CAREER SERVICES
WEST COAST UNIVERSITY

Resume Guide for Health Administration

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.

Sample of Top skills

Gathering Information	Guiding and Directing Team	Analyzing Data or Information
Communicating	Motivating Subordinates	Thinking Creatively
Organizing and Planning	Monitoring Resources	Training and Teaching Others
Making Decisions	Processing Information	Interpreting Information
Solving Problems	Developing and Building Teams	Staffing Organizational Units
Scheduling Work and Activities	Evaluating Information	Administrative Activities
Working with Computers	Coaching and Developing Others	Establishing and Maintaining
Coordinating Work Activities	Resolving Conflicts	Interpersonal Relationships
Documenting Information	Negotiating with Others	

Sample of Related tasks

- 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.