

Massage Resume Basics



A resume is an individual summary of a person's background, experience, education, training and skills. It is used by an employer to determine if an applicant has the experience that is appropriate for an open position. A well-written resume is a first step to securing a job interview. The most effective resumes are those that are:

- **Brief and Concise.** A resume should be one page, if possible, or two pages at the most. If the resume is long or complex, the reader may skip parts of the resume or put it aside entirely.
- **Positive.** A resume should emphasize positive elements in your record and use action verbs such as *planned, organized, collected, initiated, assessed*, etc., to show employers what you accomplished.
- **Relevant.** The information on the resume should be written in such a way as to make it meaningful to the employer and pertinent to the specific position.



- **Readable.** Care should be taken to present the information neatly, so that it is easy to gather at a glance. For this reason the applicant will want to pay attention to the type of font and the font size that are used, to the balance of information on the page, and especially to spelling and correct punctuation. Avoid abbreviations of words or incomplete sentences.
- **Honest.** A fabrication on a resume can lead to dismissal if it is found out after you are employed. Be honest about your experience and make certain that dates and time frames are correct.

Parts Of A Basic Chronological Resume

While there are many types of resumes, a chronological resume is easy to write and illustrates an individual's progression in a given field. New graduates without a lot of work experience should list their educational information first. Individuals with relevant work experience will list their educational information after job experience.

Contact Information. This includes the applicants name, address, phone number(s), and e-mail address. Nicknames and surnames, such as Senior, Junior, or II, should be avoided and all words in the address should be spelled out completely (i.e., Street, Avenue).

Career or Job Objective. An objective tells potential employers what sort of work you are hoping to do. Be specific about the type of job you want and be sure to tailor your objective to the specific position or employer.

Education. Include the name and location of the institution and the date of the degree, diploma, or certificate. List the most recent education experience first and include your grade point average if it is higher than 3.0. Describe the main area of study (i.e., massage and spa), list the hours of training if they exceed the state minimum, and mention any academic honors or awards. Massage therapists will also want to include continuing education workshops under the education heading, but these should be listed after the main educational experience despite their chronological order.

Work Experience. Include the work experience that has taught you skills in reverse chronological order with the most recent job first. List the title of the position, name of the organization, location of the work (town, state), dates of employment and a description of your work responsibilities. If the experience is not an actual job, list it under the heading Experience as in the sample resume.



Other Information. Depending on the specific job for which you are applying, you may choose to include leadership experience in volunteer organizations, special certifications or accreditations, membership in professional organizations, special accomplishments, computer skills, or foreign languages.

References. Do not include your references on the bottom of your resume. Instead note references are available on request. Ask people if they are willing to serve as references before you give their names to potential employers. **SBH**

A sample chronological resume is shown below.

John Anybody	200 Any Street #100 Any Town, Any State, 90000 300-333-3232 johnanybody@internet.com
OBJECTIVE:	To obtain a position as a massage therapist at a successful chiropractic office where I can use my skills in Swedish massage, deep tissue, neuromuscular therapy, and aromatherapy.
EDUCATION:	Massage Diploma, June 2005 Any Massage College, Any Town, Any State 800 Hours, Combined GPA 3.66 Neuromuscular Therapy Certificate, August 2006 Any Massage College, Any Town, Any State 200 Hours, Combined GPA 3.66 Aromatherapy Certification, Expected January 2007 Any School of Aromatherapy, Any Town, Any State. 300 Hours
EXPERIENCE:	Student Massage Clinic Coordinator January 2004—June 2005 Any Massage College, Any Town, Any State. As part of the work-study program, I answered phones, assisted clients, and managed client files. I implemented a new system for booking clients via the Internet that is now being used at the school's three campuses. Walk for Special Olympics Funding Massage Coordinator May 5, 2005 Any Massage College, Any Town, Any State I initiated and coordinated an onsite massage event at the Walk for Special Olympics Event in Any Town, Any State. As the event coordinator for Any Massage College, I met with event planners, organized the site where massage would be provided, coordinated volunteer massage therapists, and managed the flow of clients at the event.
ASSOCIATIONS:	Associated Bodywork and Massage Professionals (ABMP) National Association of Holistic Aromatherapy (NAHA)
REFERENCES:	References are available on request.

