

49er REGIONAL OCCUPATIONAL PROGRAM
DENTAL CAREERS

Resume Criteria:

(Letterhead) Centered
Name
Address
Area Code and Phone Number

Objective: A simple statement about what it is you want to do in that office.

Example: A responsible position as a student dental assistant

Education: Most recent class or school listed first (name, city, state, phone number)

Example: Dental Careers 49er Regional Occupational Program
Auburn, CA
916-889-5949

Educational Skills: List in columns all skills learned in an educational environment but not skills that you have been paid for.

Example: Mixing cements Mounting x-rays
4-hand technique Infection control
Study model fabrication Matrix band preparation

Employment: Most recent job listed first. Be sure to be consistent by using the same format that you used to list your education.

Example: Dental Assistant John Smith, D.D.S.
Anywhere, CA
916-820-0000

Occupational Skills: List in columns (as you did with Educational Skills) all skills performed during a paid occupation. If you have not worked for money, speak with your instructor. Do not go back more than 10 years.

Example: Fork lift operation High wire walking
Child care Customer service
Food preparation Computer operation

Special Achievements:

List all degrees, licenses, awards, citations, honors, etc. you may have earned. High school students: don't go beyond junior high school. Adults: don't go beyond your adult life.

Example:

American Heart Association CPR Certificate
California Dental Radiology License

Lastly, you will need a simple statement about your references.

Example:

(in bold and centered)

References available upon request