

Resume Writing Guide

What is the Purpose of a Resume?

With a resume, you may promote yourself to a potential employer by summarizing your experience, education, and talents in a comprehensible and succinct manner. A resume is reviewed by an employer in an average of 15 to 20 seconds. Make sure it is easy to read, precise, and free of errors!

Some pointers for crafting a standout resume:

- **Length:** Depending on your degree of expertise, employers want a resume that is one or two pages long.
- **Font and Margins:** We advise using an 11-point Times New Roman font with margins of at least 0.5 inch.
- **Formatting:** Maintain consistency in your use of punctuation, capitalization, indentation, font size, style, space, and other formatting elements.
- **Keep It Simple:** A resume that has too much text and not enough white space may turn off potential readers.
- **Focus Your Writing:** Emphasize your most relevant experiences and transferable talents for the role. Using keywords from the job advertisement is part of this.
- **Proofread:** Typos are not always caught by Spellcheck. Make sure your resume is proofread by two or more persons.
- **Emphasize Your Achievements:** Do not only enumerate your work responsibilities; instead, describe the results of your positions and clinicals. Action verbs, numbers, attributes, and specifics can be used to explain not just what you accomplished but also how you accomplished it.

Writing Bullet Points as Accomplishment Statements

A brief synopsis in the form of a bullet point list should be included for each position; these are more impactful when presented as accomplishment statements. Make sure the reader understands everything you did, why you did it, and how your actions will affect them. Including exact qualifiers and quantifiers will help to make the nature of your work and its results even more clear. Whenever feasible, illustrate the extent of your accomplishments in your bullet points with statistics, percentages, or numbers.

Example: Worked as key public health officer at a citywide nonprofit, spearheading twelve major public health programs and initiatives in three years.

Example questions to ask yourself when creating Accomplishment Statements:

- Was the organization better off because of your work? If so, in what way?
- Has your unit or organization benefited from any noteworthy clinical achievements you have achieved?
- What is the final beneficiary of your work, or how many people will it benefit?
- Have any issues or difficulties been identified?
- Were any issues remedied or minimized?

- Did you aim to fill a gap in the market for a system, method, procedure, technique, plan, program, service, or other item?

SKILLS AND ACTIVITIES

- **Technical Skills:** List pertinent computer programs, and technical clinical skills in order of uniqueness.
- **Foundational Skills:** Employers anticipate that applicants' resumes will highlight these skill sets.
 - Employers view as essential to public health practice the foundational public health competencies that all MPH students obtain.
 - Apply epidemiological methods, for instance, to public health practice settings and scenarios.
 - The knowledge of quantitative and qualitative data collection techniques that are suitable for a particular public health context.
 - The ability to contrast public health, health care, and regulatory systems' structures, functions, and organizations in both domestic and foreign contexts.

First Name, Last Name

City, State | Email Address | Phone Number | LinkedIn Hyperlink

Professional Summary:

A resume summary statement is a professional introduction that should be two to three sentences long and should be included at the beginning of your resume to emphasize your most significant experiences and talents. Employers can determine immediately from your resume summary whether you have the qualifications and experience they need. This section should only be 3-4 sentences at maximum.

Education:

In this section your most recent degree obtained should be listed.

[Degree and major], [Name of school or university]

Work Experience:

Put the name of the place, the location, the dates, and the job title (manager, volunteer, etc.) at the beginning of each item. Enumerate events in reverse chronological sequence, starting with the most recent. Give succinct explanations of your duties that are anchored by powerful verbs.

[Job Title] | [Employment dates]

[Company Name] | [City], [State]

(Strong verb) + what you did (more detail) + reason, outcome, or quantified results.

- [Job duty]
- [Job duty]
- [Job duty]
- [Job duty]

[Job Title] | [Employment dates]

[Company Name] | [City], [State]

(Strong verb) + what you did (more detail) + reason, outcome, or quantified results.

- [Job duty]
- [Job duty]
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[Job Title] | [Employment dates]
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(Strong verb) + what you did (more detail) + reason, outcome, or quantified results.

- [Job duty]
- [Job duty]
- [Job duty]
- [Job duty]

Clinical Experience (If pursuing PHN)

Since every healthcare system is unique, try to find out before you apply whether the recruiter prefers that you put all your clinical experience and hour experience in one document or on your resume.

- Clinical Rotations to Include: Generally speaking, this only includes rotations that are pertinent to the position you are looking for. Add the sites of the clinical rotations you have specified.

Skills

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References Available Upon Request

