pinpoint

- Skills
- Abilities
- Achievements
- Experience

Self-Assessment

Take some time to do a self-assessment on paper. It is best to list everything you can think of and then select the information that is most appropriate for the position for which you are applying from this master list.



- Other Lists to Make:
- Instrumentation / Equipment
 - LIS Software
 - Technical Abilities (Key Skills)
 - Certifications and Licenses

Medical Laboratory Scientist Example

1

Johnny Genius, MLS(ASCP)

Mobile Phone: (555) 555-5555 • 123 Address, City, State 55555 • E-mail: Johnny.Genius@gmail.com
LinkedIn Profile: www.linkedin.com/in/MedLabScientist

2

SUMMARY OF QUALIFICATIONS

- ASCP Certified Medical Laboratory Technologist with 3+ years of experience as a Stat Lab Generalist
- Demonstrated track record in Patient & Physician-based healthcare, customer service, strong initiative and leadership in a laboratory setting
- Proficient in Laboratory & Healthcare Compliance: Clinical Laboratory Improvement Amendments (CLIA), College of American Pathologist (CAP), American Proficiency Institute (API), Occupational Safety and Health Administration (OSHA), and Health Insurance Portability and Accountability Act (HIPAA)

3

EDUCATION

B.S., Clinical Laboratory Science, University Name, City of University, State, July 2010

4

CERTIFICATION & LICENSURE

MLS(ASCP), No. 55555, currently active
Tennessee State licensed Medical Laboratory Technologist, No. 55555

5

PROFESSIONAL EXPERIENCE

Medical Laboratory Technologist (Generalist) June 2012 – Present
Workplace Name, City of Workplace, State

- Serviced the Geriatric Community by performing stat testing for Nursing Homes, Assisted, Living and Home Health facilities
- Performed routine and complex stat testing in Hematology, Chemistry, Immunoassay, and Microscopic urinalysis
- Performed and reviewed daily QC, API testing, QA, and all CLIA data compliance and documentation

Medical Laboratory Technologist (Generalist) Aug. 2010 – Aug. 2011
Workplace Name, City of Workplace, State

- Prioritized, processed, and performed clinical testing in the stat laboratory by following standardized policies and procedures in: Chemistries, Hematology, Manual Differentials, Urinalysis, Coagulation, and Immunoassays
- Interpreted and reported results in a timely manner and with integrity as to accuracy, acceptability, and critical limitations, including routine and complex troubleshooting test problems for questionable orders and results
- Performed and documented scheduled QC procedures, reviewed QC data, performed troubleshooting and corrective action, reviewed log sheets, QC records, and maintained records
- Organized and prioritized workload to meet established turnaround time, including excellent communication in following up with both Physicians and Patients
- Created and maintained Policies & Procedures, phlebotomy, and supply procurement

Internship May 2009 – July 2010
Workplace Name, City of Workplace, State
Workplace Name, City of Workplace, State

6

LAB INSTRUMENTATION

Chemistry: RXL & Envoy 500
Hematology: Beckman Coulter Hmx, Sysmex XS-1000i & Beckman Coulter ACT 5
Urinalysis: Clinitek Atlas & Clinitek Status
Coagulation: ACL 100 & Sysmex BCS
Microbiology: PCR, ELISA, BD Bactec Culture System, & MIC Sensititre ARIS
Immunoassay: Mini Vidas & Immulite 2000
Blood Bank: Ortho ProVue Gel System

1 Header

Be BOLD!

Your name can be followed by relevant education or certification abbreviations.

Include all of your contact information at the top:
Full Name
Address (City/State Number is ok!)
Permanent Phone Number
Professional E-mail Address
LinkedIn Address

2 Summary

In 3-4 bullet points or 1-3 sentences, explain why you are the best candidate for the position.

What would the employer gain by hiring you, and ultimately, how can you help them make money or accomplish their goals?

3 Education

New graduates should list their education at the top followed by a detailed description of their clinical experience.

Experienced professionals can list education after their work experience. However, mention any qualifications required for the position at the top in the Summary of Qualifications or after your name or title.

4 Certification

Clearly highlight your certifications and/or state licenses that you have or will obtain or are eligible for.

Spell out organizations and abbreviate them, such as American Society of Clinical Pathology (ASCP), to optimize search engines.

5 Experience

Use action words to describe an overview of the skills you used and learned in each position.

Highlight any leadership opportunities, achievements and special contributions that show how you will be a great employee to have on the team.

Do not copy and paste your current company's job description/ responsibilities.

6 And More!

Add more value and possible ways employers can find you in their database systems or on Monster/ Indeed/ Career Builder searches by listing Instrumentation, key skills/ processes, and laboratory career-related volunteering or achievements.

Examine the Details

- List your education and experience in reverse chronological order - begin with the most recent experience first.
- All dashes (-) separating dates or terms should be the same size and distance apart.

Document Size: 8.5 x 11 inches
Margins: .5 to 1 inch borders
Font Size: 10 to 14 points (except name in header)
Font Types: Times New Roman, Garamond, Helvetica
Paper: white or off-white high-quality paper



There will be several words the spellcheck dictionary won't know; so double-check all instrumentation and skills. Make sure you spell your job titles correctly!



Ask a detail-oriented friend to give you feedback on formatting and to have them proofread grammar and to check for any awkward phrases.

Key Search Terms Recruiters Use to Find You:

Medical, Technologist, Technician, Clinical, Laboratory, Scientist, "ASCP", "AMT", "American Society of Clinical Pathology", "American Medical Technologists", "MLS", "MLT", Hospital, Generalist and/or list your Specialty



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