

Tips for Certified Occupational Therapy Assistant Resume

Common Key Skills and Action Verbs for Certified OTA Resumes

Many companies and organizations employ the use of applicant tracking systems, or ATS—software products that pre-screen resumes, using keywords and phrases to determine the best candidates for a job opening. Using the right keywords can improve the likelihood of making it through to a hiring manager. The specific keywords in use will vary from one industry and job posting to another, but these skills and terms can apply to a wide variety of OTA jobs.

| Key Skills & Proficiencies | Action Verbs |
|---|---|
| <ul style="list-style-type: none">• Activities of Daily Living (ADLS)• Cross-functional collaboration• Health information assessment• Occupational therapy• Patient and family relations• Patient Assessment• Patient Monitoring• Patient Support and Motivation• Physical Mobility• Reporting and Documentation• Special Equipment instruction• Treatment Planning and Updating | <ul style="list-style-type: none">• Achieve• Adhere• Advise• Attend• Collaborate• Document• Educate• Engage• Guide• Implement• Improve• Instruct• Maintain• Monitor• Optimize• Oversee• Restore• Review• Revise• Support |

Tips for Writing a Better Certified Occupational Therapy Assistant Resume

Speak to your Collaborative Skills

To be an effective certified OTA, you must collaborate closely with an occupational therapist. Success in the role is measured by how well you work together to help patients return to daily life. Speak to your collaborative skills on your resume to make it easier for hiring managers to envision you fitting in well at their healthcare organization.

Examples:

- Carefully adhere to occupational therapist's treatment plan and schedule for each individual
- Collaborate closely with and under supervision of occupational therapist to set and implement viable plans of care

Don't Use Jargon

When you use a long, unwieldy word when a short word would do, that's jargon. A classic example: People use the words *utilize* or *utilization* when they should use *use*. Jargon is especially tempting for people in the medical profession, where there are plenty of long words that don't have a shorter substitute. These medical-specific terms have a place on your resume, as long as they apply to your background and goals. The problem is when you let words that should be short and simple become words (often ending in “-tion”) that are long and clunky. Don't rely on jargon for your resume.

Example:

- Educated clients on effective **use** of special equipment for assistance with daily self-care activities

Use the Correct Narrative Tense

When writing job descriptions, many job seekers mistakenly use the third-person narrative tense (“Collaborates with the OT.... Assists patients...”). But this makes for awkward and strangely distant reading on the hiring manager's part.

A resume is just the written form of how you'd describe yourself. You're writing about yourself and the things you do. Therefore, you should use the first-person tense (“Collaborate with the OT.... Assist with patients...”). When you're drafting your resume, a good way to be sure you're using the correct verb tense is to start every sentence with “I,” then delete it and capitalize the first letter of the verb that follows.

Example:

Certified Occupational Therapy Assistant, RST Rehabilitation, Minneapolis, MN | 2019 to Present

- Motivate and coach individuals to successfully carry out occupational therapy activities
- Gather and evaluate information on patients' current health status and response to previous care measures
- Help define and develop new healthcare quality improvement measures

How to Align Your Resume With the Job Description

What healthcare facilities or patient groups have you worked with in your career so far? When you find a certified occupational therapy assistant job posting that shares attributes with your background, reference that in your profile to make your resume more relevant to the hiring manager.

For example, if the posting is for a job working with geriatric patients, and you have four prior years' experience with that age group, you might update your intro line to something like “Certified Occupational Therapy Assistant with 9 years of experience including 4 years working with geriatric patients.”

Refer to the source below for access to resume examples for entry-level Certified Occupational Therapy Assistant.

Source: Meade, Jacob. “Certified Occupational Therapy Assistant Resume Examples in 2023.” Resume Builder, 2023, resumebuilder.com/certified-occupational-therapy-assistant-resume-examples