

RESUME TIP SHEET FOR OCCUPATIONAL THERAPY ASSISTANT



As an **occupational therapy assistant (OTA) graduate**, you should create a career-specific resume which highlights your required fieldwork and other relevant work experience in a medical setting. (Click [Occupational Therapy Assistant Resume Template](#), and use the instructions below to create your resume.)

Instructions for creating an occupational therapy assistant resume:

A. Heading

List your contact information at the top center like this:

JENNIFER SMITH

Street Address, City, MI 00000

(000) 000-0000

jsmithemail@gmail.com

LinkedIn (Hyperlink this phrase to your own LI profile.)

After you have your national certification and state license, use these credentials:
JENNIFER SMITH, COTA/L

B. Professional Qualifications

Begin your resume with a summary of your professional qualifications. To write the bulleted statements in this section, be sure to use keywords, requirements and preferences mentioned in the job posting. (For more information see [Begin Your Resume with Professional Qualifications](#) and [185 Action Verbs That Will Make Your Resume Awesome](#).) Below is an example:

PROFESSIONAL QUALIFICATIONS

- Proficient in making knowledgeable choices for each patient following the occupational therapist's written treatment plan
- Skilled in using verbal and written communication to obtain and accurately record patient information for documentation
- Excel in using compassion and active listening to build relationships with clients and understand their emotional and physical needs and goals
- Trained to effectively use a variety of techniques to implement the occupational therapist's treatment plan

C. Licenses/Certifications

List licenses and certifications granted by a governing body. If they are listed as requirements in the job posting, choose the optimum place on the resume for this information. Below is an example:

LICENSES/CERTIFICATIONS

Licensed Occupational Therapy Assistant-
Michigan License No. 00000

Anticipated/Pending/Obtained 00/0000

BLS for the Healthcare Provider, American Heart Association

Expires 00/0000

D. Fieldwork Experience

An **occupational therapy assistant's** fieldwork includes important examples of professional experience. List your FIELDWORK EXPERIENCE first (in reverse chronological order) followed by a WORK EXPERIENCE section if you have other job experience. List your **four fieldwork experiences** using the following format:

FIELDWORK EXPERIENCE

Setting

Outpatient Orthopedics

OTA Student

Location

Name of Organization

Semester/Hours

Fall 0000/Hours: 000

- Used flexible approaches to accomplish treatment plan under the supervision of the occupational therapist with diverse clients, including children, adults, and geriatric patients
- Discussed the treatment plan and progress clearly with the client and caregivers displaying openness to questions and concerns

Skilled Nursing Facility

OTA Student

Name of Organization

Fall 0000/Hours: 000

- Implemented the treatment plan under the supervision of the occupational therapist with geriatric patients, taking into consideration their psychological and social characteristics during occupational engagement
- Discussed the treatment plan and progress clearly with the client and caregivers with special attention to possible cognitive difficulties

In-Patient Behavioral Unit

OTA Student

Name of Organization

Spring 0000/Hours: 000

- Observed patients before, during, and after therapy, noting their status and reporting to the occupational therapist
- Used energy and a positive approach in demonstrating interventions to patients and assisting them in learning them

Subacute Rehab

OTA Student

Name of Organization

Fall 0000/Hours: 000

- Conducted thorough screenings of residents at regular intervals to determine need for intervention/treatment
- Assisted the occupational therapist in the evaluation process, including short-term goals, long-term goals, and treatment plan

E. Education

Place your education information directly after **FIELDWORK EXPERIENCE**. You may include any colleges at which you have completed courses or from which you have obtained a degree. See the example below which shows how to list your degree:

EDUCATION

Baker College

Associate of Applied Science

Occupational Therapy Assistant

City, MI

Expected graduation 12/0000

Honors: Dean's List

GPA: 0.00

Include the information listed above. If you had a relevant major or a specific education track, you can list it here. Other optional information: organizations, honors, and GPA if 3.5 +.

F. Work Experience

List non-medical work experience with two to three bullets which highlight soft skills. Also, be sure to list related medical experience outside of your fieldwork or other experience which would be desirable to the employer (e.g., **Rehabilitation Aide, CNA**) and highlight transferable skills.

WORK EXPERIENCE

Name of Organization

Job Title

City, MI

00/0000–00/0000

- Do not simply list job duties; state an accomplishment or a skill you have shown in this job, beginning with an action verb

G. Optional Sections

VOLUNTEER EXPERIENCE

Blood Services Team Member-American Red Cross	0000–0000
Coast Guard Festival volunteer for special needs children	0000

- Be sure to list the volunteer hours in the community, such as serving as a Coast Guard volunteer with special needs children.
- Depending on the length of your resume and your goals, the VOLUNTEER EXPERIENCE section can simply be a list of your titles and the organizations or can include duties/achievements as in the FIELDWORK EXPERIENCE section.

RELEVANT COURSEWORK

This section may be placed after your education section and should only include specific coursework required for or desirable for the job you are targeting. Only highlight courses that may not be part of a typical OTA degree if these courses show important skills for the job. Examples: **Pediatrics, Techniques in Mental Health, Neurological Foundations of Motor Control**

For more information, contact the Career Resource Center
crc@baker.edu (248) 276-8216

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