



Continuing Competency Program: E-News

... Keeping in touch with members!

February 2010

Mandate of Continuing Competency Program

To promote a reflective practice among occupational therapists in Nova Scotia by providing a structure that ensures therapists continue to maintain their knowledge and skills according to the College's standards.

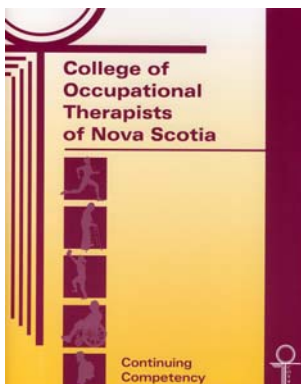
Committee Members

- Joanne Comeau (chair)
- Dorothy Edem (coordinator)
- Karen Landry
- Jennifer Saunders
- Susan Sparkes

Contact us and share your story

E-mail:
admin@cotns.ca

Visit Us at:
www.cotns.ca
➤ Continuing Competency



Continuing Competency: Tips of the Month

As part of our Continuing Competency Program, registered Occupational Therapists in Nova Scotia are required to have a current resume or curriculum vitae included in their Portfolio. Below are some tips on creating a great resume and some web links to help you out!

1. Information should be ordered according to importance:
 - a. List your contact information first
 - b. List your most recent position(s)
 - c. Identify and list the most important skills/abilities
 - d. List other important qualities needed for the position
2. Resumes should generally not be longer than two pages
3. CVs are typically longer than resumes and often follow a set format dictated by outside organizations
4. Allow adequate white space to ensure your resume/CV is easy to read
5. Have someone else proofread your resume for spelling, grammar & flow
6. Update your resume/CV annually as you work on your professional development plan

Web Links for resume writing tips:

<http://www.dailywritingtips.com/resume-writing-tips/>

<http://www.resume.monster.ca>

<http://www.smu.ca/administration/career/resume.html>



2010 Registration Countdown

May 15 is less than **80 days** away!

Have you started your Self Assessment?

If not, today is a good day to start! Visit www.cotns.ca to download the forms you need. Send a colleague or a co-worker a copy of the Peer/Colleague Feedback form and request feedback on how you are doing. You will only be a step away from completing your Self Assessment. **The Clock is ticking!!!**

www.cotns.ca/continuing_competency_portfolio.html