

Top 10 Must-Do's

1. Include transferable skills that relate to the job you are applying for.
2. Maximize keywords from the job description to describe your past and current experience.
3. Include details on your resume that prove why the reader should consider you for an interview.
4. Only include details that are required for the position you are applying for.
5. Be sure details in each section, if necessary, are listed in reverse chronological order.
6. List only the last 3 jobs or the last 5 years of employment.
7. Minimum font size: 10
8. Be consistent with formatting: font, font size, alignment, sections, bullets, or dates displayed; avoid using acronyms.
9. Keep resume to one page. If multiple pages are necessary, be sure each additional page is full.
10. References are listed on a separate page.

Instructions

Your resume serves multiple purposes, with the primary goal of being a marketing tool to grab an employer's attention and secure an interview. It's crucial to craft your resume in a way that highlights your relevant experience, skills, and education for the specific position you're applying for. Since your resume also represents the first impression an employer will have of you, it's important to demonstrate strong writing and communication abilities, ensuring that your grammar, punctuation, and formatting are impeccable.

As you begin drafting your resume, refer to the four sections outlined below:

- **Section 1:** This section contains keywords commonly used in the field of Speech-Language Pathology. Incorporating these keywords into your resume will not only demonstrate your familiarity with the field but also help you get past Applicant Tracking Systems (ATS) that larger employers often use during the application process.
- **Section 2:** Here you'll find a list of occupational tasks specific to Speech-Language Pathology. Even if you have limited clinical experience, this list can guide you in identifying relevant tasks you've performed. Remember to personalize these descriptions and tailor them to reflect your own experiences.
- **Section 3:** This section highlights the top skills required for professionals in Speech-Language Pathology. Reviewing these skills will help you effectively communicate your qualifications and ensure you're presenting yourself as a strong candidate.
- **Section 4:** This final section offers a list of transferable (or related) skills that can be valuable in Speech-Language Pathology. If you're transitioning from another field, these skills will help you bridge the gap and clearly articulate how your previous experiences are relevant to your new career path.

By thoughtfully referencing and incorporating elements from these sections, you can create a compelling resume that effectively markets your qualifications and sets you apart from other candidates.

Section 1 | Keywords

Speech Therapy Language Disorders Communication Skills Articulation Phonological Awareness Fluency Disorders Swallowing Disorders Voice Therapy AAC (Augmentative and Alternative Communication) Cognitive-Communication Disorders IEP (Individualized Education Program)	Patient Evaluation Pediatric Speech Therapy Geriatric Care Rehabilitation Family Counseling Multidisciplinary Collaboration Progress Monitoring Documentation Patient Education Teletherapy Assessment and Diagnosis Treatment Planning	Evidence-Based Practice Therapeutic Exercises Clinical Supervision Cultural Competence Patient-Centered Care Intervention Strategies Health Promotion Professional Development Ethical Practice Research and Analysis Autism Spectrum Disorder Early Intervention
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Section 2 | Sample of Speech-Language Pathology Tasks

- Document clients' progress toward meeting established treatment objectives.
- Implement treatment plans or protocols as directed by speech-language pathologists.
- Collect and compile data to document clients' performance or assess program quality.
- Perform support duties, such as preparing materials, keeping records, maintaining supplies, and scheduling activities.
- Assist speech-language pathologists in the remediation or development of speech and language skills.
- Select or prepare speech-language instructional materials.
- Assist speech-language pathologists in the conduct of client screenings or assessments of language, voice, fluency, articulation, or hearing.
- Prepare charts, graphs, or other visual displays to communicate clients' performance information.
- Test or maintain equipment to ensure correct performance.
- Conduct in-service training sessions, or family and community education programs.
- Assist speech-language pathologists in the conduct of speech-language research projects.

Section 3 | Top SLP Skills

- **Communication Skills:** Ability to clearly and effectively communicate with patients, families, and other healthcare professionals.
- **Empathy and Compassion:** Understanding and being sensitive to patients' needs, often dealing with individuals who have significant communication challenges.
- **Critical Thinking:** Ability to assess patients' conditions and develop appropriate treatment plans.
- **Problem-Solving Skills:** Identifying issues and coming up with effective solutions, especially in complex cases.
- **Patience:** Working with patients who may take time to progress requires a great deal of patience and persistence.
- **Interpersonal Skills:** Building strong relationships with patients, their families, and team members is crucial.
- **Attention to Detail:** Monitoring progress, recording precise details, and adjusting treatment plans as necessary.
- **Knowledge of Speech and Language Disorders:** Deep understanding of various speech, language, voice, and fluency disorders, including their causes and treatments.
- **Counseling Skills:** Providing support to patients and their families, helping them understand the process and cope with challenges.
- **Flexibility and Adaptability:** Being able to adapt to different environments, patient needs, and unexpected situations in a healthcare setting.
- **Ethical Decision-Making:** Adhering to ethical standards in patient care, including confidentiality and professional conduct.
- **Technical Proficiency:** Familiarity with tools, software, and technology used in speech-language pathology, such as speech therapy apps and diagnostic equipment.
- **Cultural Competence:** Understanding and respecting cultural differences that may affect communication and treatment.
- **Teamwork:** Ability to collaborate with other healthcare professionals, educators, and support staff to provide comprehensive care.
- **Time Management:** Efficiently managing caseloads and scheduling to ensure timely and effective treatment.

Section 4 | Transferable Skills

- Prepare and review operational reports and schedules to ensure accuracy and efficiency.
- Set goals and deadlines for the department.
- Analyze internal processes and recommend and implement procedural or policy changes to improve operations, such as supply changes or the disposal of records.
- Plan, administer, and control budgets for contracts, equipment, and supplies.
- Hire and terminate clerical and administrative personnel.
- Communicate with and provide guidance for external vendors and service providers to ensure the organization, department, or work unit's business needs are met.
- Develop operational standards and procedures for the work unit or department.
- Establish work procedures or schedules to organize the daily work of administrative staff.
- Learn to operate new office technologies as they are developed and implemented.
- Manage paper or electronic filing systems by recording information, updating paperwork, or maintaining documents, such as attendance records or correspondence.
- Meet with other departmental leaders to establish organizational goals, strategic plans, and objectives, as well as make decisions about personnel, resources, and space or equipment needs.
- Read through contracts, regulations, and procedural guidelines to ensure comprehension and compliance.
- Supervise administrative staff and provide training and orientation to new staff.

The O*NET Program is the nation's primary source of occupational information. Visit <https://www.onetonline.org/> for more resources.