



# Engineering Your Resume

There are aspects of what we do as Healthcare Facility Administrators that are peculiar to our industry. When we represent ourselves on paper through our resumes, it is very important that special consideration is taken to highlight these elements. As a placement consultant, I have seen many resumes, both good and bad. I'd like to share some of what, I feel, are important things to focus on.

At this stage in your career you must have written at least one resume and are familiar with what a resume should contain. Although, the format of a modern resume at the director level may be slightly different than what you are familiar with.

The basic elements that should be included, in order are: your contact information, a career summary or objective, selected accomplishments, professional work history, education, certifications, and additional relevant skills.

Your contact information should include your name, mailing address, phone number, and e-mail. If you do not have a personal e-mail address, get one and use it. So much of job placement is done online that you will be at a disadvantage without one. Also, your e-mail address should not be personalized, i.e: sambrown1954@yahoo.com or harleyluvr@hotmail.com.

The summary is your platform to explain your career path, past and present, and describe your goals within the field. This should be a short paragraph with punchy language, not a long-winded diatribe on your philosophy of facilities management.


Follow your summary with selected accomplishments that illustrate highlights of your career, in broad terms. If you have held three or fewer jobs you can blend your accomplishments within the professional work history. If you have more than three, it is better to promote the accomplishments as a section followed by the professional work history. Professional work history should include the position title, organization name and description, and location. Details such as square foot of physical plant, multiple institutions, and number of beds are all appropriate.

Accomplishments should be notable outcomes at the highest level within your job description. Stating you have successfully completed four surveys conducted by The Joint Commission goes without saying; whereas highlighting a redesign of staff and trade mix to implement a zone maintenance strategy definitely is worth noting. Keep in mind the vast majority of your audience knows what your role entails by title alone. There is no need to overstate the obvious.

Education should include the degree awarded and the concentration. Do not include dates as this leaves you open to age discrimination. Additional skills can include licenses, certifications and registrations. Be careful not to misrepresent yourself with degrees that are unfinished. Military Rank and Experience can also be noted as an additional section.

One thing that I recommend omitting is the personal interests section. There are so many diverse activities that represent vastly different lifestyles, it is probably best to not risk offending the hiring manager by exposing your religion, sexual orientation or position on a citizen's right to bear arms. Not only are these controversial items irrelevant to facilities management, they serve no real purpose related to your role.

Regarding space, a facilities management resume should only be two pages maximum, not including references and perhaps a "special projects" section that may speak to a higher level of project management. Don't underestimate the power of "white space". A symmetrical and concise resume is easy to read; pages and pages of condensed text are not.

A final note regarding a resume: bear in mind, the organization is hiring the person, not the paper. The final document should be designed to solicit interest in you as a person and your successes produced by solid competencies and experiences. 

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