

## career services

### RESUMES AND CURRICULUM VITAE

#### Do...

- ◆ Be clear, concise, and precise
- ◆ Use fully understood abbreviations, i.e. MPH
- ◆ Include a cover letter when sending it to a potential employer
- ◆ Proofread several times
- ◆ List a page number and your name on each additional page

#### Don't...

- ◆ Lie or exaggerate about your accomplishments
- ◆ Use personal pronouns like "I," "she"
- ◆ Staple or paper-clip pages
- ◆ Write long paragraphs or sentences

#### Lets explore each section:

**Job/Career Objective:** The objective is an optional section that describes your motive for applying for a position. The objective should be specific and focus on your skills.

**Bad Objective Example:** A job in the field on public health where I can gain experience

**Good Objective Example:** To obtain a reproductive health specialist position at Project Help that will allow me to utilize my research and communication skills.

**Summary/Profile:** This section should list only skills, experience and abilities relevant for the position that you are seeking. This section allows the reader to see 'upfront' that you have the skills they are looking for in a candidate.

**Education:** Your education section should list your academic background in reverse chronological order. Be sure to include any certifications, honors, and dissertation/thesis research.

**Example:**

**Johns Hopkins Bloomberg School of Public Health** Baltimore, MD  
PhD., Health Finance and Management Expected: May 2003  
Dissertation: The exploration of Geriatric Management in poverty stricken cities

**Indiana University of Pennsylvania** Indiana, PA  
MS, Labor Relations May 1998  
Graduated *Magna Cum Laude*

**Kuwait University** Safat  
B.M., B.CH. May 1995

**Professional Experience:** This section should list your experience in reverse chronological order with emphasis on key skills that you possess. Use Action Verbs (see Action Verb Handout) to describe your duties in a bulleted list.

**Other Experience:** This section contains positions that are not related to the career that you are pursuing.

**Special Skills:** This section includes skills that supplement your experience. Include computer skills, communication skills, language skills/proficiencies and other relevant skills.

**Publications/ Presentations:** Include publications and presentations in APA format, or another standard format. Be sure to bold your name in each publication/presentation.

**Example:**

**Kattar, M.** "Exploration of air-borne disease in urban Wisconsin" *American Journal of Public Health*, June 2001.

Kassidy, B, **Kattar, M**, Smith, J., El-Rahid, S, "Evaluation of Sexually Transmitted Disease Clinics in the Bahamas." Paper presented at the Global Health Conference, May 2002.

## RESUME FOR AN ENTRY LEVEL CANDIDATE

### JOHN K. HOPKINS

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Baltimore, MD 21205  
(410) 955-3034  
[jkhopkin@jhsph.edu](mailto:jkhopkin@jhsph.edu)

**PROFILE:** Dedicated, creative and thorough public health advocate with research, community and teaching experience. Flexible team player with expertise in:

- Curriculum Development and Production
- Data Collection
- Program Design and Evaluation
- Development of Performance Indicators
- Epidemiological Skills
- Working with Multi-Center Project

#### **EDUCATION:**

**Master of Public Health (MPH)**, Johns Hopkins Bloomberg School of Public Health, Baltimore, MD, Expected May, 2003

- Nominated for Delta Omega Honor Society

**Bachelor of Science (BS) in Biology**, Stanford University, Stanford, CA, June 1994

- Graduated with Honors distinction
- Inducted into Phi Beta Kappa Honor Society

#### **EXPERIENCE:**

**Graduate Research Assistant**, Johns Hopkins University, Bloomberg School of Public Health, Baltimore, MD  
July 1999 - present.

- Conduct a feasibility study of using the TV series "E.R." to deliver health education messages in the classroom.
- Team Leader for the 1999 Maryland School Health Council Conference workshop.
- Conduct literature reviews, teacher and student surveys.

**Staff Research Associate**, Department of Immunology, UCLA School of Medicine, Los Angeles, CA  
September 1994 - June 1999.

- Conducted clinical research using intravascular ultrasound to assess transplant coronary disease.
- Investigated the role of natural killer cells in different systems such as HIV-infected lymphocytes and tumor cells.
- Acquired skills using such methods as immunoglobulin staining, maintenance of cell and tissue culture, and sterile techniques.
- Analyzed data and prepared statistical and graphical presentations.

#### **OTHER EXPERIENCE:**

- Student Assembly Representative, Johns Hopkins Bloomberg School of Public Health, Baltimore, MD, present.
- Program Coordinator, Youth Leadership Camp, Los Angeles, CA, Summer 1995 and 1996. .
- Science Fair Judge, Mandarin County School System, Los Angeles, CA, 1996-97.

#### **HONORS AND AWARDS:**

- American Federation for Clinical Research trainee investigator award, April 1996.
- Received undergraduate Research Opportunities Grant, September 1996.

#### **SPECIAL SKILLS:**

Languages: Fluent in French, Spanish, and English

Computers: Proficient in EpiInfo, Word, Excel, Access, SAS, SPSS, and various graphics programs

## **What About References/Referees?**

References/Referees should be listed on a separate page with your name and contact information at the top of the page. Be sure that your reference page is on the same paper as your resume/CV. Include each referee's name, position/title, the organization they work for currently, work address and phone number, and email address. You may also want to include a brief explanation of the person's relationship with you (i.e. Former supervisor)

## RESUME FOR AN EXPERIENCED CANDIDATE

### JANE SMITH, R.N., M.S.N., M.P.H.

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Newtown, PA 19105  
(215) 555-1212  
jsmith@jhsp.h.edu

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#### SUMMARY

Results oriented leader with over 15 years progressive responsibility in clinical and preventive health care. Excellent interpersonal skills combined with independence, adaptability, and ability to make and implement difficult decisions.

#### EDUCATION:

##### Johns Hopkins Bloomberg School of Public Health

- Master of Public Health (MPH), May 1995 (GPA 3.6)
- *Received Full scholarship*
- *Delta Omega Honor Society*

##### Thomas Jefferson University - Philadelphia, Pennsylvania

- Master of Science in Nursing (MSN), May 1993
- Bachelor of Science in Nursing (BSN), May 1987
- *Grade point average 3.8*
- *Dean's List, four semesters*
- *Recipient, Research Assistant Scholarship, 1986*
- *Financed 75% of education*

#### CONTINUING EDUCATION:

The Psychology of Nursing, May 1992  
Advanced Practices in Critical Care Nursing, June 1988

#### CERTIFICATION/ LICENSURE:

- Advance Cardiac Life Support, 1989
- Registered Nurse, Pennsylvania RN-198321, 1987
- Certificate in Family Counseling, 1992

#### HEALTHCARE EXPERIENCE:

Thomas Jefferson University Hospital- Philadelphia, PA

- **Nurse Manager, 5 North** (June 1991 to present)
- Manage the total nursing care regimen of a 44-bed combined Post Intensive Care Unit and medical-surgical unit with 24-hour accountability
- Interview, hire, and terminate personnel
- Evaluate job performance of unit personnel and provide progressive counseling
- Collaborate with clinician and staff development personnel in the orientation process
- Coordinate plans with clinician to provide in-services
- Provide relief for house supervisor and other management coverage
- Assist in planning student affiliations in the institution

- **Nurse Manager, Coronary Care Unit** (January to June 1991)
- Managed the total nursing care regimen on a eight-bed unit

#### TEACHING EXPERIENCE:

Johns Hopkins Bloomberg School Public Health - Baltimore, MD

- **Teaching Assistant** (1994-95)
- Course: Problem Solving in Public Health: An Overview
- Coordinated and conducted teaching and laboratory sessions in problem solving and leadership skills for graduate students.
- Course: Clinical Epidemiology
- Conducted tutoring sessions in clinical epidemiology for third year doctoral students.

Germentown Academy - Philadelphia, Pennsylvania  
**Physics Teacher** (September 1977 to June 1983)

- Taught physics and sciences to 11th and 12th grade students
- Prepared daily lesson plans
- Served as co-chair for Physics Club

#### VOLUNTEER EXPERIENCE:

Luther C. Mitchell Primary School - Baltimore, MD

- Volunteer (1994-95)
- Tutored students with developmental disabilities in math
- Anna Vare Elementary School - Philadelphia, PA
- Volunteer (1983-84)
- Assisted school nurse with students' medical needs

#### SPECIAL SKILLS:

Languages: Fluent in French, German, Spanish, and English  
Computers: Word Perfect, Lotus, graphics, SPSS, SAS, STAT A, relational data programs  
Chemical Instruments: GC-FID, GS-MS, and GC-ECD

#### PUBLICATIONS/ PRESENTATIONS:

**Smith, Jane**, "A Survey of Infant Mortality in Maryland," American Journal of Public Health, June 1990.

**Smith, Jane**, "Evaluation of Sexually Transmitted Disease Clinics in the Bahamas," Paper presented at the World Health Organization Conference in Geneva, April 1991.

## **CURRICULUM VITAE (CV)**

What is the Difference Between a Resume and a Curriculum Vitae (CV)?

Resumes are used to provide relevant and concise information to an employer, while CVs are much longer and more in depth. CVs are typically used for academic, medical, and International positions. A CV can include any and all of the following categories:

- Professional, Vocational or Research Objective
- Summary of Qualifications
- Professional Licenses or Certifications
- Education including Post Graduate, Graduate and Undergraduate Degrees and Studies
- Listing of Relevant Course work to Match Career or Academic Objective
- Educational or Professional Honors or Awards
- Scientific or Academic Research, Laboratory Experience and Related Skills
- Description of Thesis or Dissertation, Papers Written, Publications
- Academic or Professional Presentations
- Related Extracurricular Activities, Professional and Association Memberships
- Community Involvement
- Work Experience - Paid or Volunteer
- Technical and Specialized Skills such as Computer Programming or Laboratory Instrumentation
- Interests - Future Academic or Professional Goals
- Travel / Exposure to Cultural Experiences
- Foreign Language Skills
- Additional Information that May Support Objective or Qualifications

### **EMAILING RESUMES, CVs, COVER LETTERS AND FOLLOW-UP LETTERS**

In today's society email is commonplace, therefore email is being used to send employment correspondence such as resumes, CVs, cover letters, and follow-up letters. The ease and speed of sending email has made it a more attractive way for you to communicate with potential employers. However, you should know that there are pitfalls and difficulties when sending your employment documents via email. Thus, below is a list of considerations that you should use when sending your information to an employer:

- Be sure that the employer desires to receive resumes/CVs, etc. via email
- If you are sending a document as an attachment, be sure that the employer has the proper software that will allow them to open the document.
- If you are unsure of the employer's software, send the document in multiple ways (MS Word, Rich Text Format, Adobe (.pdf), etc.)
- When sending a cover letter and resume/CV, consider typing the cover letter into the body of the email and attach your resume.
- If you are concerned that the email attachment did not get to the employer properly, follow up with a mailed copy.
- Be sure that you spell check and proofread all of your correspondence
- Copy your email address into the BCC: field so that you receive a copy of the email just as the employer would have received it.
- If your email system allows you to, use a 'returned receipt' to confirm that your email was delivered to the correct individual.
- Send email late in the evening, so that the employer will receive your email first thing in the morning