



myCNAjobs.com



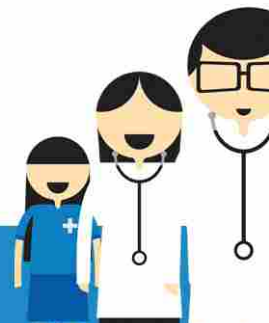
A COMPLETE RESUME GUIDE FOR CAREGIVERS AND CNAs

FOR USE WITH RESUME TEMPLATE

www.myCNAjobs.com/caregiver-cna-resume-template

OUTLINE

1. Why create a resume?
2. How to write a caregiver resume
3. Caregiver resume template
4. Using the resume template

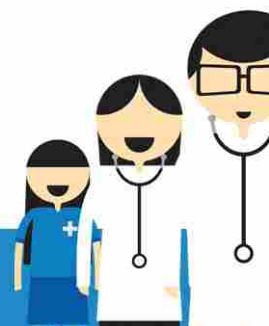


WHY CREATE A RESUME?

SIMPLE — YOU WILL STAND OUT.

Although many caregiver jobs don't require a resume, you shouldn't ignore this vital asset when going in for a job interview.

A well-crafted resume shows that you are seriously interested in the job and sets you apart from other applicants. Plus, a resume compiles all your past work experience, skills, certifications, and everything else you want the employer to know about you into one easy-to-read document.



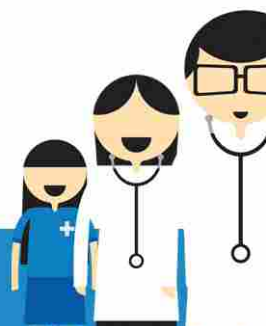
HOW TO WRITE A CAREGIVER RESUME

WHEN SITTING DOWN TO WRITE A CAREGIVER OR CNA RESUME, HERE'S WHERE WE'D START:

Use our resume template. We've already done the dirty work for you. Just download our existing resume template: www.myCNAjobs.com/caregiver-cna-resume-template This will help give your resume a clean, polished look.

Populate the template. Start filling in your professional experience and personal information.

Tailor your resume for the position you're seeking. If you're seeking a non-medical caregiver position, discuss previous experience that makes you a good hire for the job. If you're seeking a CNA position, be certain to address your certifications and qualifications. If the employer is seeking someone with Dementia experience, highlight it on your resume. It's important to touch on EVERY single attribute an employer is looking for if you have the relevant experience. During the interview, you can use this as your guide to talk through your background.



SAMPLE RESUME TEMPLATE

Sally J. Smith
 555 W. Pine St. • Chicago, IL 60614
 555-555-5555 • sally.smith@email.com

OBJECTIVE
 I'm a compassionate, reliable, and experienced Certified Nursing Assistant seeking a C.N.A. position, specifically working in the home of a memory loss patient given my deep expertise in the area.

EDUCATION
 Downtown College of Allied Health, Chicago, Illinois; May 2010
 Certified Nurse Assistant, Completed 60 hours of clinical training

CERTIFICATIONS

- C.N.A.
- Certified in First Aid and CPR by the American Red Cross

SKILLS SUMMARY

• Patient Care & Safety	• Fluent in English and Spanish
• Memory Loss Communication	• Medication Reminders
• Patient Transport	• Maintaining medical records
• Meal Preparation & Light Housekeeping	• Companionship

PROFESSIONAL EXPERIENCE

CNA, Sunshine Assisted Living, Chicago, IL June 2010—July 2012

- Cared for memory loss patients
- Monitored and recorded physical or mental changes on a daily basis
- Administered daily care according to care plan
- Provided detailed daily reports of client care to supervising RN

Non-Medical Caregiver, Senior Care Living Center, Chicago, IL Oct. 2009—May 2010

- Provided in-home, one-on-one care and companionship for an elderly client with dementia
- Assisted client with daily feeding, hygiene, and grooming needs
- Transported client to appointments, errands, and social outings

Lead Cashier, Jewel, Arlington Heights, IL Aug. 2008—Oct. 2009

- Supervised team of cashiers and baggers during shift
- Managed and resolved customer service complaints

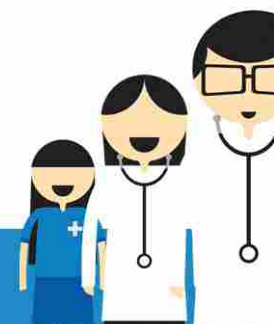
OTHER RELEVANT EXPERIENCE

- Volunteered at Chicago Hospital in ER from May 2008 to August 2008
- Babysat special needs child for three years

Powered by myCNAjobs.com

DOWNLOAD RESUME TEMPLATE

www.myCNAjobs.com/caregiver-cna-resume-template



USING THE RESUME TEMPLATE

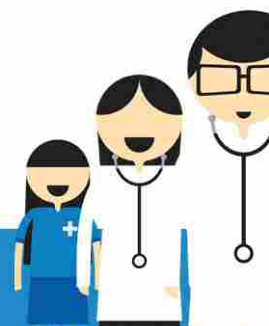
These tips are written specifically for our pre-made resume template. Follow these instructions in accordance with the template for an all-star resume!

Personal and contact information

- Include your full name, address, phone number, and email address.
- Use an email address that is professional and work appropriate. Recruiters and hiring managers perceive email addresses with nicknames or informalities as unprofessional. Many people opt for email address based off of a combination of a person's first and last name.
 - o Good example: sally.smith@gmail.com; sjsmith10@yahoo.com
 - o Bad example: hottie324@yahoo.com; billysbabexo@gmail.com

Objective/mission statement

- This is your opportunity to tell a potential employer why you want to be a caregiver. Explain in one or two short sentences why you are passionate about caregiving.
 - o Example: “I am a compassionate, reliable, and experienced caregiver seeking a non-medical caregiver job, specifically working for dementia patients given my deep expertise in the area”



USING THE RESUME TEMPLATE

Education

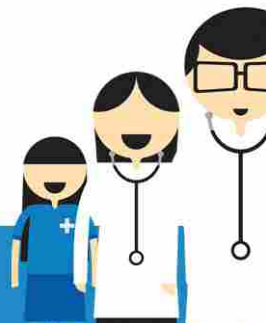
- List your most recent education first.
- Include any higher education or advanced training with the year of completion, school location, and degrees earned.

Certifications

- Include any relevant certifications to the position.
- No certifications? You have options. List personal familial caregiving experience or other relevant experience, highlighting why you have the best personality and chops for the job. Further, you can check out low-cost online training to give yourself a leg up. Training can be found at myCNAjobs or other local establishments.

Skills summary

- List your strongest skills and attributes. These should be relevant to the caregiver position that you are applying for. It's important to highlight the following for most caregiver jobs (only of course if it's true): reliability, dependability, experience transporting patients, preparing meals, light housekeeping, companionship, grooming, running errands, and medication reminders for patients with memory loss.
- Be prepared to talk about these skills during an interview. Give examples of specific situations where you used these skills.



USING THE RESUME TEMPLATE

Employment history and professional experience

- Highlight your most recent employment history. List your positions in chronological order, avoiding gaps in employment. If you have a gap in your employment history, be sure you can explain your absence from the workforce.
- Include your position, place of employment, start and end dates, and a few bullet points outlining what you achieved at the position.
- In your job description, start every line with an action verb. This emphasizes your achievements and responsibilities in your position. Examples: monitored, administered, negotiated, managed, etc.
- It's ok to list jobs that aren't caregiving jobs. If you worked retail or waitressed, include that but focus on transferrable skills in your job description (e.g., customer service, time management, conflict resolution, etc.).

Keep the resume to one page

Your resume should never be longer than one page and should be as close to a full page as possible (that means limited white space). Here are some formatting tips so your resume looks complete and professional:

If your resume is too long, include only the most relevant information and work experience from the last 10 years. You can also try adjusting the font and spacing.

If your resume is too short, include non-paid work that shows you are qualified for the job (but don't pad your resume with fluff). Other information could include volunteer work, babysitting jobs, or family care.



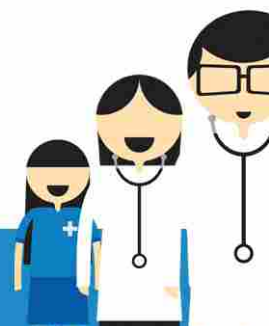
USING THE RESUME TEMPLATE

Keep formatting simple (hint: don't change the template)

- Make sure your formatting is consistent. Align all bullets and lines of text.
- Use simple, professional fonts. Don't use any overly decorative fonts that are overly large or, small and hard to read.
- Keep colors simple. Shades of blue, gray, and black are great. Avoid flashy or hard-to-read colors like hot pink and yellow.

Grammar is key

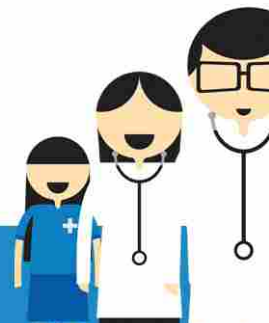
- **ALWAYS** proofread your resume. **ALWAYS** have someone else proofread your resume, too. Hiring managers often disqualify resumes with blatant typos and errors.
- Make sure all your verbs are in the past tense.
- Check punctuation, capitalization, and accuracy of your employer names, employment dates, etc.



USING THE RESUME TEMPLATE

Presenting your resume to potential employers

- When arriving for an interview, bring along three freshly printed copies on resume paper (nothing pink, nothing sprayed with perfume, and nothing fancy). Just plain white, cream, or light grey paper.
- Carry your resume in a folder or portfolio. No wrinkles, creases, or dog-eaten corners!
- Offer a copy of your resume after you shake the employers hand and thank them for taking the time to meet with you – this will set the stage for a positive discussion.





And lastly, good luck! If you have questions, ask our Recruitment Squad on Twitter free-of-charge.

Just include @myCNAjobs and #recruitmentsquad in your tweet. We'll get your questions answered and help you score your next job.

