



## **Résumé Revisions: Choosing What to Include: Phlebotomist**

**After you have researched the company where your phlebotomist is applying (your teacher may assign you a specific company), use the following guide to decide what to include in your proposed revisions of the Phlebotomist Résumé.**

Components of a Résumé:

By definition, a résumé is a brief and personal account of all jobs held, education achieved, and skills mastered. This account is used to secure job interviews and ultimately a job and a career.

There are several components of a resume:

- **Contact Information:** This is your name, address, phone number, and email address so the employer can contact you.
- **Objective:** This is a short statement to let a business/organization know how you will help achieve their goals and enhance their work environment and work culture. Update this area to align with the company the Phlebotomist will be applying for.
- **Education:** List schools attended, most recent first. Include the name of the school, city, state, and date of graduation. Also add your degree or certification, field of study, and grade point average (GPA), although the latter is optional. If the job position requires a specific certification, make sure you enter it, as well. Only include the education related to the job you are applying for.
- **Experience:** This section is documentation of all work experience, most recent position first. Include the position, employer (name and address), dates of employment, and your job responsibilities. Also include all specific skills developed in the individual positions. This area changes according to the specific position with the specific company you are applying for.
- **Honors and Awards:** This is an optional section that lists all awards and honors you have received. List the honor or award, date received, and from whom it was received. Include only pertinent awards and honors that apply to the position you are applying for.
- **References:** This is a list of all individuals who the employer can call to verify information you provided in the resume, as well as get a better understanding of



who you are. Choose references you trust and who can speak to your qualifications and skills. Avoid choosing close family members and friends.

- These references should be pertinent to the position you are applying for and current.
- Avoid fancy fonts and keep the font size typical of professional documents: 10 to 12 points. An ideal font would be Times Roman or Arial, or something similar.

**Let's look at a sample résumé for a phlebotomist:**

Stacy Garcia  
123 ABC Lane  
City, Pennsylvania 18888  
123-456-7890  
stacygarcia@email.com

**Objective:**

Certified Phlebotomy Technician (CPT) with experience in high volume mobile phlebotomy. Seeking an opportunity to work at Sample Company.

**Education:**

- Certified Phlebotomy Technician (CBT)  
ABC Medical Training Center  
2016  
Harrisburg, Pennsylvania
- Diploma  
123 High School  
2009-2013  
Harrisburg, Pennsylvania

**Experience:**

Mobile Phlebotomist  
ABC Health Care Center



2018-present

- Collaborated with medical staff and support services to provide care by completing blood draws in an average of 10 minutes per visit
- Discussed collection processes with phlebotomy staff and exercised compassion for patients, resulting in a 22% decrease in patient anxiety levels over the course of 6 months
- Worked to obtain a 99% proper labeling and sample viability rate

Babysitter

Neighbor's children

2013- 2016

Harrisburg, Pennsylvania

- Maintained an uncontaminated home for a young child with peanut allergy and obtained training on EpiPen use
- Executed household chores including cooking, vacuuming and laundry

Honors and Awards

- Employee of the Month ABC Health Center - October 2019

Reference:

- Dr. Pravil Bhaat, MD  
Hospital Administrator  
ABC Hospital  
123 ABC Lane 987 XYZ Drive  
City, PA 18888 City, PA 18888  
[pbhaat@abchospital.org](mailto:pbhaat@abchospital.org)  
123-456-7899 987-654-3211