

Instructions for Creating a Skills-Based Functional Resume

Skills-based (“functional”) resumes emphasize your accomplishments and qualifications rather than where, or when, you’ve worked. This slightly different resume format groups all of your achievements in one section and moves the list of previous employment to the bottom. Generally, skills-based resumes are recommended for students with less “real-world” experiences, of professionals who are changing careers or re-entering the workforce after a period of time. In your LCCC Physical Therapist Assistant application, you can use any format you prefer; however, the following has been provided as a guide.

Sections of Skills-Based Resume:

1. Contact Information:

- At the top of the resume, include your full name, phone number, email address, and home address.

2. Skills Section:

- This is the *most important* part of your resume. List relevant skills in bullet points or short phrases. These are skills and accomplishments earned in previous programs, positions, or through volunteering. By grouping them under subheadings, you are able to emphasize accomplishments, skills and qualifications, instead of focusing on dates. For example:

3. Professional & Volunteer Experience:

- Include a bulleted list of your work experiences, which can also include volunteer experiences. This section does not need to detail the tasks performed in each job (that’s completed earlier in a skills-based functional resume) but should provide a summary of relevant roles.

4. Education:

- List your educational background, including the names of institutions, degrees earned, and graduation dates.

5. Certifications and Training:

- Include any relevant certifications or training you have completed. For example:
 - CPR and BLS Certification, American Heart Association, November 2023
 - Completed training in HIPAA compliance, Local Hospital, January 2022

6. Additional Sections:

- If applicable, you can include sections like **Languages**, **Interests**, or **Awards and Honors**.

Functional Resume Template

First Name Last Name

Full Address, City, WY | (716) 555-0100 | email @student.lccc.wy.edu | www.linkedin.com/in/you (optional)

Profile

Write a brief statement (2-3 sentences) summarizing your career goals and what you hope to achieve in the physical therapist assistant program.

Skills:

[Example] Patient Care Skills:

- Experience assisting patients or other HCP as a volunteer or employee
- Experience with helping family members, etc.

[Example] Interpersonal Skills:

- Effective communication with patients and healthcare team
- Empathy and patient support

[Example] Academic Skills

- Discuss grades earned, experience helping or tutoring others etc.

[Example] Leadership Skills

- Discuss roles, participation, and outcomes within a team

**Other suggested skill sections include: Communication, Collaboration & Teamwork, Organization, Healthcare Experience, etc.*

Experience:

- Job Title, Company, Month Year [Start] - Present
- Job Title, Organization, Month Year [Start] – Month Year [End]
- Volunteer Position, Organization, Dates

Education

- College Degree, Subject, College Name, Graduation Year
- High School Diploma, High School Name, Graduation Year

Certifications & Training

- Certification Name, Organization, Date Earned

Instructions for Creating a Cover Letter

1. Contact Information:

- Include your contact information at the top, followed by the date and the contact information of the recipient (if known).

2. Salutation:

- Address the letter to a specific person if possible. Use "Dear [Recipient's Name]," or "Dear Admissions Committee," if the name is unknown.

3. Opening Paragraph:

- Introduce yourself and state your interest in the program you are applying for. Mention how you found out about the opportunity and briefly touch on why you are interested in the program. Some information about yourself and why you are interested in becoming a physical therapist assistant should also be included and is highly recommended.

4. Body Paragraphs:

- **First Paragraph – Observation Reflection:** This paragraph should include an example of something you observed with a patient during your observation time. Discuss what you learned from that experience. Include some of your interaction with the Physical Therapist or Physical Therapist Assistant with whom you observed.
- **Second Paragraph – Interests and Skills:** Highlight your skills and experiences that make you a strong candidate for the program. Be specific about your qualifications, experiences, and skills.

5. Closing Paragraph & Sign-off:

- Express your enthusiasm for the opportunity to be considered and mention that you have enclosed your resume. Provide your contact information and state that you look forward to discussing your application further.
- Use a professional closing such as "Sincerely," followed by your name.

Cover Letter Template

First Name Last Name

Full Address, City, WY | (716) 555-0100 | email@student.lccc.wy.edu | www.linkedin.com/in/you (optional)

[Date]

PTA Program Admissions Committee
Laramie County Community College
1400 East College Drive
Cheyenne, WY, 82007

Dear LCCC PTA Program Admission Committee,

I am writing to express my interest in the Physical Therapist Assistant program at [Institution Name]. I learned about this opportunity through [source] and am excited about the possibility of contributing to and learning from your program. I am interested in the Physical Therapist Assistant program at LCCC because [discuss your interest and career goals related to physical therapy and/or your reasons for applying to this PTA program].

During my observation time at [Observation Location], I witnessed [describe the patient scenario while maintaining HIPAA compliance]. From this experience, I learned [what you learned from the experience]. I also had the opportunity to interact closely with [PT/PTA's Name], who demonstrated [specific skills or qualities observed – share a story]. [Include additional information on what you've learned and hope to learn, as relevant.]

With a background in [relevant experiences and skills], I am developing strong skills in [highlight key skills]. For instance, [provide a specific example]. Additionally, my training in [relevant training or education] has prepared me to excel in this program by [continue as needed.]

I have enclosed my resume for your review. I hope that my background, skills, and certifications make me a suitable candidate for your program. Thank you for considering my application. I look forward to the opportunity to work with you.

Sincerely,

[Your Name]

[Your Signature]

Resume and Cover Letter Rubrics

Resume Rubric (10 points total)

Contact Information (2 points)

- 2 points: Complete and correctly formatted contact information, including full name, phone number, email address, and home address.
- 1 point: Missing one or two elements or minor formatting issues.
- 0 points: Missing multiple elements or significant formatting issues.

Summary of Skills & Qualifications (4 points)

- 4 points: Comprehensive and well-organized skills, clearly categorized with relevant strengths and accomplishments.
- 3 points: Good skills, mostly relevant and well-organized, minor improvements needed.
- 2 points: Basic skills, somewhat relevant, lacks proper organization.
- 1 point: Poorly organized, few skills listed.
- 0 points: Skills are not listed or completely irrelevant.

Summary of Professional & Volunteer Experience (2 points)

- 2 points: Relevant experiences listed, clear and concise.
- 1 point: Some relevant experiences listed, but lacks clarity or completeness.
- 0 points: Professional and volunteer experience section is completely missing.

Education, Certifications, and Training (2 points)

- 2 points: Complete and correctly formatted, relevant degrees, certifications, and training listed.
- 1 point: Mostly complete, minor elements missing or formatting issues.
- 0 points: Missing major elements or poorly formatted.

Cover Letter Rubric (20 points total)**Contact Information and Salutation (2 points)**

- 2 points: Complete and correctly formatted contact information and salutation.
- 1 point: Missing one or two elements or minor formatting issues.
- 0 points: Missing multiple elements or significant formatting issues.

Opening Paragraph (3 points)

- 3 points: Strong introduction, clearly states interest in the program, how the opportunity was found, and reasons for becoming a physical therapist assistant.
- 2 points: Good introduction, minor improvements needed, covers most required elements.
- 1 point: Basic introduction, lacks some clarity or completeness.
- 0 points: Opening paragraph is missing or unclear.

Body Paragraph 1 – Observation Reflection (5 points)

- 5 points: Provides a specific example from observation, discusses what was learned, and includes interaction with the PT or PTA.
- 4 points: Good reflection with minor details missing or slight clarity issues.
- 2 points: Basic reflection, lacks some specifics or depth.
- 1 point: Poorly articulated reflection with very few relevant details.
- 0 points: Observation reflection is missing or irrelevant.

Body Paragraph 2 – Interests and Skills (5 points)

- 5 points: Clearly highlights relevant skills, experiences, and qualifications with specific examples.
- 4 points: Good coverage of skills and experiences, minor improvements needed.
- 2 points: General statements, lacks specific examples.
- 1 point: Poorly articulated skills and experiences, few relevant details.
- 0 points: Interests and skills paragraph is missing or irrelevant.

Closing Paragraph & Sign-off (2 points)

- 2 points: Strong closing, expresses enthusiasm, mentions enclosed resume, provides clear contact information, and uses a professional sign-off.
- 1 point: Basic closing, lacks some clarity or completeness.
- 0 points: Closing paragraph is missing or unclear.

Overall Clarity and Professionalism (3 points)

- 3 points: Letter is clear, professional, and free of errors.
- 2 points: Minor errors, generally professional.
- 0 points: Multiple errors, lacks professionalism.

Total Points

- **Resume:** 10 points
- **Cover Letter:** 20 points
- **Overall:** 30 points