

work**source** | OREGON



Hip-Pocket Training for Veteran Jobseekers

# Resume Writing

Finding the words to write a targeted resume.

# Step 1: Navigate to www.qualityinfo.org.



Search 

 Tools ▾ Regional Info ▾ Data Publications Press Release

## OUR LATEST RESEARCH



### Where Women Work and How Much They Earn in Oregon

Jake Procino Mar 10

More than 890,000 jobs in Oregon businesses or state and local governments were held by women in 2021. Women represent 48% of employment in Oregon, b...

Mar 6

#### The Path to Becoming a Doctor

Mar 6

#### Oregon Economic Update: Not out of the Woods Yet

Mar 1

#### Top Occupations Oregon Employers Were Hiring in 2022 Job Vacancies

Feb 28

#### Oregon Job Vacancies: Hiring in 2022 Continued to Outpace Hiring Prior to the Pandemic

Feb 27

#### Oregon Careers 2023: New Resources for Students and Teachers

Feb 24

#### Second Quarter 2022: Oregonians at Work – Growing Wages and Increasing Jobs

[More Articles](#)

## OREGON ECONOMIC INDICATORS

Unemployment Rate - January 2023

4.8%

Seasonally Adjusted

0.0%

Total Unemployed - January 2023

104,994

Seasonally Adjusted

↑  
851

Nonfarm Employment - January 2023

1,990,000

Seasonally Adjusted

↑  
9,900

Job Vacancies - 4th Quarter 2022

86,007

↓  
-9.0%

## JOB & CAREER SEARCH

Enter job title

[Find Jobs](#)

Enter career title

[Get Report](#)

## Step 2: Locate the “Tools” dropdown, then select “Occupation & Wage Information”.



Tools ▾

Regional Info ▾

Data

Publications

Press Release



Find labor market information tools from the Oregon Employment Department Research Division.

### LMI Tools

#### Careers

Find a Job

Occupation & Wage Information

Career Explorer

Find Employers

Wage Conversion Calculator

Search Biz News

#### Economy

Unemployment Rates (LAUS)

Current Employment Estimates (CES)

Employment & Wages by Industry (QCEW)

Unemployment Insurance Characteristics

Inflation Calculator

Fast Facts Dashboard

Benefits

Projections

**Step 3:** Enter an occupational keyword or phrase into the search bar e.g. Medical Assistant.

Email Notifications | About Us | Contact Us | Twitter



State of Oregon  
Employment Department  
Quality Information, Informed Choices

[Home](#) [Tools](#) [Regional Info](#) [Data](#) [Publications](#) [Press Release](#)

### Occupation Profiles

Medical Assistant

#### Oregon, All Occupations

Median Hourly Wage	2021 Employment	Job Openings per Year	10-Year Growth
\$23.46	2,061,260	249,949	12.8%

Enter any occupation in the search and get a report that includes information on current job openings, wages, projected employment, educational requirements, skills, schools and training providers, and more. Once in the report use the filters on the side to change your geography or search a new occupation.

**Step 4:** When the report is available, scroll down to  
“Knowledge, Skills, Abilities, and Work Activities” then click.

+ Knowledge, Skills, Abilities, and Work Activities

# Step 5: When open, locate the “more” buttons and expand each category.

## — Knowledge, Skills, Abilities, and Work Activities

### Knowledge

Examples of the knowledge needed for success in this occupation is listed below, in order of importance. This information comes from the Occupational Information Network (O\*NET).

- **English Language:** Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Customer and Personal Service:** Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Medicine and Dentistry:** Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- **Administrative:** Knowledge of administrative and office procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and workplace terminology.
- **Computers and Electronics:** Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

 more

### Skills

Examples of the skills needed for success in this occupation are listed below, in order of importance. This information comes from the Occupational Information Network (O\*NET).

- **Social Perceptiveness:** Understanding people's reactions.
- **Speaking:** Talking to others.
- **Active Listening:** Listening to others, not interrupting, and asking good questions.
- **Reading Comprehension:** Reading work-related information.
- **Critical Thinking:** Thinking about the pros and cons of different ways to solve a problem.

 more

### Abilities

Examples of the abilities needed for success in this occupation are listed below, in order of importance. This information comes from the Occupational Information Network (O\*NET).

- **Written Comprehension:** Reading and understanding what is written.
- **Oral Comprehension:** Listening and understanding what people say.
- **Oral Expression:** Communicating by speaking.

## Step 6: Expanded sections reveal additional information.

### Detailed Work Activities

Examples of the detailed work activities involved with this occupation are listed below, in order of importance. This information comes from the Occupational Information Network (O\*NET).

- Assess physical conditions of patients to aid in diagnosis or treatment.
- Dispose of biomedical waste in accordance with standards.
- Clean medical equipment.
- Interview patients to gather medical information.
- Explain technical medical information to patients.
- Record vital statistics or other health information.
- Clean patient rooms or patient treatment rooms.
- Prepare patient treatment areas for use.
- Collect biological specimens from patients.
- Assist practitioners to perform medical procedures.
- Administer basic health care or medical treatments.
- Conduct diagnostic tests to determine patient health.
- Perform clerical work in medical settings.
- Process medical billing information.
- Give medications or immunizations.
- Control prescription refills or authorizations.
- Apply bandages, dressings, or splints.
- Inventory medical supplies or equipment.
- Schedule patient procedures or appointments.
- Operate medical equipment.
- Prepare medical instruments or equipment for use.

# Step 7: Relevant verbiage ready for use in your resume.

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## Step 8: Highlight text and copy

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Copy

Select All

Print Selection...

Take Screenshot

Search Google for "Dispose of biom..."

View Selection Source

Inspect Accessibility Properties

Inspect (Q)

## Step 9: Paste into skills section of resume

### Joe D. Customer

555 Anystreet Lane, La Pine, OR 97739  
541-555-5555 joe.d.customer@yahoo.com

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#### OBJECTIVE

I am an experienced, knowledgeable and motivated team player that would like to work as a (specific occupation) for (specific employer).

#### SKILLS

- Effective time management skills
- Very good troubleshooting and problem solving skills
- Able to professionally interact with a variety of customers and manage difficult situations
- **Dispose of biomedical waste in accordance with standards.**
- **Clean medical equipment.**
- **Interview patients to gather medical information.**
- Excellent written and verbal communication skills
- Capable of working independently or as a part of a team in a rapidly changing work environment
- Extensive experience with multi-line phone systems
- Punctual, trustworthy, honest



## Step 10: Considerations

1. Group similar KSA's to maximize available space in the skills section.
2. The “Skills” or “Qualifications” section should be a combination of technical ability and soft skills.
3. Only transfer KSA's you are experienced with, falsely claiming skills or abilities will backfire.
4. Add or delete verbiage if necessary.
5. Make sure to spell out acronyms before using them in the resume.

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**Questions? Please contact...**

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For more information  
regarding:

Cover Letters  
Resumes  
Apprenticeships  
Online resources  
Interviews  
And more...

please visit [the 541VETS  
playlist on youtube.com.](#)

Our support for Veterans  
does not begin or end at  
the front door.

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