

# Your Name in a larger font size

Mailing Address, City, State Zip  
Phone Number (Make sure your voicemail is professional)  
Professional Email Address

## QUALIFICATIONS SUMMARY or PROFESSIONAL PROFILE

This is an optional section that can be formatted in sentences or in bullets. Summarize experience and qualifications relevant to the position you are applying for, and use language from the job posting. This could be the only section a recruiter reads, so it should make a positive impact. Avoid language that could be on anyone's resume such as excellent communication skills or team player, and quantify years of experience. Avoid personal pronouns throughout your resume. This section should be about 3 – 5 sentences or bullet points long. Use font size 10-12 throughout your resume.

## EDUCATION

Write out University names and degrees, University of Miami, Miller School of Medicine, Miami, FL  
**Master of Public Health (MPH), Bold degree or University**, graduation month and year  
Area of Focus, GPA (these are optional)

Undergraduate University Name, City, State

**Bachelor of Arts in Major, be consistent with bold text**, graduation month and year  
Minors, GPA (optional, do not list GPA below 3.0)

University where you studied abroad, City, Country (this is optional)

**Study Abroad**, start date Month Year – end date Month Year

Study Abroad can also be listed above under Undergraduate University after GPA to save space

## EXPERIENCE

Community Partner Name, City, State

**Capstone Field Experience, Bold Job Title when degrees are bold**, Dates (List Experience in reverse chronological order)

- Begin each bullet with an action verb in present tense for present experience or in past tense for past experience; for example: Coordinate for present experience, coordinated for past experience
- Have at least two bullets per experience
- Tell 1) what you did + 2) skills you used = 3) results you got or the goal of your action(s)
- Quantify results whenever possible

Employer Name, City, State or City, Country

**Job Title** (Intern, Research Assistant, Graduate Assistant), Month Year – Month Year

- Tailor the bullets describing your experience to the position you are applying for
- Avoid repeating information listed in the previous experience. For example if you listed that you conducted a literature review above, you do not need to list it again here even if you performed another literature review. Only list new skills and responsibilities
- Make sure all of your formatting is consistent – bullet size and hanging indent, font size and style, verb tense
- Avoid a bullet with only one or two words on a line
- Avoid separating one experience onto two pages

Employer Name, City, State or City, Country

**Job Title** (Remember it does not need to be paid to be experience)

- Avoid using periods in your bullet statements and be sure to include results
- Brainstorm bullet content on separate sheet of paper and then play with words to create the most powerful and concise language
- Avoid including the number of hours worked or the compensation received

**ADDITIONAL EXPERIENCE** (You can simply list additional experience that is not as relevant or you can include bullets describing the experiences if they describe relevant skills)

Company Name, **Position keep bold text consistent throughout resume**, Location, Dates

Company 2 Name, **Position**, Location, Dates

Company 3 Name, **Position**, Location, Dates

### **OPTIONAL COMPONENTS**

- Professional Development: Includes Conferences, Professional Association Memberships, Conference Presentations
- Activities: Broad name that can also include Association members, student organizations, volunteer activities, leadership (Public Health Student Association, Treasurer)
- Honors and Awards: Write out scholarship names (Omit financial award amount)
- Publications (If this is a separate category you should have more than one publication)
- Presentations
- Associations and Memberships (List Professional Association Memberships and Student Organization Memberships)
- Use whatever optional components make the most sense for your experience and the position you are applying for

### **SKILLS**

- List computer and language skills (other than English)
- Avoid soft skills and traits (communication, motivated) – demonstrate soft skills and traits in bullet points describing experiences
- Use SKILLS & CERTIFICATIONS if you have relevant certifications

### **REFERENCES**

- Do not belong on your resume, and neither does “References Available Upon Request”
- References is a separate document and it should include your name and contact information in the same format as on your resume
- Include 3 references with names, titles, email addresses, and phone numbers
- Ask your references if they are willing to give you a strong recommendation for the type of position(s) you are applying for and keep in touch with them about your job search
- Send thank you letters to all references
- See sample reference entry below

### **REFERENCES**

Julie Kornfeld, Ph.D., MPH

Assistant Dean for Public Health

University of Miami, Miller School of Medicine, Department of Public Health Sciences

jkornfel@med.miami.edu

305-243-1212

## **TIPS**

- Use Spell Check and always have another set of eyes review your resume or CV
- Tailor your documents to the position you are applying for
- Play with formatting and content to make your resume one or two pages in length, avoid a page and a half or a page and a quarter
- Vary the action verbs you use in the bullet statements describing your experience
- For a list of action verbs, view the Toppel Career Center's [Resume Development Guide](#), pages 6-7
- Use keywords and phrases used in the job description in your resume
- Ask a friend to look at your resume for ten seconds, then tell you what they noticed
- Recruiters spend an average of six seconds looking at a resume and want to know your educational background and your last two job titles, employers, and dates of employment
- Be consistent with formatting to keep your resume easy to read quickly

## **AVOID**

- When applying for positions in the United States, do not include your date of birth, citizenship, gender, race, ethnicity, or a photograph on your resume
- Personal pronouns including I, me, my, our, we should be avoided
- Remove information that is more than ten years old or from high school
- An Objective statement should not be included on your resume if you include a Professional Profile, Professional Summary, or Summary of Qualifications

## **RESUME CRITIQUES**

- Schedule an appointment to meet with Megan Garber, Associate Director of Career Services, [m.garber@med.miami.edu](mailto:m.garber@med.miami.edu) to discuss your resume
- Email your resume to Megan at [m.garber@med.miami.edu](mailto:m.garber@med.miami.edu) if you would like a resume critique via email
- Please allow 2 business days to receive a critique via email
- The University of Miami Toppel Career Center also provides resume critiques to UM students and alumni, both in-person and electronically. To receive an electronic critique within 5 business days, login to [HireACane](#) using your MyUM login information and upload your resume or CV. For an in-person critique, visit the Center during [walk-in advising hours](#)