

MedT 4127W: Introduction to Management and Education

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Writing Intensive Course in Your Major

- Why you decided to become a medical technologist
- Resume with Cover Letter
- Technical Procedure following CLSI Guidelines (Draft and final version)
- Write chemistry exam questions
- Critique a scientific journal article
- Web Discussion Board

Web Discussion Board

- More, but shorter, writing assignments
- Stimulate discussion
- Assignment will be announced in class
- Assignment will be posted on the web site the day it is announced in class
- You will have two weeks to post your first response
- Discussion may continue throughout the semester



Preparing Your Resume

- This is NOT the time to be humble!
- A good resume should function to:
 - Focus the interviewer on your strong points
 - Give you full credit for all your achievements (paid and unpaid)
 - Let's you see yourself in a more focused and positive manner.

Start by “Analyzing Your Career”

- Ask yourself “What have I done that could help me get a job?”
 - Education
 - GPA
 - Dean’s List
 - Honor Society
 - Class Officer
 - Volunteer Work



Other Jobs

- Ask yourself “What experience did I gain that may be useful as a medical technologist?”
 - Working with people
 - Organizational skills
 - Managerial skills



Other Skills

- Ask yourself “What skills do I have that others may not?”
 - Computer skills
 - Second language
 - Previous degree
 - Research skills



- Ask yourself “What do I want to do with my life?”
 - Career Objective
 - Small lab with many disciplines
 - One particular area
 - Sales
 - Research laboratory
 - Management
 - Quality control/Quality Assurance
 - Consultant



Write a Draft Resume

- Don't use abbreviations
- If you are certified, state that in your resume
- **USE A SPELL CHECKER!!!!**
- Keep your resume short, one page preferred, 2 pages maximum
 - If you need to shorten it, try changing the margins first.

Kuriculum Vitay's that spell trouble for jobseekers

Jobseekers are ruining their chances by submitting CVs riddled with poor spelling and bad grammar, research has revealed. Nearly half the recruitment agencies questioned said the majority of CVs they receive contain grammatical errors. For many jobseekers, the mistakes start before they have even begun to chronicle their careers and achievements. One job applicant wrote "Kuriculum Vitay", instead of "Curriculum Vitae", at the top of his CV, the study found.

Daily Mail 01/04/07

Write a Draft Resume (cont'd)

- Don't use a font that is difficult to read
 - Not so small that it is difficult to read
 - Not so *fancy* that it is difficult to read
- State your objective
 - "To get a medical technologist position."
- Do not include personal data (married, kids, date of birth)
- Use lots of action verbs - maintained, supervised, analyzed, accomplished, wrote, directed, coordinated, etc.

- Don't give references until they are asked for.
- Don't list references from whom you have not received permission or a positive response.
- Check your word processing program to see if it has resume templates.
 - WordPerfect and Word 2001 both have several different resume templates

- Don't skimp on the quality of the paper
- White is always suitable, especially for medical professions, but other colors are okay. It's safer to stay with a conservative color - white, ivory, gray, etc.
- Your cover letter should be written on matching paper.

Types of Resumes

- Chronological
 - This combines work experience and employment history in one section
- Functional
 - This one highlights your skills rather than your experience. This one works well for new graduates
- Combination
 - This type lets you highlight a particular job or two.

The Cover Letter

- The first paragraph states why you are writing the letter - what position you are applying for, and how you heard about the job.
- The second paragraph is a brief statement as to why you are qualified for the position, what makes you different. Don't repeat what is already in your resume.
- The third paragraph is a closing statement thanking the employer for their time, and states where you can be reached.

The Interview

- Call and follow-up that your resume has been received.
- Bring three or four more resumes with you to the interview.
- Bring a pad of paper and a pen with you. **Write down the interviewer's name and title so you can write a thank you letter.**

The Interview (cont'd)

- Go prepared
 - Know their Mission statement or Philosophy
- Ask questions
 - “Do you have continuing education opportunities or in-service?”
 - “Will I have the opportunity to work with students?”
- Think positive. Talk about what you have to offer. Have enthusiasm. Show a willingness to learn.

The Interview (cont'd)

- Dress professionally for interviews, even if you know the staff doesn't have to dress up.
- Write a personalized thank you.



Interview Don'ts from the Washington Post - DON'T:

- DON'T bring your large dog on the interview
- DON'T blow bubbles with your gum
- DON'T challenge the interviewer to an arm wrestling match
- DON'T ask to see the interviewer's resume
- DON'T call your therapist during the interview to get advice on how to answer the questions
- DON'T start tap dancing in their office

Interview Don'ts from the Washington Post - DON'T:

- DON'T take the interviewer's picture
- DON'T read Penthouse while interviewer takes a telephone call
- DON'T tell the interviewer that you're only there because the unemployment office needs proof you are really looking for a job
- DON'T ask the interviewer if he wants some cocaine
- DON'T whistle while the interviewer is talking

Resume Writing Web Sites

- www1.umn.edu/ohr/careerdev/resources/resume

Or

- www.stpaulcareers.umn.edu/jobsearch/resumes_coverletters.html

- www.jobstar.org/tools/resume

Presenting Your Work

- To be less nervous
 - Be prepared
 - Take deep breaths
 - Have clear objectives
 - Be organized
 - Have an outline
 - It might help to memorize the first sentence

“Tell Them” Rule

“Tell them what you’re going to tell them, then tell them and then tell them what you told them.”

20% of time outlining talk

60% of time covering your topics

20% of time reviewing what was covered

- Relate the subtopics to one another to help the flow of the talk
- Look at your audience
- Project self-confidence
- Use visual aids - if they will help
- Use humor if you are comfortable doing that, but don’t overdo it.
- End with time for questions
- Don’t “read” your talk



Do a trial run

- Helps get timing down
- You'll probably talk faster when you're nervous
- Rehearse with one or two friends present
 - They'll tell you if something isn't as clearly stated as you think it is
- Don't be afraid to say you don't know something. It's worse to try to bluff your way through.