

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,

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]

[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]

[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

Skill

Skill

Skill

Skill

Skill

Skill

Skill

References Available Upon Request

