

# Resume Tips



Use these tips to help guide you in creating a solid resume for the hearing health industry

## Contact Information:

Name

Phone

Email (personal, not school)

## Education Section:

- Graduate school first, then undergraduate school
- GPA (if above 3.5; only relevant during Au.D. program and recently after graduation)
- List of degrees
- Anticipated graduation date
- Major and minor of undergrad

## Clinical Experience:

Name of clinic and location (most recent on top)

Position ("Graduate Student Clinician" or "Audiology Extern" if in 4th year)

- Tailor detailed bullets to type of position you're applying to.
  - For example, if applying for a clinical position in a hospital, describe advanced diagnostic skills (eg: ABRs, ECoChGs, VNGs/ENGs).
  - If applying for a clinical position at a private practice that is focused on hearing aids, focus your bullets on hearing aid evaluations, selection, programming, electroacoustic testing, etc.

### Applying for an externship?

List out every opportunity where you are facing patients. Include information about various diagnostic testing opportunities and any experience working with hearing aids you may have had. List anything that sets you apart from the other candidates: cochlear implants, advanced diagnostic experience, testing in foreign languages, tinnitus experience, pediatrics, etc.

## Research and Publications (if any):

List any presentations or presented research you would like to highlight. List publications in APA format.

## Professional Experience:

Use this section to list relevant experience outside of your graduate clinical experience (ex: Audiology Assistant, Research Assistant, Teaching Assistant, Graduate Assistant).

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### Additional Skills (if applicable):

Find a way to incorporate this into the body of your resume. Feel free to include relevant skills and languages here too.

### Extracurricular:

- List community service, workshops and conventions attended that are relevant to this position.
- List professional memberships.

### Licensure and Certifications:

Include any state licenses.

### Layout:

Save and send as a PDF to future employers to retain original formatting and secure your document.