

Career Guide – Reviewing Resumes

What Recruiters Look for in a Resume

Recruiters often spend less than a minute reading a resume. Here's what they are looking for:

- A clearly stated summary of the applicant's skills, experience, and credentials
- Relevant work history
- Appropriate terminology drawn from the advertised job description
- Writing that is brief and concrete

Provide Feedback on the following:

- Formatting
 - Uncluttered
 - Consistent
 - 1-2 pages
- Information
 - Organized from most-to-least current
 - Relevant
 - Clear
 - Brief
- Terminology
 - Correct
 - Current
 - Grammatical
- Grammar and Punctuation
 - Correct!
- Visual Perfection
 - No typing or formatting errors
 - Easy to read
 - Attractive design

Sample Resumes

On the next few pages are sample resumes:

- *Entry-level Sonographer (Natasha Kovalenko)*
- *Ultrasound Tech (Corbin Dallas)*

NATASHA KOVALENKO

1120 Ocean Parkway, Brooklyn, NY 11203 Natasha.Kovalenko@gmail.com (212) 555-1234

OBJECTIVE

An entry-level position in sonography as a general, vascular, or OB/GYN sonographer.

SKILLS

ARDMS-eligible GE-LOGIC 500MD; ATL HDI 5000 Color Duplex Ultrasound Machine; VOLUSON 730; Pulse Volume Recorder Machine; IMEX LAB 9000 Plethysmography Machine

EXPERIENCE

STATEN ISLAND UNIVERSITY HOSPITAL, HOSPITAL PERINATOLOGY, P.C. May 2006 - August 2006
Staten Island, New York
Ultrasound Technician, Intern

Responsible for performing quality sonographic studies by following established procedures and physician's orders to provide quality diagnostic data for interpretation by Radiologist.

- Prepared patients for examination.
- Scanned and evaluated patients' exams.
- Worked closely with physicians to identify high-risk pregnancies.
- Level-1 and Level-2 studies, including high-risk pregnancies.
- Facilitated Amniocentesis and Hysterosonogram.
- Transvaginal sonography with color flow applications.
- Pelvic ultrasound with color flow applications.
- Processed OB/GYN ultrasound report.

HOSPITAL OF JOINT DISEASES, DEPARTMENT OF RADIOLOGY February 2006 - April 2006
New York, New York
Ultrasound Technician Intern

Performed full scope of vascular procedures to test the veins and arteries, mapping the different vessels and arteries in the body to show blockages and progression of diseases.

- Readied patients for examination.
- Venous duplex examination of lower and upper extremities.
- PVR/Segmental pressures of the lower and upper extremities.
- Carotid duplex examination.

EDUCATION

CERTIFICATE IN DIAGNOSTIC MEDICAL SONOGRAPHY August 2006
The Institute of Allied Medical Professions
Brooklyn, New York
Completed coursework in General, Abdomen, OB/GYN, Vascular, and Small Parts Ultrasounds

DOCTOR OF MEDICINE, University of Bucharest, Romania May 1999

Corbin Dallas

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New York, NY 64000
Home: 404-555-5555
Cell: 404-555-5556
Email: Corbin_Dallas@frontfocus.com

Objective

Find a challenging position as an Ultrasound Technician within a facility that will allow me to utilize my scanning techniques and provide opportunities for further developments.

Qualifications Summary

- Extensive knowledge in Obstetrics, Gynecology, Gastrointestinal, Abdominal, **as well as** Small Parts and Limited Vascular areas of medicine.
- Understanding of physics of ultrasound, interaction with human tissues, image formation and display, Doppler, color flow, m-mode, 2D scanning, and instrumentation.
- Able to recognize and demonstrate skills of differentiating normal and abnormal sonographic anatomy.
- Dynamic team-player, strong ability to work independently, professional, and loyal to the company.
- Proven high abilities to be an efficient, multi-tasking, dependable and reliable worker.
- Excellent writing and oral skills, observant, keen on details, goal-oriented.

Education

Professional Career Institute (PCI), Cerritos, CA

- Diagnostic Medical Sonographer Degree (May 2004)

Cerritos College, Cerritos, CA

- General Course Study (Aug. 2001 - Dec. 2003)

Work Experience

Ultrasound Technician

June 2006 - Present

Atlanta General Hospital, Atlanta, GA

- Perform general ultrasound (SEQUOIA), centering on abdominal, OB/GYN, small parts, pelvic (male), and vascular, performing full scope of vascular procedures to test the veins and arteries and progression of diseases
- Prepare patients for examination
- Apply venous duplex examination of lower and upper extremities as well as carotid duplex examination along with PVR/ segmental pressures of the lower and upper extremities.
- Assist in preparation of exam reports for doctor review
- Experienced surgery setting and viewed CEA, breast biopsy, and thoracentesis procedures.

Technical Writer

May 2003 - May 2006

Atlanta Hospital Center, Atlanta, GA

- Performed general ultrasound scans including Abdomen, OB/GYN, Small Parts, Vascular, Biopsy/Special Procedure Assistance
- Operated equipment such as GE (Logic 9) and Philips iU22/HDI 5000
- Integrated diagnostic sonograms, laboratory results, patient history and medical records,
- Adapted sonographic examination as necessary, using cognitive sonographic skills to identify, record, and adapt procedures as appropriate to anatomical, pathological, diagnostic information and images

- Synthesized sonographic information and medical history and communicated findings to the appropriate healthcare professional
- Assisted the radiologist in performing special procedures such as abscess drainage, soft tissue and thyroid biopsies, thoracentesis, & paracentesis.

**References available upon request.