



UNIVERSITY OF  
MARY HARDIN-BAYLOR  
OCCUPATIONAL THERAPY

**Resume Instructions**

*Submit resume with initial application.*

We want to get to know you and what brought you to this point in your journey. At a **minimum**, please include the following in your resume:

- Your **name and contact** information
- Your **education to date**, starting with high school
  - Be sure to include any degrees earned
  - Include any honors received
  - Include GPA
- Your **employment** to date
- **Leadership** activities
  - Include dates, description of activity
- **Volunteer** experiences
  - Include any and all since high school (include approximate dates)
  - Include approximate number of hours
  - Explain the context if not evident in title (no need to explain Special Olympics, for example)
  - Describe your volunteer role
- **Awards** received
  - Include dates, description of award
- **Other Health or Education-Related** experiences
  - May include internships, assistantships, substantial class projects, caregiving, etc.
  - Does not have to be paid to be relevant
- **Additional Information**
  - If you have anything you would like to add that doesn't fit into these categories but you feel makes you an exceptional candidate for the UMHB OT program, include it here.

NOTE: Your resume will be scored based on these instructions. Be as thorough as possible. There is NO page limit for the resume at UMHB OT. As a component of our holistic admissions process, we hope you will use this opportunity to tell us what makes you a great candidate for our program!