SARAH PETRY

444 Main Street
Celente, OH 47777

Cell Phone: 402-666-2323
E-Mail: sarahp@tmail.com

OBJECTIVE:
Seeking a challenging position as a Veterinary Technician

EDUCATION & CERTIFICATE:
Associate of Applied Science Degree - Veterinary Technician   May, [Year]
Northeast Community College, Norfolk, NE
GPA: 3.8

Registered Veterinary Technician, State of Nebraska   June, [Year]

INTERNSHIP:
Best Pet Care, Bradshaw, NE   Summer [Year]

- Prepared and administered medications, vaccines, serums, and treatments, as prescribed by veterinarians.
- Observed the behavior and condition of animals, and monitored their clinical symptoms.
- Cared for and monitored the condition of animals recovering from surgery.
- Collected, prepared, and labeled samples for laboratory testing, culture, or microscopic examination.

QUALIFICATIONS:
- Detailed knowledge of the state & federal laws, rules & regulations related to animal care.
- Able to help in pathological tests of animals.
- Ability to keep records, and create reports and correspondence.
- Able to manage and control animals, involving companion animals, livestock, and exotic species.
- Great communication skills and understand importance of excellent customer service

WORK EXPERIENCE:
Best Pet Care, Bradshaw, NE   September [Year] – Present
Kennel Attendant

- Carry out and assist in regular and consistent health care of animals such as bathing, trimming nails and grooming.
- Walk, feed and clean up after animals.
- Evaluate possible problems concerning health and wellbeing of animals; inform veterinarian of problems.
- Communicate with owners on animal's stay at the clinic.
- Maintain accurate records for office and sell pet supplies.

HONORS & ACTIVITIES:
Dean's List, 4 semesters
Board of Governors Scholarship Recipient
Puppy Love Animal Shelter, Volunteer
Intramural Sports participant
Student Ambassador

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REFERENCES:

Mr. Current Employer
Title
Company Name
Address
City, State, Zip Code
(XXX) XXX-XXXX
Email Address

Ms. Former Employer
Title
Company Name
Address
City, State, Zip Code
(XXX) XXX-XXXX
Email Address

Mr. Current Instructor
Title
College
Address
City, State, Zip Code
(XXX) XXX-XXXX
Email Address

OTHER TIPS:

- All resumes are different….choose a format that works for YOU!
- Avoid using a resume template or Wizard format!
- Using an Objective statement will direct your resume: Ex. To obtain XYZ position with XYZ company
     This statement is placed after your name heading.
- Refer to job description to pull out key words.
- Avoid the use of "I" or first person.
- Use bold, italics, and bullets to draw attention to important items.
- Appearance should be professional and "clean" looking with no spelling or grammatical errors.
- Layout of resume should be easy to read with proper spacing between sections.
- Sections of resume may vary (i.e. you may have Profile, Relevant Coursework, Special Project, Volunteer, Military, etc.)
- Don't list age, race, gender, marital status or religious affiliation.
- List job description items in order of importance (i.e. if waitress, list customer service skills before cleaning tables).
- Use 20-24 pound paper in conservative color (white/ivory/gray)
- If possible, use matching envelope or send in a white envelope.
- Always have at least one person review your resume before sending.
- Keep a copy for your records and follow up with the employer if needed.