

Resume Instructions

Submit resume with initial application.

We want to get to know you and what brought you to this point in your journey. At a **minimum**, please include the following in your resume:

- Your **name and contact** information
 - Include home address, e-mail address and phone number
- Your **education to date**, starting with high school
 - Be sure to include any degrees earned
 - Include any honors received
 - Include cumulative GPA for each education level
- Your **employment** to date
 - Include only the past ten years
- **Leadership** activities
 - Include dates, description of activity
- **Volunteer** experiences
 - Include any and all since high school (include approximate dates)
 - Include approximate number of hours
 - Explain the context if not evident in title (no need to explain Special Olympics, for example)
 - Describe your volunteer role
- **Awards** received
 - Include dates, description of award
- **Other Health or Education-Related** experiences
 - May include internships, assistantships, substantial class projects, caregiving, etc.
 - Does not have to be a paid experience to be relevant
- **Additional Information**
 - If you have anything you would like to add that doesn't fit into these categories but you feel makes you an exceptional candidate for the UMHB OT program, include it here.

NOTE: Your resume will be scored based on these instructions. Be as thorough as possible. There is NO page limit for the resume at UMHB OT. As a component of our holistic admissions process, we hope you will use this opportunity to tell us what makes you a great candidate for our program!

The entry-level occupational therapy master's degree program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its web address is www.acoteonline.org. Graduates of the program will be eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). In addition, all states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

06/09/2023