



National Society for Histotechnology
3454 Ellicott Mills Dr.
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www.nsh.org

Tips for Entry Level Histologists **Presented by Pam Barker, Relia Solutions**

Developing Your Resume: Your resume is your first chance to make a lasting impact on your potential employer, and stand out from the crowd. The purpose of the resume is to get you the interview, where you will have the opportunity to discuss your qualifications in more detail. As an entry level candidate, your resume should be 1-2 pages in length.

Here is a format that I recommend:

CONTACT INFO

Name

Address

Phone Number

Email address – make sure your email address is professional, if not, create one on Gmail or Yahoo specifically for work.

Objective – (Optional)

Summary of Qualifications

ASCP HT	FL LIC
Microtomy	H&E
Embedding	Special Stains
IHC	Grossing

EDUCATION AND CERTIFICATIONS

Histology Program

Other schooling

ASCP HT

State Licensure

Any other licensures



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HISTOLOGY RELATED WORK EXPERIENCE

(EXTERNSHIPS)

Name of company, location

Position Title– dates

Brief paragraph describing in detail what you did on a daily basis

OTHER WORK EXPERIENCE

List other work experience here in the same format.

PROFESSIONAL AFFILIATIONS

NSH

State Society

REFERENCES AVAILABLE UPON REQUEST

Job Hunting: You have graduated from your Histology Program; you put together a killer resume. Now what? Who should you send your resume to? The internet is a great place to start, to find job opportunities that you qualify for. There are several websites specifically geared towards laboratory professionals.

<http://jobs.nsh.org/> : The NSH Job Board features jobs from top histology companies, and offers you the opportunity to create an account and upload your resume, so that your profile can be viewed by interested employers.

<http://careers.ascp.org/jobs> : The ASCP Job Board is similar to that of NSH, but includes jobs from a variety of lab related disciplines, not just histology positions.

www.histosearch.com : This site includes links to histology related sites, including State Society pages, and related organizations, such as the Biological Stain Commission, and private university labs.

<http://www.advanceweb.com/jobs/healthcare/index.html>: This site features jobs from across the healthcare network.

Networking: Networking is another important tool in obtaining your first job. Here are a few places you can start networking.

- **NSH Events:** Networking can be done through national events, such as the NSH Symposium/Convention, the largest histology conference in the U.S.
- **State Society Meetings:** Many State Societies host regional meetings, where you will get the opportunity to network with histologists in your area.
- **The Block:** Networking can also be done online, by becoming a member of NSH and accessing The Block, NSH's member's only community, where histologists post topics for discussion. As a member, you also have access to the member directory, which provides you contact information for 3,000 fellow histologists.
- **Histonet:** The Histonet is a listserv where histologists post issues they encounter in the lab, technical questions and job openings. To subscribe is free, the address is:
<http://lists.utsouthwestern.edu/mailman/listinfo/histonet>
- **Friends and Neighbors:** Giving your resume to anyone you know who works in a hospital setting, even if it is not in the histology department,

is another good way to get yourself out there. A lot of facilities offer recruiting bonuses to employees who refer people. They will be helping you and you will be helping them too.

Working with a Recruiter

If you are interested in relocating to a new area or in temporary/travel type work you may want to enlist the help of a recruiter. A recruiter's services should always be free of charge to you; the fee is paid by the hospital or lab that hires you. The assistance that you get from a recruiter should include evaluation of your resume, interview preparation and salary negotiation. The recruiter should be accessible to you and be willing to answer your questions about any particular positions, companies or the hiring process. They should also be responsive to your needs and return phone calls/e-mails promptly. When working with a recruiter you want to make sure that they tell you where they are sending your resume before they send it. This is important so that they don't send your resume to a lab or hospital that you have already sent it to. If that were to happen it could cause confusion and ultimately cause you to lose the job opportunity.

Take Control of Your Job Search

The most important thing to remember is in order to get the job you want, you must take control of your job search, especially in this current economy. You can't just send resumes out or wait for a call on a resume that you have posted online. Get out there, decide where you want to work and use the tips I have outlined above, and you will find the leads to get the job you want.