

Health IT Workforce Resume Tips

Important attributes to consider when applying for a Health IT position...

List your professional experiences:

In the realm of HIT, technology and healthcare experience will get you far even if you do not have a vast background of implementation experience. List all clinical, IT < HIT, and Network support experience from your past. Customer Service Experience is highly desirable in the HIT field.



List all relevant Certificates and Degrees:

No matter how meaningless a certificate or degree may seem to you, your potential employer may find value in your past experience. List all of your pending certificates with an estimated completion date.

Stand Out:

List something in your resume that makes you stand out. Demonstrate your excellent soft skills (also called “people skills”) through a well-organized resume.

Avoid Age Bias:

Remove all degree dates from your resume. Listing a date that you previously completed a degree may “age” you in the eyes of potential employers. (continued on page 4)

The Silent Force The Cover Letter

Cover letters are essential. It is the first impression to a potential employer. A cover letter should be concise yet encompass the positive aspects of your professional history. The biggest mistake job applicants make is not to tailor each cover letter to the specific position of interest.

Always address your cover letter to a specific individual. Research your target organization until you have the name, gender and title of the person who will review your resume.

Your cover letter is much more than a rehashing of your resume. This is your chance to entice the reader to scour your resume. This is your chance to entice the reader to scour your resume. (continue on page 2)

Health IT Workforce Training Program

Margie Fritch, Dean School
of Health Sciences & Public
Service

Peggy Miller, Project Director
hitworkforcemesa@gmail.com
Fax (760) 652-5677

Ginger Davis, Senior
Secretary (619) 388-
2799
gmdavis@sdccd.edu

If your cover letter doesn't persuade the person presented in your resume, you may never get to meet the reader.

The Function of a Cover Letter

Many applicants are confused about the difference between a cover letter and a resume. In general, the resume lays out an applicant's work and education history where as the cover letter is a space where the applicant can explain *how* their knowledge and skills acquired will benefit the employer, as well as how they fit the specific position and company. The cover letter therefore functions like a persuasive sales letter to convince the employer the applicant is the best person for the job.

Health Information Technology Vendors

There is a misperception that applicants' need to know a specific vendor's software prior to applying for a position; this is not accurate. Many Vendors in the EHR/EMR FIELD understand that this is a growing field and provide software specific training to their new hires.

It is always advantageous and valuable to research any position or company you are applying for. The more you learn about the company, the better your understanding will be about your position of interest. Plus, you will be ready to respond to any potential interview questions you may be asked.

Job seekers websites to begin your search

CalHIPSO

HIT Job Connections

<http://www.calhipso.org/>

HIMSS - Health IT Workforce Development Program

JobMine

http://jobmine.himss.org/home/home.cfm?site_id=5817

AHIMA (American Health Information Management Association)

<http://www.ahima.org/>

Allied HealthCareers.com

<http://www.gvpub.com/eblast/ahc/connected/index.html>

Allscripts

<http://www.allscripts.com/careers>



Amehrst Healthcare

<http://career.epic.com/position.php>

Keyword: Amehrst Healthcare

Beacon Partners

<http://www.beaconpartners.com/careers>

Career Builders

<http://www.careerbuilder.com>

Keyword: hsag

CAI (Conant and Associates, Inc.)

<http://www.conantandassociates.com>

Center for Medicare & Medicaid Services

<http://www.cms.gov/>

CHMB Careers

<http://www.chmbsolutions.com/careers.htm>

Compuware Covisint a Compuware Company

<http://www.covisint.com>

Craigslist: Jobs

<http://sandiego.craigslist.org>

eClinical Works

<http://eclinicalworks.com/>

e-MD Solutions

<http://www.e-mds.com>

e2o Health

www.e2oHealth.com

EPIC

<http://www.epic.com/>

Fairway Technologies

<http://www.fairwaytech.com>

GE Healthcare

<https://www2.gehealthcare.com/portal/site/usen/gehchome/>

GST Information Technology Solutions

<http://www.gstes.com/>

Health and Human Services

<http://jobview.usajob.gov>

HIMSS Conference 2012-Exhibit Section

<http://www.himssconference.org/index.aspx>

HIMSS Virtual Career Event-May 16, 2012

<http://www.healthcareitnews.com/blog/himss-virtual-career-event>

Indeed

<http://www.indeed.com>

Indian Health Service

<http://www.ihs.gov/index.cfm>

MedIT Resources, LLC

<http://meditresources.com/>

Medix Systems Consultants, Inc.

<http://www.imsci.com>

Nexus IS Inc.

<http://nexusis.com/>

Oxford Healthcare IT

<http://www.oxfordhicit.com>

THOR Group

Providing Resources in Support of Hospitals

<http://www.thorgroup.com>

Timeline Recruiting

www.tlrec.com

(continued on page 4)

USA Jobs-Government Jobs

<http://www.usajobs.gov>

Virtelligence

<http://www.virtelligence.com>

West Wireless Health

<http://www.westwirelesshealth.org/>

33 essential Web sites to find health informatics jobs

<http://mastersinhealthinformatics.com/2010/33-essential-web-sites-to-find-health-informatics-jobs/>

(continued from page 1)

Hiring managers who want to know a person's age will go to the "Education" section and do the math. If your education occurred in the 1970s or earlier, it might be in your best interest to eliminate graduation dates.

Keep your school names updated:

If you graduated from a school that has since changed its name, include the new name. If you are concerned about discrepancies in case an employer asks to see a transcript, write the former name of the school in parentheses.

Present relevant professional experience:

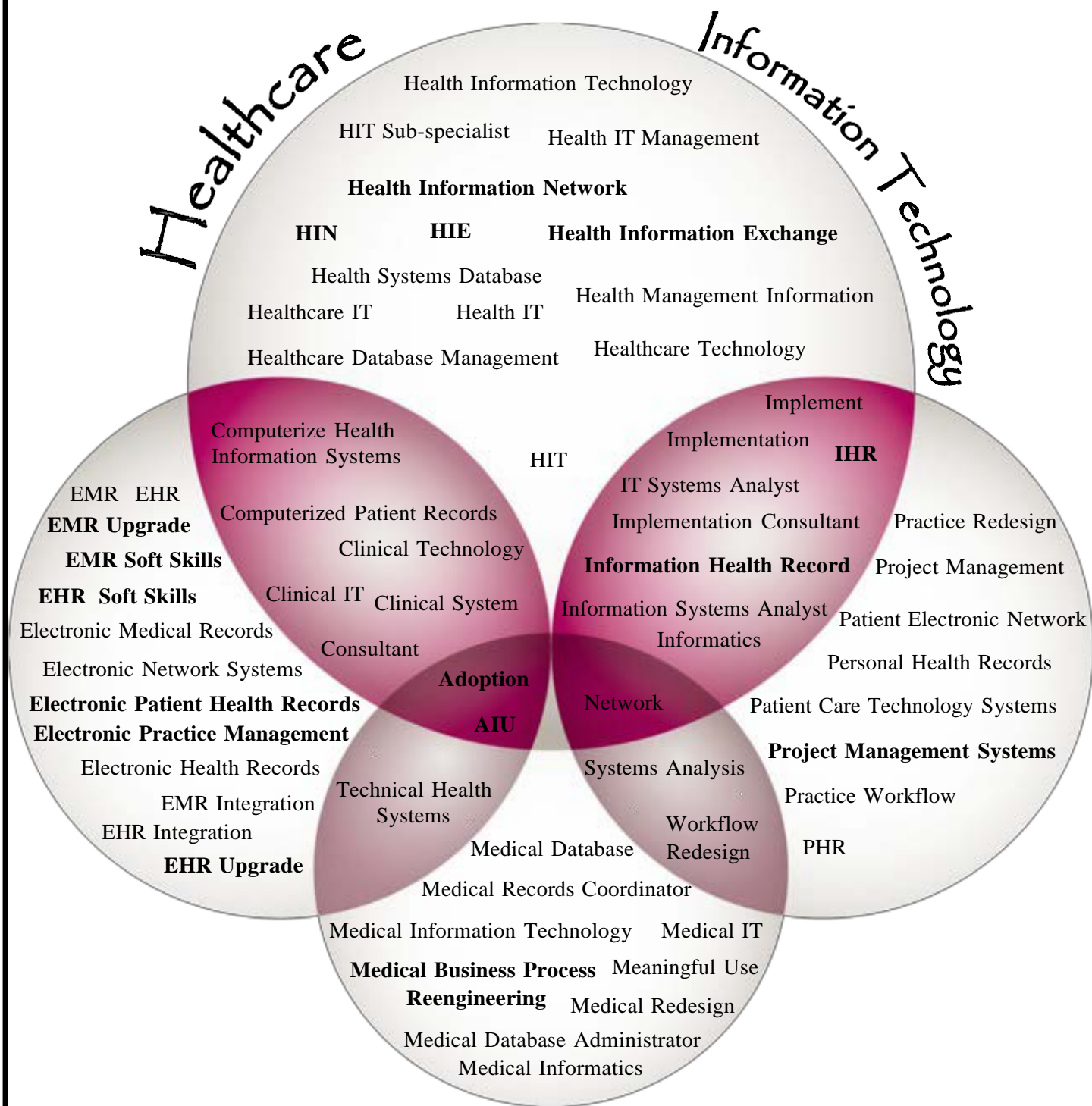
Tailor your resume to reflect your most recent 10-15 years of experience. Your resume is a marketing document NOT an autobiography. Readers want to know what you have done recently to add value to your previous positions. Skills, experiences, and achievements from 25 or 30 years ago are irrelevant at this point. However, if your early experiences are still relevant, research your options to find the best way to format your resume.

Present your early experience in an effective manner:

Do not be afraid to mention early experiences that are still relevant. Remember to remove associated dates so you do not "age" yourself. Highlight the undated achievement or qualifications in the summary profile section of your resume or, summarize the experiences at the end of your resume. Your description should be concise. Just one or two sentences that begin with the words "Additional experience includes..." will usually suffice.

Keywords

Many Management of Clinical Information Technology students contact the McIT office inquiring about employment and how to find jobs in the electronic health care field. Hopefully this page will provide you with some helpful tips!



* New Keywords are **bolded**