Physician Assistant Resume Template
Degree Student
Career Starter, Switcher, Advancer

Professional Integrity: Students are expected to exhibit the highest level of personal and professional honesty as they engage in our programs and with our shared resources. You must always submit your own work rather than that of another participant or internet source. The following templates are meant to provide practical examples. **Do not include phrases or sentences directly from these samples in your resume.** When in doubt, consult your career services team.

RESUME LENGTH

It is fine to go over one page in order to include critical information that is relevant to the role you are applying to. Please do not exceed two pages and please do not leave out information for fear of going over one page.

FORMATTING
- Do not write in the header or footer of your document.
- Choose one font to use for your document (Calibri, Times New Roman). Use one font size for all body text (10.5 - 12 pt) and one font size for all section headings (1-2 points larger than body text). Margins should be between .5" - 1" on all sides. Line spacing should be at 1.0.
- Spell out all links - most employers use Applicant Tracking Software to screen online resume submissions, it will read short links as text and you will lose link functionality.

    ATS Friendly: https://careernetwork.2u.com/
    Not ATS Friendly: Career Network

MISCELLANEOUS TIPS

SUMMARY: Your resume's Summary section can also use bullets instead of a paragraph. Bullets are a great way to showcase accomplishments, recognitions, and relevant strengths to viewers. Example:
<p align="center">Summary</p>

- Ambitious Project Manager with a passion for creating efficient processes and driving business efforts.
- Versatile team player with proven success in customer service and cross-team collaboration.
- Nominated multiple years in a row for Best in Industry Award.
- Proficient in a fast-paced environment; flexible, fast learner bringing curiosity and passion to every project.

WORK EXPERIENCE: How can you prioritize relevant experience that precedes your most recent roles?
Try creating two sections - Professional Experience and Additional Experience. This will allow you to bring your most relevant experience to the top and emphasize that to readers. Other work experience (going back to 10 years) can then be listed below as Additional Experience.

EDUCATION: When can you position schooling at the top of the resume?
1) If you have not held major titles or are recently entering the workforce, and 2) if you have a Master's program or higher. Otherwise, place the education at the bottom of the resume.

Jordan Price

City, ST Zip
Phone: Add Phone | Email: Add Email | LinkedIn: Write out URL (optional)

SUMMARY

[Summary section can use either bullet point format or paragraph format to sum up the title of the role you're seeking, accomplishments, relevant past experience, recognitions, and/or roles in projects built.]
- ***DO NOT*** include entire phrases or sentences of this sample in your resume statement.
- ***DO NOT*** include personal pronouns in your summary (I, me, etc.)

Example: Physician Assistant with a tenure of success cross-collaborating with physicians, interpreting test results, and diagnosing medical conditions. Highly committed to treating patients with acute to chronic medical conditions. Well-versed in drug safety compliance requirements and HIPAA regulations.

EDUCATION
[Current program should be listed first]

Degree: University, City, ST   (Expected: Year)
- List notable academic achievements (research/project grants, fellowships, thesis, etc.).

Degree or Certification: School, City, ST   Year – Year
- List notable academic achievements (research/project grants, fellowships, thesis, etc.).

LICENSES & CERTIFICATIONS

Name of License, #LicenseNumber	Expiration Date (if applicable)
Name of License, #LicenseNumber	Expiration Date (if applicable)
Name of Certification	Expiration Date (if applicable)
Name of Certification	Expiration Date (if applicable)

PROFESSIONAL EXPERIENCE

Title of your role as an Intern/Volunteer/Assistant/Employee   Year – Year
Company Name   City, ST
Add a brief description here of your responsibilities; utilize transferable skills (e.g. communication, critical thinking) to correlate with the role of interest. Use past or present verbs to begin sentences (be consistent with verb tense for each role)
Key Accomplishments:
- If applicable, bullet-point 2-4 key value-adds, quantifiable achievements or metrics, or recognitions, i.e., awards, nominations, special assignments, leadership, praise, etc. .

ADDITIONAL EXPERIENCE
[Optional: If you have additional experience from the last 10 years that is indirectly related to your career goals you can include it here to generate additional keywords.]

Title of your role   Year – Year
Company Name   City, ST
[Descriptions in this section should remain brief, ideally no more than 1-2 lines.]
Add a brief description here of your responsibilities; utilize transferable skills (e.g. communication, critical thinking) to correlate with role of interest. Use present tense verbs for current roles and past tense verbs for previous roles to begin sentences (be consistent with verb tense for each role).

Key Accomplishments:
- If applicable, bullet-point 2-4 highlighted accomplishments or recognitions. i.e., awards, nominations, special assignments, leadership, praise, etc.
- Where possible incorporate quantifiable details ($, %, time, team size).

VOLUNTEER EXPERIENCE or COMMUNITY ENGAGEMENT/INVOLVEMENT
[This section is only recommended for Career Starters/Switchers if relevant to your career path]

Title   Year – Year
Organization   City, ST
Additional information regarding your title or organization, if applicable (no more than one line)
- Accomplishment #1 in problem/project, action, result format, make sure you quantify and qualify your achievements.

PROFESSIONAL MEMBERSHIPS & AFFILIATIONS
[if directly related to your career path]

Organization, Role   Month Year–Month Year
ADDITIONAL INFORMATION
Group Field-Specific Skills into categories without bullet points or tables. See sample categories:

[Field Specific] Skills:
Languages: Optional. Include advanced language proficiency - other than English - if relevant to the job posting.