

Resume Guidelines and Samples

What is a Resume?

A resume is a summary of your education, work experience, accomplishments, certifications and skills. Its purpose is to convince an employer to bring you in for an interview. Therefore, your resume should always be tailored to the position that you are applying for. This guide should be used to become familiar with writing an effective, tailored resume. We recommend making a career coaching appointment to get feedback on your resume.

CV vs. Resume

CV which stands for “Curriculum Vitae” is a full and comprehensive record of your academic and career history. Your CV does not need to be tailored for each position to which you apply, however, it should be updated frequently to show all your academic accomplishments. Comparatively, a resume is a tailored document which does not need to include your entire career history and is highly customizable to the position of interest. (See resume and CV samples below).

Layout and Formatting

The layout and formatting of your resume should make it easier for the employer to read your resume. Many employers use applicant tracking systems (ATS) which may have a difficult time scanning your resume if there are elements such as elaborate fonts or graphics. Your information should be organized in sections in a professional and inviting manner. Most importantly, your resume should be consistent throughout in terms of spacing, bullet points, font, and punctuation and without any errors.

- One-page resume is recommended in most cases. A two-page resume can be appropriate if you have extensive relevant experience. The margins in your document should be at least 0.5-inch and consistent on all sides.
- A font size of 10-12 and a conservative font style (Times New Roman, Arial, Cambria, Calibri, Tahoma) are recommended to make it easier for the reader to scan through your resume. Be sure to be consistent with the font size and style that you chose throughout your resume.
- Your information should be organized in sections with clear headings. Use functions such as bold, italics, and underline to draw attention.
- Proofread your resume to ensure that your information is clearly communicated, using the right grammar and free of spelling errors. This is very important as having an error can reduce your chance for getting an interview.

Resume Writing Tips

- Be concise and avoid unnecessary details to make it easier for the reader to absorb your information.
- Specify and quantify your accomplishments whenever possible. For example, “increased health literacy rate by 25%” is better than “increased health literacy rate.”
- Use active voice such as “Analyzed data” instead of passive voice “I was responsible for analyzing data” to take ownership of your responsibilities as it is more direct and preferred in resume writing. Additionally, use strong action verbs such as “Designed” and “Implemented” instead of “Responsible for” and “Duties Included.”
- Use appropriate verb tenses while being consistent; previous employment should be listed using past tense, current position should be listed using current tense. Dates of employment should also maintain consistency with the way the name of the month is listed throughout the resume.

Sections

- **Identifying Information:** This pertains to your name and contact information and should be centered on the top of your resume. Personal information such as age, gender, date of birth and picture is not to be included in your resume.
- **Summary/Profile:** This section can provide a highlight of relevant accomplishments and skills especially in case of a career transition. The intent for transitioning can be stated along with the transferrable skills.
- **Education:** Degrees should be listed in reverse chronological order, be sure to include institution name, location, your degree, and the graduation month and year.
- **Relevant Coursework/Academic Projects:** Related coursework and academic projects can help demonstrate knowledge base of a particular area and skills that you achieved through your degree if you are lacking the work experience. Relevant coursework can be added to Education section under the degree it pertains to. Academic Projects can be added as its own section.
- **Experience:** This should include relevant professional experience including paid employment, internships, volunteer work and military experience. Each position should include the employer name, location, length of employment, and a brief summary of your responsibilities and accomplishments. Employment history is also listed in reverse chronological order.
- **Leadership and Volunteer Activities/Professional Affiliation:** These are optional sections that can be added to demonstrate your leadership experience if you were part of a student organization. You can also list professional organizations that you are a member of to add to your resume.
- **Honors and Awards:** If you have received any awards during your professional or academic career, these can be listed in this section. If it was an honor received during your degree program, it can be inserted under Education section.
- **Skills/Training:** Technical and language skills should be listed in this section. If you are proficient in a software or fluent in a language other than English, you can list these in this section. Any professional trainings related to the position you are applying to can also be mentioned here after updating the title for the section, as appropriate.

Sample Resumes

We have provided you with sample resumes and CV to demonstrate the guidelines listed above. You are welcome to use this guide as a reference to create your resume/CV and to make an appointment with a coach to receive feedback on the content and formatting of your materials.

STUDENT NAME

New York, NY 10030 • (555) 555-5555 • studentname@sph.cuny.edu
www.linkedin.com/in/studentname

SUMMARY

A motivated Public Health professional with skills in Health Research and Program Development; experienced in program design and evaluation, survey development and administration, data analysis using SAS, and research reporting.

EDUCATION

Master of Public Health in Epidemiology December 2014
City University of New York School of Public Health New York, New York

Bachelor of Science in Community Health September 2009
University of Maryland, School of Public Health Baltimore, Maryland

PROFESSIONAL EXPERIENCE

Graduate Research Assistant January 2013 – December 2014
School of Public Health, City University of New York New York, New York

- Collaborated with a research team to design, pilot and administer survey instruments in an intervention assessing the impact of water, sanitation and hygiene practices across 12 elementary schools in New Delhi, India
- Conducted focus group sessions about current practices, perspectives and barriers to breast feeding among African American women to guide the development of a computer based bilingual breast feeding educational program in Brooklyn, New York
- Trained field data collectors from diverse medical and allied health fields, and assisted with subject recruitment, on a 3-year NIH funded project designed to monitor the incidence of acute bacterial infections among children less than 5 years of age in Pakistan

Program Assistant January 2012 – December 2012
Family Health International, FHI360 Durham, North Carolina

- Recruited subjects and maintained IRB approval for Agency for Healthcare Quality-sponsored, 500 participant study examining the feasibility and acceptance of podcast use in Type-2 diabetes self-management
- Conducted literature reviews and assisted in grant writing on a project designed to assess the etiology of non-typhoid salmonellosis among Kenyan children
- Provided technical assistance, and conducted prototype testing on the functionalities of an surveillance system designed to monitor the prevalence of Chlamydia infections in among Hispanic populations in North Carolina
- Performed a feasibility study to examine the usefulness and acceptance of Health kiosks among rural Hispanic women in Nebraska

VOLUNTEER EXPERIENCE

Student Representative December 2008 – March 2009
EMPOWER, School of Public Health, University of Maryland, Baltimore

- Collaborated with the Women's Center for Advancement by assisting in conducting health education sessions, organizing fundraisers and participating in meetings, as a student representative on the EMPOWER board, a student-led alliance group aimed at providing health and wellness services to female victims of domestic violence

SELECTED PUBLICATIONS (out of 7)

Maura, A., & Name, S. (2013). Impact of Water, Sanitation, and Hygiene Interventions on Improving Health Outcomes among School Children. *Journal of environmental and public health*, 2013.

Name, S., Maura, A., & Richard, P (2014). Evaluation of an Interactive Surveillance System for Monitoring Acute Bacterial Infections in Nigeria. *Perspectives in Health Information Management*.

CERTIFICATIONS AND SKILLS

Certified in Public Health (CPH) June 2014
Certification in Statistical Analysis Software (SAS) August 2014

PROFESSIONAL MEMBERSHIPS

Member, American Public Health Association (APHA) June 2013 – Present
Member, Council of State and Territorial Epidemiologists August 2014 – Present

STUDENT NAME

New York, NY 10030 • (555) 555-5555 • studentname@sph.cuny.edu
www.linkedin.com/in/studentname

EDUCATION

Master of Public Health in Health Policy and Management December 2014
School of Public Health, City University of New York New York, New York
Relevant Coursework: Public Health Policy Analysis, Comparative Analyses of Urban Health Care Systems, Public Health and Health Care Law

Bachelor of Science in Community Health September 2009
School of Public Health, University of Maryland Baltimore, Maryland

ACADEMIC PROJECT

Project Associate, Advanced Project in Health Services Management September 2013 – May 2014
Bronx Community Health Network Bronx, New York

- Served on a 6-person team consisting of MPH graduate candidates to evaluate the cost effectiveness of the Emergency Room Diversion Program
- Analyzed clinical outcomes for selected diagnoses for ER patients referred to and registered in health centers under the network

PROFESSIONAL EXPERIENCE

Program Assistant January 2012 – December 2012
Family Health International, FHI360 Durham, North Carolina

- Recruited subjects and maintained IRB approval for Agency for Healthcare Quality-sponsored, 500 participant study examining the feasibility and acceptance of podcast use in Type-2 diabetes self-management
- Conducted literature reviews and assisted in grant writing on a project designed to assess the etiology of non-typhoid salmonellosis among Kenyan children
- Provided technical assistance, and conducted prototype testing on the functionalities of a surveillance system designed to monitor the prevalence of Chlamydia infections in among Hispanic populations in North Carolina
- Performed a feasibility study to examine the usefulness and acceptance of Health kiosks among rural Hispanic women in Nebraska

Preventable Admissions Care Team (PACT) Intern June 2011 – August 2011
Department of Social Work Services, Mount Sinai Hospital New York, New York

- Researched and compiled a list of community resources available to patients after being discharged from the hospital
- Assisted patients in applying for benefits such as Medicare part-D
- Scheduled transportation and medical appointments for patients upon Social Workers' request

HONORS/AWARDS

American Public Health Association Conference Student Scholar August 2013
Public Health Association of New York June 2012

CERTIFICATIONS AND SKILLS

- Certified in Public Health (CPH) June 2014
- Certification in Statistical Analysis Software (SAS) August 2014
- Fluent in Spanish

STUDENT NAME

55 West 125th Street, New York, NY • Phone number • student @yahoo.com
www.linkedin.com/in/studentname

PROFILE

A motivated Public Health professional with skills in Health Research and Program Development; Experienced in;

- International Public Health Research
- Data analysis using SAS, including data and research reporting
- Survey development and administration
- Evaluation of health technology systems in global settings
- Program Coordination and Administration

EDUCATION

Doctor of Public Health in Epidemiology Expected 06/2020
City University of New York New York, New York

Master of Public Health in Epidemiology 12/2014
College of Public Health, University of Nebraska Medical Center Omaha, Nebraska

Bachelor of Science in Biochemistry 09/2009
Imo State University Lagos, Nigeria

RESEARCH EXPERIENCE

Research Associate 11/2014-Present
School of Public Health, City University of New York New York, New York

- Working with the Bureau of Maternal, Infant and Child Health at the New York City Department of Health in monitoring and evaluating their Sexual and Reproductive Justice Initiative (SRJ), and in developing a supplement for the Pregnancy Risk and Assessment Monitoring Survey (PRAMS), with the goal of improving respectful care at birth, and reducing maternal healthcare disparities in New York City
- Working with the Bureau of Informatics at the New York City Department of Health to examine existing data visualization tools as well as in conducting an informatics needs assessment survey to inform the use of evidence-based tools in making data meaningful
- Compiling data, and conducting quantitative data analysis on emerging consumer health technology innovations reported on the internet including: mobile health, personal health records, telehealth and electronic health records to examine their current state and inform best practices for health technology interventions
- Writing several book chapters including: electronic health records, telehealth applications, design and development of population health technologies, intersection of technology and healthcare; and assisting with the review and compilation of two textbooks on Population Health Informatics and Essentials of health management
- Teaching an online certificate program in Population Health Informatics
- Responsible for quality control and usability testing on a New York State Department of Health (NYSDOH) funded project to develop a public health dashboard for HIV/AIDS monitoring and management
- Responsible for usability evaluation of a school-based cell phone and internet based application for monitoring sexual health, mental health, food security and health insurance
- Assisting with grant writing, designing survey instruments, conducting focus groups, analyzing data and content development on a Clinical and Translational Science Center-funded grant to guide the development of a podcast-based Type 2 diabetes mellitus educational program for Hispanic populations in New York City
- Analyzing data on all public health programs in the United States, institution-specific recruitment, admissions, and career services-related data to assess best practices in higher education using data-driven approaches, and reporting research findings for publication to peer-reviewed journals
- Analyzing data on physical activity and cardiovascular disease outcomes using the National Health and Nutrition Examination Survey to assess current trends and best practices, and developing manuscripts for publication.

- Conducting data analysis using SAS, and manuscript development on an Agency for Healthcare Research and Quality- funded grant to guide the development of a computer based bilingual breast feeding educational program in Scottsbluff, Nebraska

Research Assistant 01/2013- 07/2014
Center for Global Health and Development, College of Public Health
University of Nebraska Medical Center Omaha, Nebraska

- Collaborated with a research team to design, pilot and administer survey instruments, and assisted in data collection from children and caregivers in an intervention assessing the impact of water, sanitation and hygiene practices across 12 elementary schools in Pune, India
- Assisted in conducting focus group sessions about current practices, perspectives and barriers to breast feeding among Hispanic women, conducted heuristic analysis and usability testing on an AHRQ funded grant to guide the development of a computer based bilingual breast feeding educational program in Scottsbluff, Nebraska
- Assisted in project management activities including; conducting training of field data collectors from diverse medical and allied health fields, and collaborating with project staff on subject recruitment, on a 3-year GATES funded project designed to monitor the incidence of acute bacterial infections among children less than 5 years of age in Northern Nigeria
- Provided technical assistance, performed error checking and modification of electronic forms, developed training modules and conducted prototype testing on the functionalities of an electronic surveillance system designed to monitor the incidence of bacterial infections in Nigeria
- Conducted literature reviews and assisted in grant writing on a project designed to assess the etiology of non-typhoid salmonellosis among Nigerian children, submitted to the National Library of Medicine
- Performed routine data cleaning, analysis and statistical reporting of data using SPSS and SAS
- Carried out routine review and modification of research papers submitted to peer reviewed journals

PROFESSIONAL EXPERIENCE

Program Assistant 06/2015-Present
School of Public Health, City University of New York New York, New York

- Coordinating recruitment, admissions and enrollment of students into the Online Certificate program in Population Health Informatics at the CUNY School of Public Health
- Assisting in program management activities including: developing program content, managing the course website, moderating online discussion forums, and coordinating the students enrolled in the Certificate program in Population Health Informatics
- Providing Career counseling services including: resume and cover letter reviews, job search and interview preparation, to students enrolled in the Master of Public Health program
- Compiling jobs, internships and fellowship opportunities for students, and posting them on the website for the School of Public Health

Clinical Laboratory Analyst 03/2010-09/2010
Shepherd Specialist Hospital Lagos, Nigeria

- Conducted clinical investigations involving: hematology, clinical chemistry, microbiology, parasitology and serological tests on blood, serum and body fluids

Quality Control Analyst 06/2008-12/2008
Emzor Pharmaceutical Industries Ltd Lagos, Nigeria

- Carried out routine physical, chemical and microbial analysis of raw materials, intermediate and finished pharmaceutical products during and after production to ensure quality and consistency in product quality and adherence to standard operating procedures

VOLUNTEER AND LEADERSHIP EXPERIENCE

Student Representative 01/2013-04/2014
EMPOWER, College of Public Health, University of Nebraska Medical Center Omaha, NE

- Collaborated with the Women's Center for Advancement by assisting in conducting health education sessions, organizing fundraisers and participating in meetings, as a student representative on the EMPOWER board, a student-led alliance group aimed at providing health and wellness services to female victims of domestic violence
- Educated female teenagers on nutrition, mental and physical wellness as part of a leadership program organized by EMPOWER

Volunteer

09/2011

NATIONAL YOUTH SERVICE CORPS, Nigeria

- Helped improve awareness on HIV/AIDS by conducting health education sessions and routing HIV testing, as part of the comprehensive Millennium Development Goal activities

PRESENTATIONS

Smith, A., Name, S., et al. Comparison of Socio-Demographic Characteristics of a Computer Based Breastfeeding Educational Intervention Among Rural Hispanic Women. Poster Presented at the American Public Health Association; 2015 November 2–November 5; Chicago, IL.

Name, S. Health Technology Solutions and Maternal Health in Developing Settings. Presented at Columbia University's Society for African Health Initiative; 2016 October 23; New York, NY

PUBLICATIONS

Smith, A., & Name, S.(2013). Impact of Water, Sanitation, and Hygiene Interventions on Improving Health Outcomes among School Children. *Journal of environmental and public health*, 2013.

Smith, A., Name, S., Trout, K., Obaro, S., & MBBS, P.(2014). Evaluation of an Interactive Surveillance System for Monitoring Acute Bacterial Infections in Nigeria. *Perspectives in Health Information Management*.

Smith, A., Wilhelm, S., Aguirre, T., Trout, K., & Name, S.(2013). An Interactive, Bilingual Touch Screen Program to Promote Breastfeeding among Hispanic Rural Women: Usability Study. *JMIR research protocols*, 2(2).

Panigrahi, A., Sohani, S., Name, S., & Smith, A. (2013). Role of music in the management of chronic obstructive pulmonary disease (COPD): a literature review. *Technology and health care: official journal of the European Society for Engineering and Medicine*, 22(1), 53-61.

Laxmi, V., Sharma, S., Singh, A. K., Name, S., Mohan, K., & Smith, A. (2014). Perceptions of online lifestyle counseling among individuals living in rural India. *Technology and health care: official journal of the European Society for Engineering and Medicine*, 22(4), 597-606.

Balaji, S., Name, S., Prasad, S., Bala Kasav, J., Upadhyay, V., Singh, A. K., ... & Smith, A. (2015). Urban Rural Comparisons of Polycystic Ovary Syndrome Burden among Adolescent Girls in a Hospital Setting in India. *BioMed research international*, 2015.

Smith, A., Name, S., Meza, J., Aguirre, T., & Wilhelm, S. (2015). Comparison of Socio-Demographic Characteristics of a Computer Based Breastfeeding Educational Intervention Among Rural Hispanic Women. *Journal of community health*, 1-9.

Smith, A., Perin, D. M. P., Name, S., & Trout, K. (2015). Evaluating the usability of an interactive, bi-lingual, touchscreen-enabled breastfeeding educational programme: application of Nielson's heuristics. *Journal of Innovation in Health Informatics*, 22(2), 265-274.

Mudgapalli, V., Sharan, S., Name, S., & Smith, A. (2015). Perception of receiving SMS based health messages among hypertensive individuals in urban slums. *Technology and Health Care*, (Preprint), 1-9.

Gaba, A., Shrivastava, A., **Name, S.**, & Smith, A. (2015). The Nutrition and Dietetics Workforce Needs Skills and Expertise in the New York Metropolitan Area. *Global Journal of Health Science*, 8(6), p14.

Name, B., Onuoha, N., **Name, S.**, Ugbogu, A., & Duru, M. (2013). Elemental, amino acid and phytochemical constituents of fruits of three different species of eggplant. *International Journal of Medicinal and Aromatic Plants*, 3(2), 200-203.

Duru, M., **Name, S.**, Ugbogu, A., Eze, A., & Name, B. (2012). Phytochemical, vitamin and proximate composition of *Dacryodes edulis* fruit at different stages of maturation. *Asian J Plant Sci Res*, 2(4), 437-441.

PEER REVIEWED ARTICLES

Effect of camu camu (*Myrciaria dubia* (kunth) mcvaugh) nectar on the lipid profile and blood glucose of adults with normal cholesterol levels. *African Journal of Biochemistry Research*/13.11.15/0873. Certificate Number: AJBR10297134341. Dec 9, 2015

CERTIFICATIONS AND SKILLS

Certified in Public Health (CPH)

Certified in Statistical Analysis Software (SAS)

Certification in Database Management on Oracle server (SQL)

Certificate in Monitoring and Evaluation (USAID)

PROFESSIONAL MEMBERSHIPS

Member, American Public Health Association (APHA)

2013-Present

Member, Council of State and Territorial Epidemiologists

2014