

HOW TO WRITE A STANDARD PUBLIC HEALTH RÉSUMÉ

A résumé is the most important "calling card" in the job search. Creating the ideal résumé takes both time and effort but what better investment than **you**?

Recognizing the myriad of templates and online how-to's available today may make writing a professional résumé seem a daunting task. The following guidelines have been crafted to simplify the process and assist you in drafting a result-driven document. Please note: Specific occupations within public health may require you to have a different or specific format than is discussed here.

Your résumé should include the following information:

I. Contact information. Include phone numbers (home and/or cell), mailing address, and an e-mail address. Caution: the voicemail message associated with any phone number you list should be professional. A message that is too casual can create a negative impression.

II. Career objective. To list or not list a career objective is a personal choice. If your objective doesn't match that of the recruiters, you may miss out on a golden opportunity. Alternatively, a clearly stated **qualifications summary** can assist the recruiter in easily locating key skills and qualifications that best suit the position. The qualifications summary also referred to as a summary statement, can be used in lieu of a career objective.

A qualifications summary or summary statement should be brief and include both hard and soft skills.

Hard Skills may include items such as Microsoft Word, Excel, Access PowerPoint, SPSS, SAS, EPI Info, fluent in Spanish

Soft Skills may include items like excellent verbal and written communication skills, team player, extremely motivated

Example (paragraph style):

"A highly motivated, results-oriented, public health/ healthcare professional with demonstrated strategic leadership, strong project management, and superb analytical and problem solving skills. Well organized with strong project management, supervisory, communication and interpersonal skills. Excellent written and verbal communication skills with knowledge of printing and publications software such as Publisher, FrontPage, and Quark. Proficient in Microsoft Word, Excel, Access, PowerPoint and statistical software SPSS and SAS"

Or

"A highly motivated, results-oriented, public health/ healthcare professional with demonstrated strategic leadership, and superb analytical and problem solving skills. Well organized with strong project management, supervisory, communication and interpersonal skills. Excellent written and verbal communication skills "

- **COMPUTER SKILLS:** Microsoft Word/Excel/Access/Power Point/Outlook/Publisher, Windows 95/98/00/ME/XP, Internet, Intranet, FrontPage SAS, SPSS, Quark

Example (bullet style):

- Highly motivated public health/healthcare professional with demonstrated strategic leadership and superb analytical and problem solving skills
- Well organized with strong project management, supervisory, communication and interpersonal skills
- Excellent written and verbal communication skills with knowledge of printing and publications software such as Publisher, FrontPage, and Quark
- Proficient in Microsoft Word, Excel, Access, PowerPoint and statistical software SPSS and SAS

III. Professional Experience

A. List each position held in chronological order beginning with the most recent position first, dating back at least 10 years. Be aware of tenses; tenses should be consistent with the position you're speaking of a current position, use present tense. If it's a position you no longer hold, it and your responsibilities will be referred to in past tense.

B. If multiple positions were held within the same organization, list them all to show advancement and growth. The body of each position description should describe your responsibilities *and* accomplishments. Give yourself credit! Each bullet or statement should tell the reader not only what you did but why it was important to the overall contribution and success of the project, office, or organizational goal as a whole. Ask yourself:

What were my responsibilities?

How were these responsibilities relevant to the organization or to the project?

What was the outcome or ending result of my contribution?

Take your clues from the following hypothetical example:

Poor example: "I did the filing"

Better example: "I organized the office filing system"

Best example: "Organized and streamlined the filing system by reducing duplicate files and documents of over 450 patient records for a 5 doctor medical practice"

C. Use descriptive action verbs at the beginning of each bullet! A great source for action verbs can be found at:

<http://www.writeexpress.com/action-verbs.html>

IV. Other components. Include education, professional training, affiliations/appointments, licenses, technical skills and languages.

V. Personal information/Disability Disclosure

Personal Information

Include only when it has a direct bearing on the position you are seeking. Titles VI, VII, and IX of the Federal Civil Rights Act prohibits prospective employers from requesting personal information unless it legitimately relates to job tasks. If you are unsure, consult with a member of Career Services

Disability Disclosure

Under the protection of Section 504 of the Rehabilitation Act of 1973 and the ADA, persons with disabilities have no obligation to disclose their disability prior to receiving a job offer. Individuals with disabilities should consider carefully how and when disclosure of their disability would be most advantageous. They should also know what kind of accommodations they will require.