

Writing your Chiropractic Resume

A Guide for Presenting your Professional Qualifications

Sue Dudd
Director of Career Services
Office of Student Services –Sport Health Science Building
Life University
sdudt@life.edu
770-426-2767

Why this guide?

Over the course of the past several years I have read and reviewed resumes written by Doctors of Chiropractic and students who are about to receive their DC degree. These resumes have come to me by way of student and alumni appointments, email requests and through online submissions into our Careers4Life posting board. Occasionally the resume that is presented to me is well written and needs minor edits; more often the resume is poorly constructed and fails to highlight the excellent background, education and experience the student or alumni is attempting to showcase.

While I am available and very happy to personally assist individuals with writing and editing their resumes I have found that it can be a time consuming task to give attention to each individual. What makes the process so time consuming is that many resumes are truly “rough drafts” and need to be completely revised. The purpose of this resume guide is to give our chiropractic students and alumni all the basics that need to get a strong start on their resume. My goal is to give each of you a set of information about the resume writing process and several strong examples of resumes so that you can draft your own resume. The end result for each of you who uses this guide should be a resume that represents YOU well and sets you apart from other candidates based upon your own unique blend of education, experience and interests. *I am available to proof, edit and assist with the final draft of your resume. I encourage you to read this guide, create your resume and then contact me; we can meet in my office, via phone or via email.*

The CV or curriculum vitae – a common misnomer

Some of you may be thinking, “But I don’t want to create a resume, I want to write my CV!” For clarification purposes please know that a CV, or curriculum vitae is more specifically used in academia so that faculty may showcase their background which includes their education, experience, teaching, publishing and research. Many health professionals do write a CV as well but they too have a background which includes the teaching, publishing and research. I hope to produce a CV writing guide in the future but since most of our graduates do not have extensive experience that calls for a CV I have started with this resume guide. I am happy to assist with CV preparation and editing as well. If you are writing a CV, please locate some online resources to use as a starting guide. One I recommend is <http://owl.english.purdue.edu/owl/resource/641/01/>

Document type or template?

My recommendation is that you start with a **blank Word document**. This will allow you to set the margins, control the spacing and design the layout according to your own unique combination of education and experience. It will also allow anyone who assists you with editing

the resume to make changes without feeling like they have entered a wrestling match with a template that has mastered the art of font changing, line break, words stuck- in-a-box passive aggressive behavior of a PC or Mac gone wild. It will also allow the document to look like you want it to when the reader opens an emailed copy and for you to easily upload it into the Careers4Life system.

A few guidelines for layout are:

- Follow the 1 inch margin guideline for the sides and the top and bottom of your pages
- You should not present a “title” with the word **resume** appearing at the top, it is clear that it is a resume and it is a waste of valuable “resume real estate” to do so
- Pick one, or perhaps two fonts, and be consistent in using those throughout the document; the best fonts are Times New Roman, Arial, Calibri and Garamond
- You should make use of varied font size, bolding, italics, bullets, columns, lines and underlining to emphasize the various sections and details of your resume
- Several examples of resumes that display creative and professional use of these effects are included in the back of this guide

First things first!

Your name and your contact information will be the **heading** for the resume.

You may vary the order in which you present these items but the items to **include** are:

- Name, with or without degree letters. Your name should be followed by the letters of the degree(s) you have earned. *Do not use **Dr. and D.C.** as that is redundant.* The font size for your name ought to be the largest on the document (students wait until after graduation to place D.C. after your name)
- Your physical or PO mailing address
- Your phone or phone numbers, you may state whether the number is for cell, home, or office
- Your email address

Items **not to include** are:

- Your birth date or age
- Your marital status
- Your race or ethnicity
- Your gender
- Decorative items such as the Life logo or crest, a colorful spine, etc.

After you have placed your name and contact information as the heading for the resume you will present your first section of information. The best resumes start off with one of these:

Profile or Summary of Qualifications or Professional Summary

This is a one to two sentence statement or three bullets highlighting the strengths and skills that separate you from the competition. This short pitch tells those hiring what you offer and highlights who you are as a professional.

and / or

Objective This is a direct statement about the type of opportunity you are seeking

The next headings can vary in order of appearance; for recent graduates I recommend listing **Education** first, followed by **Chiropractic Experience** and then other pertinent categories.

Education

List your most recent and highest degree first and follow with prior degrees.

Some of our DC grads get their Master in Sport Health Science after the DC degree. I recommend keeping with *highest degree* first even though it is contrary to the reverse chronological order I recommend for other sections of the resume.

Once you have received a college degree, the high school information should be omitted unless it presents something really special about your education. See the sample resumes in this guide for suggested formatting of this presentation.

Wondering whether you should list your GPA?

Here's how (and when) to list it on your resume:

A GPA of 3.0 or above is worth listing next to your degree title. Anything below a 3.0 should be left off.

For the undergraduate degree, another option is to calculate the GPA for classes completed as part of your major. In this case, list your academic score like this: Major GPA: 3.82

Graduation distinctions, such as *summa cum laude*, *magna cum laude*, or *cum laude*, add a touch of class to the 4.0 scale by showing that Life University has recognized your academic excellence. You should not list these until you have graduated or received official word that you are receiving the distinction. Since Latin honors and what it takes to earn them differ—3.6 for magna cum laude at one school, 3.8 at another—list your numerical figure, too.

Life University's scale is cum laude 3.25-3.49, magna cum laude 3.5-3.74, summa cum laude 3.75-4.00.

Experience

You will want to highlight your **Chiropractic Experience** in the section with that title. The most common resume format is the **reverse chronological resume** and this works very well for presenting your chiropractic experience. List the most recent position you have held, citing the name of the practice or employer, including the city and state or city and country (if international), the title you held and the dates of the experience or employment. Then describe what you accomplished in that position. Rather than recreating a job description, you should describe what you accomplished in terms of results and solutions.

If you are about to graduate or are a recent graduate you should list your PEAK practice and your C-HOP and maybe CC-HOP experience under your chiropractic experience. Here are some tips for your descriptions:

1. **The verbiage of the resume is important.** Choose powerful, effective words that deliver your message quickly and concisely. Your goal is to condense everything you need to say into a few carefully chosen words and bullet-pointed sentences. Here's how to use language to help accomplish this goal.
 - **Keep it brief**
Less is more when it comes to writing your resume statements. Big blocks of text composed of meandering sentences make it hard to pick out essential information. Keep sentences that are short and simple, and that develop a single carefully targeted point.

- **Be specific**

Never use general terms to describe your experience or achievements. After all, you're trying to stand out from all the other candidates, not blend in with them.

- **Use the active voice**

To craft a powerful resume, write it using active voice. Active voice makes you the actor of your statements instead of a passive bystander.

Example:

This statement casts the applicant in a **passive** light, making it seem as if the promotion just happened:

- Selected as interim supervisor for 10–12 employees (somebody else did the selecting)

Active voice gives the candidate much more credit for the activity:

- Managed 10–12 employees as summer interim supervisor (the candidate did the managing)

- **Write in the first person**

Your resume is a direct message from you to a potential employer. Therefore, you need to write your achievement statements from the first person point-of-view. To save space and prevent wordiness use “gapped phrasing” in which you leave out the personal pronouns.

- **Remove unnecessary words**

To further tighten your resume text, remove articles (a, an, the), helping verbs (have, had, may, might), forms of “to be” (am, is, are, was, were), and pronouns (its, their) from your resume statements. These extra words will be assumed by the reader.

- **Keep track of tense**

Make sure to describe your past duties and achievements in the past tense, and your present duties and achievements in the present tense. For example, if you're listing activities at your current job, describe them in the present tense. However, when describing accomplishments that you have *completed* in your current job, you may use past tense. Inconsistent use of tense is confusing and sloppy. Some job seekers hold two jobs simultaneously or hold an occasional long-term side job along with a full-time job. If you still hold the job, list that in the present tense as well.

- **Check spelling**

One typo won't disqualify a candidate, but several typos probably would. Any typo is a good enough reason to nix a candidate especially since you are in a profession in which details are important! Use your spellchecker, but also be sure to proofread carefully—spellcheckers won't catch homonyms (there vs their) or misused contractions (your vs you're). And the spell checker can't catch mistakes in the names of companies or many chiropractic specific terms and techniques. Have a friend or two proofread your resume before you send it out.

2. **Go easy on the eyes.** Use bullets, bolding, varies font size and italics to make your resume easy for the reader to read. Just don't go overboard: Keep the formatting consistent and bulleted sentences concise.
3. **Play up your strengths.** Make your most impressive accomplishments the most prominent. If your volunteer work required or led you to gather more relevant skills and accomplishments than your part-time job, put "Volunteer Experience" before "Work Experience."

4. **Include all relevant experience.** Paid jobs and internships aren't the only way to gain skills. Courses, extracurricular activities, volunteer work, and interests all count as qualifications-as long as you include the relevant skills you picked up.
5. **Be creative with headers.** If you don't have much to include under "Professional Experience," create new section titles such as "Relevant Leadership Roles" to describe your experience.

Include a **Techniques and Certifications** section or something similar listing your specific chiropractic skills.

You may also include other sections such as **Professional Development** or **Memberships** or **Seminars**.

You may also add a **Research** section in the resume and site the research project you do here at Life University.

Extra tips:

Show, don't tell. It's one thing to say you gained excellent marketing skills as a club coordinator; it's another to prove it by saying you increased the club's attendance by 10 percent. Always include numbers and tangible accomplishments to back up your work.

Proofread. This seems like a no-brainer, but applicants often forget it. Read for typos, misspellings, and wordiness. Again, be sure to use active voice ("answered telephones" instead of "telephones were answered") and consistent tenses.

Live in the digital age. You will likely need to submit your resume several ways online. To avoid headaches, save several copies including a PDF and Word doc for attachments.

See the sample resumes that I have included. You may create a one page resume or you may roll over to two pages if your experience level warrants the extra page.

I will be happy to review and assist with your resume.

Please send it to me as a word document attachment via email. I will most likely have some creative formatting suggestions and will give feedback on your presentation of your specific details that tell your history.

Possible Headings for Your Resume

Greta Spinealli, D.C.

4217 Main St.
Boulder, CO 80307

grspine@gmail.com
555-891-5687

Greta Spinealli, D.C.

4217 Main St.
Boulder, CO 80307
grspine@gmail.com
555-891-5687

Greta Spinealli, D.C.

4217 Main St. Boulder, CO 80307
grspine@gmail.com
555-891-5687

Greta Spinealli, D.C.

4217 Main St.
Boulder, CO 80307

grspine@gmail.com
555-891-5687

Greta Spinealli, D.C.

4217 Main St.
Boulder, CO 80307

grspine@gmail.com
555-891-5687

Greta Spinealli, D.C.

4217 Main St. Boulder, CO 80307

grspine@gmail.com 555-891-5687

Possible headings for sections of your Chiropractic Resume

OBJECTIVE

PROFESSIONAL OBJECTIVE

Professional Summary

SUMMARY OF QUALIFICATIONS

Mission

EDUCATION

RELATED COURSEWORK

CERTIFICATIONS

CERTIFICATIONS, TECHNIQUES and LICENSES

Techniques, Modalities, Licensure and Certifications

Techniques

Preferred Techniques and Modalities

Licensure and Certifications

Chiropractic Experience

RELEVANT EXPERIENCE

CLINICAL EXPERIENCE

Professional Experience

WORK HISTORY

AFFILIATIONS and SEMINARS

Professional Affiliations

Publications

Specialized Skills/Training

SKILLS and LANGUAGES

International Experience

ACTIVITIES

Volunteering

Service and Activities

ACTIVITIES and VOLUNTEER WORK

ACTIVITIES and AWARDS

CAMPUS/COMMUNITY ACTIVITIES

Clubs and Organizations

LEADERSHIP and ACTIVITIES

Affiliations

Grants and Fellowships

Awards and Honors

Continuing Education

Professional Development

Research

Greta Spinealli, D.C.

4217 Main St. Boulder, CO 80307 555-891-5687 grspine@gmail.com

Objective

A position as an Associate Chiropractor in a family and wellness based practice

Education

Doctor of Chiropractic **June 2010**
Life University, Marietta, GA

Bachelor of Science, Exercise Science **May 2006**
University of Colorado at Boulder

Experience

Clinic Director **March 2011 – December 2012**

Back to the Future Chiropractic, Kennesaw, Georgia

- Analyzed and treated patients in a family and wellness based clinic using Diversified, Thompson and Activator techniques
- Conducted full exams and x-rays and recorded patient history and notes
- Assisted with external marketing, screenings, phone calls, patient scheduling
- Confirmed and processed insurance benefits

Independent Contractor **July 2010 – February 2011**

Pike Chiropractic, Colorado Springs, Colorado

- Provided coverage for other DCs in the office
- Processed and analyzed x-rays
- Conducted external marketing, screening and health, wellness and nutrition talks

Chiropractic Intern **January 2010 – June 2010**

Life University Extension Clinic, Marietta, GA

- Performed patient Examinations and Digital X-ray as necessary
- Provided patient care and adjustments using Diversified, Thompson and Activator techniques

PEAK Intern **September 2009 – December 2009**

True Living Family Chiropractic, Marietta, GA

- Provided patient care using Diversified and Thompson Techniques
- Patient Scheduling and flow

Techniques and Certifications

- Full Spine
- Thompson
- Activator
- Extremity Adjusting
- Sacral Occipital Technique

Professional Development

Activator Methods Seminar, Atlanta, GA **October 2009**
SOT Seminar, Nashville, TN **April 2009**

Affiliations/Memberships

Georgia Council on Chiropractic
Life University Cycling Club
University of Colorado Cycling Club

Ima DaChiro, B.S., D.C.

19810 Ashborough Dr. S.E. Unit #F • Marietta, GA 30067
(770) 555-0918 imadoctor@gmail.com

Objective

An associate / independent contractor chiropractor position in a practice with a wide variety of patients including those with neurological conditions, athletes and wellness patients. Willing to assist with the care of the practice's current patients as well as market the practice to new patients.

Education

Life University, Marietta, GA Doctor of Chiropractic	September 2012 GPA 3.22
Life University, Marietta, GA Bachelor of Science in Nutrition, <i>Magna Cum Laude</i>	December 2011 GPA 3.57

Experience

New Life Chiropractic Center, Newtown Square, PA **October 2012 – present**
Chiropractor (Independent Contractor)

Paulding Sport and Spine, Hiram, GA **July – September 2012**
Chiropractic PEAK Intern

- Performed physical, neurologic and orthopedic examinations and other procedures
- Diagnosed and treated musculoskeletal conditions of spinal column and extremities to prevent disease and correct abnormalities of body
- Manipulated spinal column and other joints to adjust, align and correct abnormalities caused by neurologic and kinetic articular dysfunction
- Used x-ray machine, Posture Pro posture analyzer

Chiropractic Neurology Center, Cartersville, GA **April 2012 – June 2012**
Chiropractic Intern

- Performed and assisted with, neurologic and orthopedic patient examinations and treatments
- Performed soft tissue therapies
- Manipulated spinal column and other extremities to adjust, align and correct abnormalities caused by neurologic and kinetic articular dysfunction
- Used diagnostic equipment including infrared goggles, computerized posturography, and surface electromyography

Life University Center for Health and Optimum Performance **July 2011- March 2012**
Chiropractic Intern in the Neurology Unit

- Diagnosed and treated musculoskeletal and neurological conditions
- Examined patients in order to determine nature and extent of disorder
- Manipulated spinal column and other extremities to adjust, align and correct abnormalities caused by neurologic and kinetic articular dysfunction
- Utilized supplementary modalities receptor based therapies, such as exercises, water, light, heat, nutritional therapy, rest, and electrical stimulation
- Provided rehabilitation and care to patients affected by stroke
- Provided care to patient suffering from traumatic brain injury

Campus Center for Health and Optimum Performance

July 2010 - June 2011

Intern

- Performed patient examination and digital x-rays as necessary in student clinic
- Provided adjustments and education based on patient care plan

Life University

April 2011- June 2012

Student Instructor, Dissection Lab

- Assisted in dissection of cadavers in preparation for tests as well as class
- Provided answers to questions in regards to cadavers
- Found structures and offered instructions on how to find them

Techniques

Full Spine Diversified, Gonstead, Activator, SOT, Chiropractic Neurology, Cox Flexion
Distraction

Honors and Activities

Kappa Omicron Nu, Nu Omega Chapter, Nutrition Honor Society, Event Coordinator

Life University Diversity Committee

Life University Student Ambassador

Volunteer, Hands on Atlanta

Carrick Institute Seminars

Contributing writer for *Vital Source*, Life University Student Newspaper

Life University Alumni Scholarship Recipient

Manny Missio B.S, D.C.

4217 Green Road Marietta, GA 30067

333-555-1234

email address@.com

Mission Statement

Place your mission statement in this initial block of space. Include your perspective on chiropractic. Include statements about patients / practice members and outcomes you hope to see as a practicing Chiropractor. Try not to exceed three or four lines of space on the resume.

Objective

Seeking position as Chiropractic Associate or Independent Contractor in a family wellness practice

Qualifications

- Personal statements about yourself as a practitioner
- Detailed physical examination and history taking skills
- Possess extensive knowledge in the detection and correction of vertebral subluxations
- Proficient and knowledgeable of skills necessary to diagnose as a Primary Care Physician

Education

Life University College of Chiropractic, Marietta, GA **March 2014**
Doctor of Chiropractic, Magna Cum Laude, GPA 3.63

Berry College, Rome, GA **May 2008**
Bachelor of Science, Exercise Science, GPA 3.45

Clinical Experience

Vitality Health Center, San Diego, CA **January 2014 – March 2014**
PEAK Student Intern

- Supervised and attended in-patient rounds in a Chiropractic/Natural Hygiene clinic
- Performed patient in-take and clinical examinations
- Analyzed and adjusted subluxations in the spine, facilitating reversal of chronic diseases
- Educated patients on healthful living habits and modifications
- Answered health questions and relayed messages to and from managing doctors

Life University Outreach Clinic, Marietta **October 2013 – December 2013**
Student Intern

- Educated patients on importance of chiropractic and adverse health effects of subluxation
- Provided Chiropractic care for underprivileged community members and families using manual techniques
- Further developed specific skills for chiropractic analysis and adjusting techniques

Life University Center for Health and Optimum Performance **April 2013 – September 2013**
Student Intern

- Worked with chiropractic faculty on designing specific patient management plans
- Provided chiropractic care to patients including new patient physical exams, digital x-ray examination and analysis, complete neurological assessments, and chiropractic assessments and chiropractic adjustments utilizing Diversified, Thompson, and Activator techniques
- Provided physiotherapeutic care to patients when necessary in conjunction with chiropractic care
- Gained experience on chiropractic policies and clinic system procedures to efficiently serve the needs of patients
- Examined and presented radiology case studies to faculty and students

Health Related Experience

Vista Chiropractic Center, Rocky Top, NC

July 2008 – September 2009

Chiropractic Assistant and Office Manager

- Received and managed new patients; provided education concerning chiropractic and subluxation
- Performed initial history and exam processes
- Performed rehab and directed therapeutic services
- Educated patients using weekly chiropractic health talks

Techniques and Certifications

- Diversified
- Thompson
- Extremity Adjusting
- Sacro Occipital Technique
- Network Spinal Analysis
- Activator

Professional Development

MLS Adjusting Seminar, Atlanta, GA

September 2012

Thompson Technique Seminar, Atlanta, GA

April 2011

Network Spinal Analysis Basic Care Seminar, Asheville, NC

November 2013

Sample Resume, D.C.

Street address
City, ST zip
Phone
Email address

Professional Summary or Objective

This is a one to two sentence statement or three bullets highlighting the strengths and skills that separate you from the competition. This short pitch tells those hiring what you offer and highlights who you are as a professional.

This is a direct statement about the type of opportunity you are seeking

Education

Life University, Marietta, GA **Month year**
Doctor of Chiropractic

University/College for prior degree **Month year**
Bachelor of Science, major; minor in subject name

Chiropractic Experience

Name of PEAK Practice, City, ST **Month year – Month year**
PEAK Chiropractic Intern

- Provided chiropractic care in description of type of practice
- Start with action verb, define what you accomplished
- You may want to consider stating patient care in sequence of care events
- Add
- Add

Life University Center for Health and Optimum Performance **Month year – Month year**
Chiropractic Intern

- Provided chiropractic care in the Life University outpatient clinic
- Start with action verb, define what you accomplished
- Add
- Add
- Add
- Add

Life University Campus Center for Health and Optimum Performance **Month year – Month year**
Chiropractic Intern

- Provided chiropractic care in the Life University student clinic
- Start with action verb, define what you accomplished
- Add
- Add

Techniques

- Full Spine
- Diversified
- Toggle
- Gonstead
- Activator
- Thompson
- Sacro-Occipital Technique
- Chiropractic Neurology
- Extremity Adjusting

Certifications

Cite certification, date