



Applying for a *Job* at WakeMed

Building a Resume

the key to a successful application

A strong resume is one of the keys to a successful application at WakeMed Health & Hospitals. It helps to know what a recruiter is looking for when they review a resume from a job applicant. Here are some tips to keep in mind about how to best put your resume together.

The three most important things to remember are that your resume should be

- > Simple
- > Accurate
- > Specific

Keep it simple

- > Ensure that your resume is clear and easy to understand.
- > Include employment dates, and explain any gaps in work history.

Be honest

- > Your resume must be an accurate reflection of your skills and experience.
- > Include work experience you really have done; we verify dates of employment and work experience.
- > We conduct background checks, including the following items:
 - References
 - Criminal checks
 - Social Security traces to verify identity
 - Licensure
 - Degree verifications

Make your resume specific to THIS job

- > Show us clearly that you have the knowledge and experience we need for this job.
- > Use the job description to tailor your resume to the position you are applying for.

- > Tell us why you're interested ... in *this* position ... in *this* organization ... at *this* time in your career.

What's in it for the company?

Demonstrate in your resume how you can benefit WakeMed as an employee, using past experience to reach beyond simply a list of tasks and skills performed. Refer to past performance evaluations for concrete examples of how you:

- > Improved a process.
- > Made a significant contribution.
- > Reduced costs.
- > Increased performance levels.

Ask for help from someone who cares

- > A friend or family member
- > Career coach
- > Local organization that helps with career counseling. They can help you by:
 - Reading over your resume
 - Reviewing
 - Editing

Don't forget to spell check and proofread before sending!

If you have more questions, you can find a full list of frequently asked questions about employment at WakeMed Health & Hospitals listed on our Web site, www.wakemed.org.

Thank you for your interest in joining the WakeMed Team – the Best Minds and the Biggest Hearts in the business!



WakeMed Health & Hospitals

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